

Commentary on candidate evidence

Candidate 1

Task 1 database report	<ul style="list-style-type: none"> ◆ New field heading is inconsistent ◆ No logo, and title is incorrect ◆ Not searched on course leader ◆ Not searched on employment start date ◆ Presentation – course name field is truncated <p>We accepted the label for the total in the middle of the page.</p>	Maximum mark 12	7 marks awarded
Task 2a open day spreadsheet	<ul style="list-style-type: none"> ◆ Not used V/HLOOKUP – just clicking on the value on the other sheet would lead to problems if that data was reordered at some point. 	Maximum mark 7	3 marks awarded
Task 2b budgeted costs	<ul style="list-style-type: none"> ◆ Percentage change incorrect and inconsistent 	Maximum mark 3	2 marks awarded
Task 3 presentation	<ul style="list-style-type: none"> ◆ Design template covered by text on second slide 	Maximum mark 8	7 marks awarded
Task 4 pivot table	<ul style="list-style-type: none"> ◆ Inconsistent capitalisation of headings 	Maximum mark 4	3 marks awarded
Task 5a sponsors sheet	<ul style="list-style-type: none"> ◆ Only two choices in the IF statement ◆ IF statement not multiplied 	Maximum mark 4	1 mark awarded
Task 5b summary sheet	<ul style="list-style-type: none"> ◆ Full marks awarded 	Maximum mark 4	4 marks awarded
Task 6 new student guide	<ul style="list-style-type: none"> ◆ Front Cover – (3 marks) ◆ Contents Page – (3 marks) ◆ Page 3 – not indented on both sides – (2 marks) ◆ Page 4 – one keyboarding error – (5 marks) ◆ Page 5 – (1 mark) ◆ Page 6 – presentation mark not awarded due to wrapping of footer (evident on page 15) – (1 mark) 	Maximum mark 18	15 marks awarded
TOTAL		60 marks available	42 marks awarded