

EXAMINATION NUMBER															

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1**File name: 1Pyramids****Total Q1: 29**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Picture <ul style="list-style-type: none"> Picture width changed to 21 cm ✓ Picture positioned over top edge and across width of page ✓ All empty paragraphs below picture removed ✓ 	1		3	
		1			
		1			
1.2	Heading <ul style="list-style-type: none"> Strikethrough removed from whole heading ✓ Character spacing expanded ✓ by 1.5 pt ✓ Heading horizontally centred ✓ 	1		4	
		2			
		1			
1.3	Source <ul style="list-style-type: none"> Website source added ✓ Author 'Nina Sen' added ✓ (<i>Accept Sen, Nina OR any variation of Nina Sen</i>) Year '2012', Month 'September' OR 09 OR 9, Day '6' ✓ Added in the appropriate places ✓ 	1		4	
		1			
		1			
		1			
1.4	Find and replace <ul style="list-style-type: none"> Nonbreaking spaces replaced with a single normal space ✓ (<i>some replacements</i>) All 14 occurrences of nonbreaking spaces replaced ✓ (<i>Find nonbreaking spaces (^s), no occurrences</i>) 	1		2	
		1			
1.5	Indent: 'One of ...' <ul style="list-style-type: none"> First line indent ✓ Left or hanging indent set at 2 cm ✓ Right indent set at exactly 14 cm on ruler ✓ (<i>1.92 cm in dialog box</i>) 	1		3	
		1			
		1			
1.6	Line and Paragraph spacing: 'The grand ...' <ul style="list-style-type: none"> Paragraph spacing after changed to 8 pt ✓ Line spacing set to 'Multiple' ✓ At 1.4 ✓ 	1		3	
		1			
		1			
1.7	Paragraph settings: 'Insert here' <ul style="list-style-type: none"> 'Page break before' selected on text 'Insert here' ✓ (<i>Do NOT allocate mark for Page Break</i>) 	1		1	

EXAMINATION NUMBER															

1.8	File inserted as icon <ul style="list-style-type: none"> File 1Structure inserted ✓ (<i>Alt + F9</i>) As icon ✓ Icon named as 1Structure ✓ 	1		3	
		1			
		1			
1.9	Caption <ul style="list-style-type: none"> Picture 'cropped' to remove only text below ✓ Caption label changed to Structure ✓ (<i>Alt + F9, {Seq Structure * alphabetic}</i>) Caption label numbering changed to a, b, c, ... ✓ 	1		3	
		1			
		1			
1.10	Watermark <ul style="list-style-type: none"> Text watermark inserted ✓ Text 'Ancient' ✓ Watermark displays only on first page ✓ 	1		3	
		1			
		1			
	Total for QUESTION 1			[29]	

SC/NSC – Marking Guidelines

EXAMINATION NUMBER															

2.7	Picture <ul style="list-style-type: none"> Picture background removed ✓ Text wrapping set to 'Tight'/'Through' ✓ Picture moved to approximate correct position ✓ 	1		3	
		1			
		1			
2.8	Cross reference <ul style="list-style-type: none"> Cross reference to 'ForEver' bookmark inserted ✓ (<i>Alt + F9, {PAGEREF ForEver \h }</i>) Only page number displays ✓ 	1		2	
		1			
	Total for QUESTION 2			[21]	

EXAMINATION NUMBER																				
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3.5	<p>Cell I8 (Check for building blocks): =IF(SUM(C8:G8)=H8,"Correct","Error")</p> <p>OR =IF(H8=SUM(C8:G8),"Correct","Error")</p> <ul style="list-style-type: none"> • =IF function in cell I8 ✓ • SUM function ✓ • Range (C8:G8) ✓ (No mark if absolute cell reference) • =H8 ✓ • Correct output ("Correct") if true ✓ • Correct output ("Error") if false ✓ • Formula copied to rest of cells ✓ 	1 1 1 1 1 1 1		7	
3.6	<p>Conditional formatting (Check for building blocks)</p> <ul style="list-style-type: none"> • Conditional formatting applied to range C8:G19 ✓ • To check for below average ✓ ('Below average' rule OR <752293 OR C8<AVERAGE(\$C\$8:\$G\$19)) • Filled with any colour ✓ 	1 1 1		3	
Chart_Grafiek worksheet					
3.7	<ul style="list-style-type: none"> • Chart type for 2015 data changed ✓ to column ✓ • Legend series 'Year' changed to '2018' ✓ • Legend appears to the right of the chart ✓ • 1000 separator applied to vertical axis ✓ (Check Axis Options Number setting) • Markers inserted ✓ on 2019 data only ✓ 	2 1 1 1 2		7	
Total for QUESTION 3				[27]	

EXAMINATION NUMBER																			
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QUESTION 4

File name: 4Visitors

Total Q4: 23

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Pyr_Pir worksheet					
4.1	Page layout <ul style="list-style-type: none"> • Page orientation set to landscape ✓ • Row 2 set to repeat at top of each page ✓ 	1 1		2	
4.2	Cell D3 (Check for building blocks): =RIGHT(C3,LEN(C3)-FIND("@",C3)) OR =RIGHT(C3,LEN(C3)-SEARCH("@",C3)) OR =MID(C3,FIND("@",C3)+1,LEN(C3)-FIND("@",C3)) OR =MID(C3,FIND("@",C3)+1,LEN(C3)) <ul style="list-style-type: none"> • Determine the position of the @ ✓ in cell C3 with FIND/SEARCH function ✓ • Determine the length of string ✓ in cell C3 with LEN function • Extract text AFTER ✓ the "@" with MID/RIGHT function ✓ 	1 1 1 1 1		5	
4.3	Cell F4: =VLOOKUP(E4,Code_Kode!\$A\$2:\$C\$43,3) OR =VLOOKUP(E4,Code_Kode!\$A\$1:\$C\$43,3) OR =XLOOKUP(E4,Code_Kode!\$A\$2:\$A\$43,Code_Kode!\$C\$2:\$C\$43) <ul style="list-style-type: none"> • VLOOKUP OR XLOOKUP function ✓ • Lookup value: E4 ✓ • Table array: Code_Kode!A2:C43 ✓ (OR Code_Kode!\$A\$1:\$C\$43) • Row index number: 3 ✓ • Absolute cell referencing ✓ 	1 1 1 1 1		5	

EXAMINATION NUMBER																			
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4.4	<p>Cell H5 (Check for building blocks): =ROUNDDOWN(((TODAY()-G5)/365.25),0)</p> <p>OR =ROUNDDOWN(DAYS360(G5,TODAY())/360,0)</p> <p>OR =ROUNDDOWN(DAYS(TODAY()),G5)/365.25,0)</p> <p>OR =ROUNDDOWN(YEARFRAC(G5,TODAY()),0)</p> <p>OR =TRUNC(((TODAY()-G5)/365.25),0)</p> <p>OR =INT((TODAY()-G5)/365.25)</p> <ul style="list-style-type: none"> • ROUNDDOWN (,0) ✓ (Allocate mark if INT OR TRUNC was used) • TODAY() ✓ OR NOW() • - ✓ • G5) ✓ • Correct order of subtraction ✓ • / 365.25 ✓ (Accept 365 OR 360 if DAYS360 function was used) 			6	
4.5	<p>Cell I14 (Check for building blocks): =IF(H14<60,IF(F14="Giza","Yes","No"),"No")</p> <p>OR =IF(H14<=59,IF(F14="Giza","Yes","No"),"No")</p> <p>OR =IF(H14>=60,"No",IF(F14="Giza","Yes","No"))</p> <ul style="list-style-type: none"> • Criteria 1: check for <60 OR <=59 ✓ • Criteria 2: check for "Giza" ✓ • Correct output ("Yes") if both true ✓ • Correct output ("No") if both false ✓ • Correct output ("No") if age (<60) is false ✓ 			5	
	Total for QUESTION 4			[23]	

EXAMINATION NUMBER																			
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QUESTION 5

File name: 5Egypt

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>TSurname</i> • Allow for duplicates ✓ (<i>Yes (Duplicates OK)</i>)	1		1	
5.1.2	Field: <i>TBirthDate</i> • Date displays in 'Short Date' format ✓	1		1	
5.1.3	Field: <i>TAge</i> • Decimal places set to 0 ✓	1		1	
5.1.4	Field: <i>EContact</i> • Validation rule: Like *@* ○ * ✓ ○ @ ✓ ○ * ✓	1 1 1		3	
5.1.5	Field: <i>TType</i> • Field size changed to 4 ✓	1		1	
5.1.6	Input Mask: <.LL? OR .<LL? • < ✓ • . ✓ (<i>Accept in combination with /, \ or " "</i>) • LL ✓ • ? ✓	1 1 1 1		4	
5.1.7	Field: <i>PyramidCode</i> • Text align is set to 'Center' ✓	1		1	
5.1.8	Field: <i>PyramidSite</i> • Combo box created ✓ • Row source: tblSites ✓ (<i>14 options in combo box</i>)	1 1		2	
5.1.9	Field: <i>TPhoto</i> • Any picture inserted for 'Peter Andrews' ✓ • 5Andrews picture inserted ✓ (<i>Accept linked icon</i>)	1 1		2	
Form: frm5_2					
5.2	• Fields are in order <i>TSurname</i> , <i>TName</i> , <i>EContact</i> and <i>TPhoto</i> ✓ • Examination number replaces the form heading ✓ • <i>Date</i> field inserted in form header ✓ (<i>Do not accept typed date</i>) • <i>EContact</i> field shaded to any colour ✓ (<i>Accept shadow or shade. Not label</i>)	1 1 1 1		4	

EXAMINATION NUMBER																				
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Query: qry5_3					
5.3	<ul style="list-style-type: none"> Total row switched on ✓ Pyramid: COUNT ✓ Site criteria: "Giza" ✓ 	1			3
		1			
		1			
Query: qry5_4					
5.4	<ul style="list-style-type: none"> Surname field moved to before Name field ✓ Criteria in BirthDate field: < #1960/01/01# ✓ OR <=#1959/12/31# OR YEAR([BirthDate])<1960 OR YEAR([BirthDate])<=1959 OR LEFT([BirthDate],4)<=1959 Criteria in DomainType field: ".org" ✓ OR ✓ ".edu" ✓ (Accept "*org" OR "*edu") Calculated field: <ul style="list-style-type: none"> Payable:[VisitorsCost] - ([VisitorsCost] * 0.15) Payable:[VisitorsCost] - ([VisitorsCost] * 15/100) Payable:[VisitorsCost] * 0.85 ○ Calculated field name: Payable: ✓ ○ Correct field: VisitorsCost ✓ ○ 15% calculated ✓ (*15/100 OR *0.15) ○ Subtracted from VisitorsCost ✓ (*0.85 OR -[VisitorsCost]) (Accept 0.85 OR 85/100 for last two marks) <p>(Expected number of records: 37)</p>	1			9
		1			
		3			
		1			
		1			
		1			
		1			
Report: rpt5_5					
5.5	<ul style="list-style-type: none"> Report saved as rpt5_5 ✓ based on tblVisitors Pyramid, Name, Surname, VisitorsCost fields display ✓ Grouping on Pyramid ✓ Function in Pyramid footer ✓ =MAX ✓ ([VisitorsCost]) ✓ 'Maximum Amount' label added for the function ✓ Border appears around 'Maximum Amount' textbox and appears as currency ✓ (Mark from Print Preview) 	1			8
		1			
		1			
		1			
		2			
		1			
		1			
Total for QUESTION 5					
					[40]

EXAMINATION NUMBER															

QUESTION 6**File names: 6_1NatGeo, 6_2Facts****Total Q6: 20**

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.

No.	Criteria	Maximum Mark		Candidate Mark		
6_1NatGeo						
6.1.1	Centre <center> <h1>PYRAMIDS</h1> <p>The third of ... complex mortuary temple.</p> <p>Each massive pyramid ... other features.</p> </center> <ul style="list-style-type: none"> • 'Center' OR paragraph and align tags inserted ✓ • Text 'PYRAMIDS ... other features' (including picture) is centred ✓ 	1	1	2		
6.1.2	Heading <h1>PYRAMIDS</h1> <ul style="list-style-type: none"> • 'Heading 1' tags correctly inserted ✓ • Font tags correctly inserted ✓ • 'Font face' set to "Papyrus" ✓ 	1	1	1	3	
6.1.3	Image <ul style="list-style-type: none"> • Image tags inserted ✓ • Image 6Group.jpg ✓ 	1	1		2	
6.1.4	Hyperlink <h2>The Future of the Pyramids</h2> <ul style="list-style-type: none"> • Tags for anchor inserted <a ...> ✓ • To correct web address "www.crystal.com" ✓ 	1	1		2	

EXAMINATION NUMBER																			
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6_2Facts

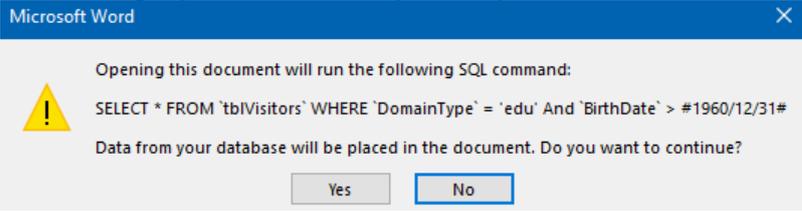
6.2	<p>...</p> <pre>TOP 3 Egyptian Pyramid Facts <hr/> ... <table bgcolor="Burlywood" border="1"> <tr> <th>No.</th> <th>Question</th> <th>Answer</th> </tr> <tr> <td>1.</td> <td>Which pyramids are the most well known?</td> <td>Ancient Egyptian pyramids</td> </tr> ... </table> <ul type="circle"> Most Ancient Egyptian ... Saqqara is a ... For over 3 800 years ... </pre> <ul style="list-style-type: none"> • Tag for horizontal line <hr/> inserted ✓ • Table row tags <tr></tr> inserted for table heading ✓ • Table heading tags <th></th> inserted ✓ (OR bold and centred) • Table row tags <tr></tr> inserted twice for table rows ✓ • Cell tags <td></td> inserted ✓ • Cell tags <td></td> inserted for two rows ✓ • Closing table tag </table> inserted before bulleted list ✓ • Unordered list tags inserted around the text ✓ • Bullet type is a 'circle' ✓ • List item tags inserted three times ✓ 	1 1 1 1 1 1 1 1 1		10	
	Closing tag(s), triangular brackets and nesting correctly used on both web pages	1		1	
	Total for QUESTION 6			[20]	

EXAMINATION NUMBER															

QUESTION 7 File names: 7Years, 7Invitation, 7Mail, 7InvitationMerged**Total Q7: 20**

No.	Criteria	Maximum Mark			Candidate Mark
7Years					
Data worksheet					
7.1.1	Transpose <ul style="list-style-type: none"> Correct data appears in Data worksheet ✓ Column A is right aligned ✓ 	1 1		2	
Chart worksheet					
7.1.2	Chart <ul style="list-style-type: none"> Only the data series 2017 to 2019 is displayed ✓ Data labels added ✓ Vertical axis major units changed to 0.2 ✓ 	1 1 1		3	
7.1.3	Chart saved as image (7Chart.jpg) <ul style="list-style-type: none"> Chart saved as a file ✓ Saved as 7Chart.jpg ✓ 	1 1		2	
Visitors worksheet					
7.1.4	Cell J3: =COUNTIF(AmountSpent,">14000") <ul style="list-style-type: none"> COUNTIF function ✓ Named Range: AmountSpent ✓ (OR cell F2:F194) Criteria: ">14000" ✓ 	1 1 1		3	
7.1.5	Data validation: Column E <ul style="list-style-type: none"> In Validation List <ul style="list-style-type: none"> Option 'ord' changed to 'org' ✓ OR <ul style="list-style-type: none"> 'org' added to list Option 'gov' added to list ✓ Validation Rule Source changed to include amendments in validation list for column E ✓ (OR \$M\$4:\$M\$9 OR \$M\$4:\$M\$10 OR 'org' added) 	1 1 1		3	

EXAMINATION NUMBER																			
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7Invitation/7InvitationMerged				
7.2.1	<p>Mail Merge (14 records expected)</p>  <ul style="list-style-type: none"> • 7Invitation linked to data source 7Mail ✓ • Data source: <i>DomainType</i> criteria = edu ✓ • Data source: <i>BirthDate</i> criteria >=1961/01/01 ✓ OR >1960/12/31 • <<Name>> replaced with field <i>Name</i> ✓ • Any date and time field inserted in the footer ✓ to automatically update ✓ 	1		6
		1		
		1		
		1		
		1		
		1		
7.2.2	<p>Merged Document</p> <ul style="list-style-type: none"> • Merged document saved as 7InvitationMerge ✓ 	1		1
	Total for QUESTION 7			[20]
	TOTAL			180