

Commentary on candidate 1 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1C – criteria – La Belle

1P – print correct fields

Do Not Award

0D – date field format not changed

0K – incorrect spelling of Laing

Question 1b – Database Form

The candidate was awarded **1 mark**

Award

1F – selected fields present and visible

Do Not Award

0H – keyboarding error – Models

0K – no evidence of Nuala's information

0S – Flora's record, should be Nuala's

Question 1d – Database Report

The candidate was awarded **0 marks**

Do Not Award

0H – no heading

0L – no logo

0C – search results do not match exemplars provided in marking instructions

0C – search results do not match exemplars provided in marking instructions

0S – double sort not applied

0P – not in report format

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **1 mark**

Award

1F – formula to calculate first total cost

Do Not Award

0F – third formula truncated

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **11 marks**

Award

1C – centre both headings

1K – keyboarding, quantities

1FM – format cells – euros and consistent font size

Do Not Award

0TF – total due not increased in size, emboldened or bordered

Formula view

Award

1F – cost formula

1N – named cells

1F – total formula

1R – replicate total formula

1F – total cost formula

1F – sub-total formula

1F – VAT formula

1F – total due formula

Do Not Award

0F – discount amount formula – greater than or equal to used instead of greater than

0P – formula in shaded cells – 2a(i)

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1CH – create pie chart using correct data

1P – print chart on a separate sheet

Do Not Award

0H – Finale Dinner not included in heading

0%L – percentages and labels not included at segments

Question 3 - Theory

The candidate was awarded **7 marks**

PART A

Award

1T for the third response about Health and Safety at Work Act

1T for the third about Fire Precautions

Do Not Award

Health and Safety at Work Act

OT – first response – employee responsibility not employer
OT – second response – employee responsibility not employer
Fire Precautions
OT – first response – incorrect response
OT – second response – incorrect response – not a legal requirement

PART B

Award all 5 responses

Commentary on candidate 2 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1D – change DOB field format to medium date

1C – criteria – La Belle

Do Not Award

OK – title field omitted

OP – title field omitted

Question 1b – Database Form

The candidate was awarded **3 marks**

Award

1H – form header – Model Information

1K – keyboarding

1S – selected record printed (Nuala) in form format

Do Not Award

OF – title field omitted

Question 1c – Database Address Labels

The candidate was awarded **1 mark**

Award

1S – sort – agency name

Do Not Award

OK – MILAN 2018 not inserted

OP – fields in wrong order, title omitted, incorrect line spacing and additional fields

Question 1d – Database Report

The candidate was awarded **7 marks**

Award

1H – heading

1L – logo, top right hand side

1C – models born before 1993

1C – not DP Model Agency

- 2S – sort agency name and name of model
- 1P – print a report with the correct fields in the correct order

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **2 marks**

Award

- 1F – formula to calculate first total cost
- 1F – formula to calculate other 2 total costs

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **12 marks**

Value view

Award

- 1C – centre both headings
- 1K – keyboarding, quantities
- 1TF – total due – increased font size, bold and thick border
- 1FM – format cells – euros and consistent font size

Formula view

Award

- 1F – cost formula
- 1N – named cells
- 1F – total formula
- 1R – replicate total formula
- 1F – total cost formula
- 1F – sub-total formula
- 1F – total due formula
- 1P – print both price list and order form with correct gridlines and row and column headings

Do Not Award

- 0F – discount amount formula – truncated
- 0F – VAT formula – no cell reference used

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

- 1CH – create pie chart using correct data
- 1P – print chart on a separate sheet

Do Not Award

- 0H – Finale Dinner not included in heading
- 0%L – legend included as well as name labels

Question 3 - Theory

The candidate was awarded **10 marks**

PART A

Award

2T for the first 2 responses about Health and Safety at Work Act

3T for all responses about Fire Precautions

Do Not Award

0T – third response about Health and Safety at Work Act – stable level is too vague

PART B

Award all 5 responses

Commentary on candidate 3 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **2 marks**

Award

1D – change DOB field format to medium date

1C – criteria – La Belle

Do Not Award

OK – title field omitted

OP – title field omitted, name and surname fields combined, and printed over 2 pages

Question 1b – Database Form

The candidate was awarded **2 marks**

Award

1K – keyboarding

1S – selected record printed (Nuala) in form format

Do Not Award

OH – incorrect heading

OF – title field omitted

Question 1c – Database Address Labels

The candidate was awarded **2 marks**

Award

1S – sort – agency name

1K – MILAN 2018 inserted accurately

Do Not Award

OP – printed over 2 pages and fields omitted

Question 1d – Database Report

The candidate was awarded **4 marks**

Award

1H – heading

1L – logo, top right hand side

1C – models born before 1993

1P – print a report with the correct fields in the correct order

Do Not Award

0C – DP Model Agency included
0S – double sort not applied

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **1 mark**

Award

1F – formula to calculate other 2 total costs, consequentially correct

Do Not Award

0F – SUM function not used – max one mark not awarded

Question 2a(ii) – Spreadsheet Price List

The candidate was awarded **7 marks**

Value view**Award**

1C – centre both headings
1K – keyboarding, quantities
1TF – total due – increased font size, bold and thick border
1FM – format cells – euros and consistent font size

Formula view**Award**

1F – total formula
1R – replicate total formula
1F – total cost formula

Do Not Award

0F – Cost formula – formula not used for cost
0N – no named cells
0F – Discount Amount formula – rate calculated instead of amount
0F – Sub Total formula – no cell reference used for **5%**, should have been D12
0F – VAT formula – percentage has been added instead of multiplied
0F – Total Due formula – no formula used
0P – truncation in value view 2a(i)

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1H – correct heading
1P – print chart on a separate sheet

Do Not Award

0CH – data used from column B (quantities)
0%L - labels not included at segments

Question 3 – Theory

The candidate was awarded **4 marks**

PART A

Award

1T for the second response about Fire Precautions

2T for the fourth and fifth responses about First Aid Regulations

Do Not Award

0T – first response – employee responsibility, not employer

0T – third response – employee responsibility, not employer

0T – sixth response – no response

PART B

Award

1T for the first response

Do Not Award

0T – second response – no explanation of method

0T – third response – no explanation of method

0T – fourth response – no explanation of method

0T – fifth response – explanation incorrect

Commentary on candidate 4 evidence

The evidence for this candidate has achieved the following marks for each question of this course assessment component.

Question 1a – Database Table

The candidate was awarded **3 marks**

Award

1D – change DOB field format to medium date

1K – keyboarding accurate

1P – print correct fields

Do Not Award

0C – La Belle criteria not applied

Question 1b – Database Form

The candidate was awarded **4 marks**

Award

1H – form header – Model Information

1F – selected fields present and visible

1K – keyboarding

1S – selected record printed (Nuala) in form format

Question 1c – Database Address Labels

The candidate was awarded **2 marks**

Award

1S – sort – agency name

1K – MILAN 2018 inserted accurately

Do Not Award

0P – agency name omitted, incorrect field order and line spacing

Question 1d – Database Report

The candidate was awarded **4 marks**

Award

1L – logo, top right hand side

2S – sort agency name and name of model

1P – print a report with the correct fields in the correct order

Do Not Award

0H – incorrect capitalisation

0C – search results do not match exemplars provided in marking instructions

0C – search results do not match exemplars provided in marking instructions

Question 2a(i) – Spreadsheet Price List

The candidate was awarded **2 marks**

Award

1F – formula to calculate first total cost

1F – formula to calculate other 2 total costs

Question 2a(ii) – Spreadsheet Order Form

The candidate was awarded **13 marks**

Value view

Award

1C – centre both headings

1K – keyboarding, quantities

1TF – total due – increased font size, bold and thick border

1FM – format cells – euros and consistent font size

Formula view

Award

1N – named cells

1F – total formula

1R – replicate total formula

1F – total cost formula

2F – discount amount formula

1F – sub-total formula

1F – VAT formula

1P – print both price list and order form with correct gridlines and row and column headings

Do Not Award

0F – cost formula – no formula used

0F – total due formula – incorrect use of SUM function

Question 2b – Spreadsheet Chart

The candidate was awarded **2 marks**

Award

1CH – create pie chart using correct data

1P – print chart on a separate sheet

Do Not Award

0H – incorrect capitalisation

0%L – legend included as well as name labels

Question 3 – Theory

The candidate was awarded **8 marks**

PART A

Award

3T for the first 2 responses about Fire Precautions

3T for all responses about Display Screen Equipment

PART B***Award***

2T for the third and fifth response

Do Not Award

0T – first response – no explanation of method

0T – second response – no explanation of method

0T – fourth response – no explanation of method