

Commentary on candidate evidence

Candidate 2

Task 1 database report	<ul style="list-style-type: none"> ◆ New field heading not acceptable ◆ Not searched on course name ◆ Not searched on employment start date ◆ No total and label 	Maximum mark 12	7 marks awarded
Task 2a open day spreadsheet	<ul style="list-style-type: none"> ◆ Used TRUE in HLOOKUP ◆ Incorrect use of absolute cell for C26 	Maximum mark 7	4 marks awarded
Task 2b budgeted costs	<ul style="list-style-type: none"> ◆ Percentage change calculation is not correct 	Maximum mark 3	2 marks awarded
Task 3 presentation	<ul style="list-style-type: none"> ◆ No slide numbers 	Maximum mark 8	7 marks awarded
Task 4 pivot table	<ul style="list-style-type: none"> ◆ Headings not amended 	Maximum mark 4	3 marks awarded
Task 5a sponsors sheet	<ul style="list-style-type: none"> ◆ No response submitted 	Maximum mark 4	No marks awarded
Task 5b summary sheet	<ul style="list-style-type: none"> ◆ No response submitted 	Maximum mark 4	No marks awarded
Task 6 new student guide	<ul style="list-style-type: none"> ◆ Front Cover – college name and border missing – (1 mark) ◆ Contents page – headings all not correctly marked as main/sub headings – (1 mark) ◆ Page 3 – name of college not in footer on page 6, no page numbers and not indented correctly – (0 marks) ◆ Page 4 – total is incorrect and two keyboarding errors – (3 marks) ◆ Page 5 – (1 mark) ◆ Page 6 – presentation mark was not awarded as headings that should be on the front cover are at the top of page 3 and spacing is incorrect at bullets – (1 mark) 	Maximum mark 18	7 marks awarded
Total		60 marks available	30 marks awarded