

# Commentary on candidate evidence

## Candidate 4

<b>Task 1 database report</b>	<ul style="list-style-type: none"> <li>◆ Not searched on course name</li> <li>◆ Not searched on course leader</li> </ul>	<b>Maximum mark 12</b>	<b>10 marks awarded</b>
<b>Task 2a open day spreadsheet</b>	<ul style="list-style-type: none"> <li>◆ Full marks awarded</li> </ul>	<b>Maximum mark 7</b>	<b>7 marks awarded</b>
<b>Task 2b budgeted costs</b>	<ul style="list-style-type: none"> <li>◆ Percentage change divided by C4 (Actual) and should be B4 (Budget)</li> </ul>	<b>Maximum mark 3</b>	<b>2 marks awarded</b>
<b>Task 3 presentation</b>	<ul style="list-style-type: none"> <li>◆ Not awarded smart art as blank hexagon</li> <li>◆ No slide numbers</li> </ul>	<b>Maximum mark 8</b>	<b>6 marks awarded</b>
<b>Task 4 pivot table</b>	<ul style="list-style-type: none"> <li>◆ Name of heading – cost per items and inconsistent capitalisation of 'Per' and 'of'</li> </ul>	<b>Maximum mark 4</b>	<b>3 marks awarded</b>
<b>Task 5a sponsors sheet</b>	<ul style="list-style-type: none"> <li>◆ Not multiplied by 100 in column D</li> </ul>	<b>Maximum mark 4</b>	<b>3 marks awarded</b>
<b>Task 5b summary sheet</b>	<ul style="list-style-type: none"> <li>◆ No formula printout</li> </ul>	<b>Maximum mark 4</b>	<b>0 marks awarded</b>
<b>Task 6 new student guide</b>	<ul style="list-style-type: none"> <li>◆ Front Cover – last page bordered and no college name – <b>(1 mark)</b></li> <li>◆ Contents – incorrect sub-headings, main headings and page numbering – <b>(1 mark)</b></li> <li>◆ Page 3 – odd and even pages in the footer, pages 4 and 5 both on the left, not indented on both sides – <b>(1 mark)</b></li> <li>◆ Page 4 – total is not correct, one keyboarding error – <b>(4 marks)</b></li> <li>◆ Page 5 – bracket missing from the last speech bubble – <b>(0 marks)</b></li> <li>◆ Page 6 – no space before bullets on page 4 – <b>(1 mark)</b></li> </ul>	<b>Maximum mark 18</b>	<b>8 marks awarded</b>
<b>Total</b>		<b>60 marks available</b>	<b>39 marks awarded</b>