



General Certificate of Secondary Education

Business and Communication Systems

Unit 1: Software Applications for Business

[GSY11]

Assessment

MARK SCHEME

General Marking Instructions

Introduction

Mark schemes are intended to ensure that the GCSE examinations are marked consistently and fairly. The mark schemes provide markers with an indication of the nature and range of candidates' responses likely to be worthy of credit. They also set out the criteria which they should apply in allocating marks to candidates' responses.

Assessment Objectives

Below are the assessment objectives for Business and Communication Systems

Candidates must:

- AO1** recall, select, and communicate their knowledge and understanding of concepts, issues and terminology;
- AO2** apply skills, knowledge and understanding in a variety of contexts and in planning and carrying out investigations and tasks; and
- AO3** analyse and evaluate products, make reasoned judgements and present appropriate conclusions.

Quality of candidate's responses

reflecting the level of maturity which may reasonably be expected of a 16-year-old which is the age at which the majority of candidates sit their GCSE examinations.

Flexibility in marking

Mark schemes are not intended to be totally prescriptive. No mark scheme can cover all the responses which candidates may produce. In the event of unanticipated answers, examiners are expected to use their professional judgement to assess the validity of answers. If an answer is particularly problematic, then examiners should seek the guidance of the Supervising Examiner.

Positive marking

Examiners are encouraged to be positive in their marking, giving appropriate credit for what candidates know, understand and can do rather than penalising candidates for errors or omissions. Examiners should make use of the whole of the available mark range for any particular question and be prepared to award full marks for a response which is as good as might reasonably be expected of a 16-year-old GCSE candidate.

Awarding zero marks

Marks should only be awarded for valid responses and no marks should be awarded for an answer which is completely incorrect or inappropriate.

Marking calculations

In marking answers involving calculations, examiners should apply the 'own figure rule' so that candidates are not penalised more than once for a computational error.

Types of mark schemes

Mark schemes for tasks or questions which require candidates to respond in extended written form are marked on the basis of levels of response which take account of the quality of written communication.

Other questions which require only short answers are marked on a point for point basis with marks awarded for each valid piece of information provided.

Levels of response

Tasks and questions requiring candidates to respond in extended writing are marked in terms of levels of response. In deciding which level of response to award, examiners should look for the 'best fit' bearing in mind that weakness in one area may be compensated for by strength in another. In deciding which mark within a particular level to award to any response, examiners are expected to use their professional judgement. The following guidance is provided to assist examiners.

- **Threshold performance:** Response which just merits inclusion in the level and should be awarded a mark at or near the bottom of the range.
- **Intermediate performance:** Response which clearly merits inclusion in the level and should be awarded a mark at or near the middle of the range.
- **High performance:** Response which fully satisfies the level description and should be awarded a mark at or near the top of the range.

Quality of written communication

Quality of written communication is taken into account in assessing candidates' responses to all tasks and questions that require them to respond in extended written form. These tasks and questions are marked on the basis of levels of response. The description for each level of response includes reference to the quality of written communication.

For conciseness, quality of written communication is distinguished within levels of response as follows:

Level 1: Quality of written communication is limited.

Level 2: Quality of written communication is satisfactory.

Level 3: Quality of written communication is good.

In interpreting these level descriptions, examiners should refer to the more detailed guidance provided below:

Level 1 (Limited): Candidate demonstrates a limited level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate demonstrates a limited level of writing, form and style appropriate to the purpose of the question. The organisation of the work is limited.

Level 2 (Satisfactory): Candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear most of the time. The candidate demonstrates a satisfactory level of writing, form and style appropriate to the purpose of the question. The organisation of the work is satisfactory.

Level 3 (High standard): Candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The meaning of the text is always clear. The candidate demonstrates a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.

Task 1

**AVAILABLE
MARKS**

- (a) Title, Forename, Surname, Address, Town, Postcode, Gender,
Date of Birth, Contact Telephone Number and Email Address
([2] if all included
[1] if some included)
(AO2 [2]) [2]

Quality of form

Level 0 ([0])

Answer not worthy of credit.

Level 1 ([1]–[2])

The candidate has demonstrated a satisfactory knowledge of form design. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The candidate makes satisfactory use of alignment and white space, and the organisation of work is satisfactory.

Level 2 ([3]–[4])

The candidate has demonstrated a good knowledge of form design. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The candidate makes good use of alignment and white space, and the organisation of work is good. Interactive button(s) (e.g. Submit; Reset; Next Page) included and positioned appropriately. Form is fit for purpose.
(AO3 [4]) [4]

- (b) Appropriate information about Club Energise, e.g. Telephone Number;
Website Address; Club Energise
Any other relevant information, e.g. Title of form; Instructions for filling out form
A4 printout
([1] for each piece of information
Max. [2])
(AO1 [1])
(AO2 [1]) [2]

- (c) Effective use of boxes/lines [1]
Effective fonts [1]
Effective use of tables [1]
Effective style [1]
Any other effective design feature [1] Max. [2]
(AO1 [1])
(AO2 [1]) [2]

10

Task 2 Part A

(a) Correct text in cells A1 – ‘Quarter 1 Finances’ Correct font size and emboldened Shading (AO2 [3])	[1] [1] [1]	[3]
(b) Correct text in cells A3:A5; A14, D6 and B2:E2 (Some cells correct [1]) (AO2 [2])		[2]
(c) Correct numbers in cells B3:B5; C3:C5 and D3:D5 (Some cells correct [1]) (AO2 [2])		[2]
(d) Cells B3:E5 and E6 correctly formatted – sterling, 2 decimal places (Some cells correctly formatted [1]) (AO2 [2])		[2]
(e) Correct formula in E3, e.g. =SUM(B3:D3); =B3+C3+D3 (AO1 [1]) (AO2 [1])		[2]
(f) All replication correct (Some replication [1]) (AO2 [2])		[2]
(g) Correct formula in E6, e.g. =SUM(E3:E5); =E3+E4+E5 (AO1 [1]) (AO2 [1])		[2]
(h) Correct formula in B14, e.g. =IF(E6>E12,"YES","NO") (Use of IF statement Correct condition – E6>E12 “YES” “NO” (AO1 [3]) (AO2 [1])	[1] [1] [1] [1]	[4]
(i) Correct text in footer – ‘Club Energise Task 2’ (AO2 [1])		[1]
(j) Data printout landscape and one A4 page Row and column headings and gridlines All data visible (AO2 [3])	[1] [1] [1]	[3]
(k) Formula printout on one A4 page (AO2 [1])		[1]

**AVAILABLE
MARKS**

24

Task 2 Part B

Pie chart produced	[1]
Correct title – ‘Quarter 1 Expenses’	[1]
Data values shown on each slice	[1]
Logo included	[1]
Correct slices for wages, rent, electricity and cleaning produced ([1] if some slices correct)	[2]
Chart A4 size	[1]
(AO2 [6])	[7]

**AVAILABLE
MARKS**

7

Task 2 Part C

**AVAILABLE
MARKS**

(a) Three Paragraphs	[1]	
Relevant information for each paragraph [3 × 1]	[3]	
Knowledge of letter design, e.g.		
Salutation	[1]	
Closure	[1]	
Appropriate font	[1]	
Appropriate style	[1]	
Any other suitable feature	[1] Max. [3]	
Enclosure line	[1]	
Title field inserted	[1]	
Surname field inserted	[1]	
Address field inserted	[1]	
Town field inserted	[1]	
Postcode field inserted	[1]	[13]
(AO1 [13])		
Quality of letter		
Level 0 ([0])		
Answer not worthy of credit.		
Level 1 ([1]–[2])		
The candidate has demonstrated limited knowledge of standard letter layout.		
The candidate demonstrates a limited level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate displays a limited level of writing, form and style appropriate to the purpose of the question. The organisation of the work is limited.		
Level 2 ([3]–[4])		
The candidate has demonstrated satisfactory knowledge of standard letter layout. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear most of the time. The candidate displays a satisfactory level of writing, form and style appropriate to the purpose of the question. The organisation of the work is satisfactory.		
Level 3 ([4]–[6])		
The candidate has demonstrated good knowledge of standard letter layout. The letter must have correct use of salutation and complimentary close and a date included. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The meaning of the text is clear some of the time. The candidate displays a good level of writing, form and style appropriate to the purpose of the question. The organisation of the work is good.		
(AO3 [6])		[6]
Standard letter printed		[1]
(AO2 [1])		

(b) Three letters printed:
Mr Black; Mr Breen; Mrs Smyth only
([1] if any missing or [1] if additional member(s))
(AO2 [2])

[2]

AVAILABLE
MARKS

22

Task 3

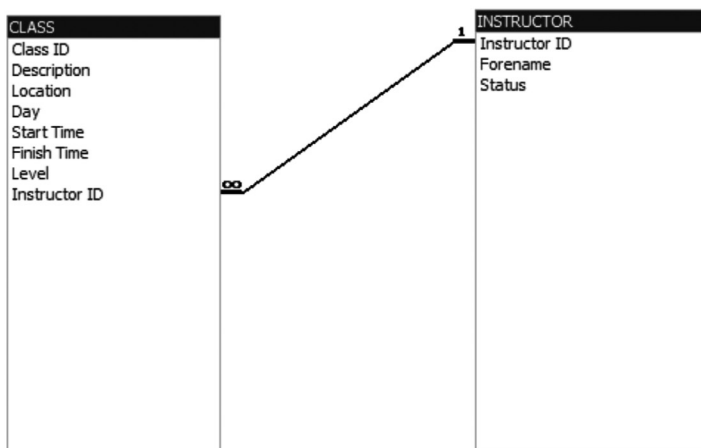
AVAILABLE MARKS

- (a) Database structure amended – ‘Grade’ changed to ‘Level’ (AO2 [1]) [1]
- (b) New class added – CE150, Aqua Aerobics, Pool, Saturday Correct spelling (AO2 [2]) [1]
[1] [2]
- (c) Correct class deleted – CE510, Wednesday, free Weights (AO2 [1]) [1]
- (d) Change made correctly – CE500 Start Time changed to 19:00 (AO2 [1]) [1]
- (e) Correct relationship report printed [2]
(Any relationship [1])
Candidate and centre number included [1]

Relationships for Club Energise Database

Relationships for Club Energise Database Final

22 May 2019



Centre Number 71XXX Candidate Number 2XXX

- (AO1 [1])
- (AO2 [2]) [3]

- (f) Saturday Classes:
Both Aqua Aerobics, Beginner and Zumba, Beginner and no others

Description	Level
Aqua Aerobics	Beginner
Zumba	Beginner

- (AO2 [3]) [2]

- (g) Beginner Zumba Classes:
Both Studio, Tuesday and Studio, Saturday and no others

Location ▾	Day ▾	Start Time ▾	Finish Time ▾
Studio	Tuesday	18:00	18:45
Studio	Saturday	10:00	10:45

(AO2 [3])

[3]

- (h) Sally's Classes
All of: Swimming Lessons, Wednesday; Aqua Aerobics Monday;
Aqua Aerobics, Saturday and Boxercise, Thursday and no others

Sally's Classes			
Description ▾	Location ▾	Day ▾	Start Time ▾
Aqua Aerobics	Pool	Saturday	10:00
Aqua Aerobics	Pool	Monday	19:00
Boxercise	Studio	Thursday	19:00
Swimming Lessons	Pool	Wednesday	19:00

(AO2 [4])

[4]

- (i) CLASS details included: Class ID; Location; Description;
Start Time; Finish Time and Level only [1]
Correct title – 'List of Classes' [1]
Logo appropriately positioned [1]
Grouped by Location [1]
Sorted in Description ascending [1]
Centre number and candidate number in report footer [1]
Landscape mode [1]

Professional appearance [2]

Level 0 ([0])

Answer not worthy of credit.

Level 1 ([1])

The candidate has demonstrated limited knowledge of database report layout.
The organisation of the work is limited.

Level 2 ([2])

The candidate has demonstrated good knowledge of database report layout.
The organisation of the work is good.

(AO2 [7])

(AO3 [2])

[9]

26

Task 4

Slide 1 correct title included – ‘Template’	[1]	
Detailed explanation of what a template is ([1] for basic explanation)	[2]	
(AO1 [1])		
(AO2 [2])		
[3]		
Slide 2 correct title included – ‘Multimedia’	[1]	
Detailed explanation of what a multimedia is (AO1 [1])	[2]	
(AO2 [2])		
[3]		
Slide 3 correct title included – ‘Scrolling Marquee’	[1]	
Detailed explanation of what a scrolling marquee is ([1] for basic explanation)	[2]	
(AO1 [1])		
(AO2 [2])		[3]
Slides 1 and 2 printed on one page in handout mode	[1]	
Slide 3 printed full size	[1]	
(AO2 [2])		[2]

Total

11

100**AVAILABLE
MARKS**

