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Mark Scheme (Results)

November 2020

Pearson Edexcel International GCSE In Information and Commiuncation Technology (4IT1/02)

Paper 02: Practical Paper

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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted. Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response

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Task	Answer	Marks
	Section A	
A1	**Graphics**	
a	1. Lines **or** shapes (1) 2. Include the company name or Lang (1) – ignore spelling Do not award the mark for line/shapes if image is not original.	1 1
b	*Image edited to:* 1. Remove the tower from the image (1) 2. Increase the size of the satellite dish (1) – must be obvious 3. **Top third** of image cropped – see image (1) 4. Lang Getaways added to the image (1) – ignore spelling and award mark if the text is anywhere on the image. Do not accept Lang. Cropped image  Original image. 	 1 1 1 1
	Total for Task A1	**6**

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<table>
<tr><th>A2</th><th>Database</th><th></th></tr>
<tr><td>a</td><td>Data entry form:

1. Match the house style (1) – logo position bottom centre

2. Suitable title with dark background and white text (1) – ignore spelling

3. Date included (1)</td><td>

1

1

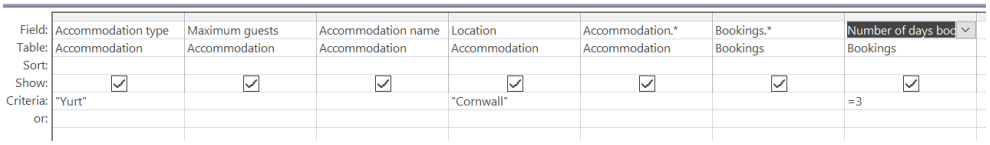
1</td></tr>
<tr><td>b</td><td>Data entry via form:

<table>
<tr><th>Field name</th><th></th></tr>
<tr><td>Accommodation ref</td><td>L9</td></tr>
<tr><td>Accommodation type</td><td>Lodge</td></tr>
<tr><td>Accommodation name</td><td>Quiet Waters</td></tr>
<tr><td>Maximum guests</td><td>6</td></tr>
<tr><td>Accommodation rating</td><td>Gold</td></tr>
<tr><td>Location</td><td>Cornwall</td></tr>
<tr><td>Breakfast package</td><td>Yes</td></tr>
</table>

Award 2 marks for 6 correct entries
Award 1 mark for 3 correct entries
Award no marks for 0, 1 or 2 correct entries

If the new record is not on the form – award from table view.</td><td>

2</td></tr>
<tr><td>c</td><td>Sort alphabetical order of Location (1)
(Cornwall down to Wiltshire)</td><td>
1</td></tr>
<tr><td>d</td><td>Query:



Correct criteria: - Yurt, 3 nights, Cornwall

1 & 2. Award 2 marks for all 3 correct criteria – Bookings and Accommodation tables
Award 1 mark for 2 correct criteria
Award no marks for 0 or 1 correct criteria

Result of Query:

<table>
<tr><th>Accommodation ref</th><th>Maximum guests</th><th>Accommodation name</th></tr>
<tr><td>Y5</td><td>2</td><td>Tranquility</td></tr>
<tr><td>Y8</td><td>2</td><td>Rest Easy</td></tr>
<tr><td>Y2</td><td>6</td><td>Peace</td></tr>
</table>

3. Correct fields only – Accommodation ref, Maximum guests, Accommodation name (1)

4. Fields in correct order (1)</td><td>

1
1

1

1

1</td></tr>
</table>

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	5. Accommodation name - sorted in descending order (1)	

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A2 e

Results of query:

Member name	Member ref	Email
Ian Pugh	PU24	pughian@chat.com
Sally Phillips	PH08	phillipss@virgin.net
Peter Perrin	PE05	peterp@talk.net
Matthew Parry	PA14	parrym@talk.net
Aled Owen	OW29	aledowen@chat.com
Clare Marshall	MA12	clarem@fortran.net
Morgan Howells	HO05	morgan21@chat.com
Julia Harding	HA02	julesharding@fortran.net
Tom Greening	GR23	greening89@fortran.net
Simon Edwards	ED12	sedw@chat.com

1. Suitable title - reference to e-letter, Shepherd's Hut and Caravan (1) — 1
2. Logo - position - bottom centre (1) — 1
3. Correct 10 records (1) — 1
4. Shows **only MEMBER NAME**, **MEMBER REF** and **EMAIL** in that order (1) — 1
5. No truncation (1) — 1
6. Descending order of Accommodation ref – Ian Pugh down to Simon Edwards (1) — 1
7. Caravan 2 or original Caravan image added (1) — 1
8. Correct spelling (report title) **and** fit on one page (1) – ignore apostrophe — 1

f (i) — *State **one** field that would use a format check tables* - accept first response only — 1

Postcode

(ii) — *State **one** field that would use a lookup* - accept first response only — 1

Gender

(iii) — *Explain **one** problem that could occur if the 'Limit to List' had a value of No in the Lookup property.* — 2

Errors could be included (1) because a user could choose not to select from the list and type in anything they wanted (1)

A user could choose not to select from the list and type in anything they wanted (1) which could result in errors (1)

(iv) — *State the reason why a query may require a logical operator* — 1

To make a comparison with something else within the query

(v) — *Give **one** reason why tables are linked together with a relationship before entering data* — 1

To prevent duplicate records being entered

To reduce errors

(vi) — *Identify **one** foreign key in the linked tables* - accept first response only — 1

Accommodation ref

Member ref

Total for Task A2 — **26**

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A3	Presentation	
a (i)	*Master slide edits:* 1. Sans serif font for company name (1) 2. Title area – dark background colour (1) – do not award if whole slide has a dark background. 3. Title text colour – white (1)	 1 1 1
(ii)	Logo added – bottom centre (1)	1
(iii)	*Footer changes on master slide:* 1. Centre section – Created by and name (1) 2. Right section – slide number (1) 3. Footer showing on all slides apart from title slide (1)	 1 1 1
b (i)	*Title slide:* Enhanced text – 'Follow the links to find out more.'	1
(ii)	*Title slide links:* Correct placement of 3 links on title slide – aligned beneath text box and above logo (1) **Title slide** **LANG GETAWAYS** Do you want to know what is happening for future holidays? Follow the links to find out more. Link Link Link LOGO **Other slides** Slide Title Image to illustrate text Slide text entered using bullet points Link to home slide LOGO	1
(iii)	*Design followed for other slides:* 1. Include relevant images on all 3 slides (1) – **not** image of dog-house 2. Slides match the design (1) – for all slides present - image left, bulleted list right – images and text must match. 3. Information is fit for purpose (taken from Presentation text document) (1) 4. Includes links to home slide (1)	 1 1 1 1

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(iv)	At least one working link is included – mark from screenshot	1
c	Handouts print – two slides per A4 sheet (2 sheets in total)	1
A3 d (i)	*Give **one** reason why Lucia has used speaker notes* So that she could just use bullets and use the notes for additional information To save including all the information on the slides – would be too much	1
(ii)	*Describe how **one other** feature of presentation software can **enhance** the presentation.* Award a mark if they have included something that enhances the presentation 1 mark for identifying the feature (1) then the second mark for describing how it would enhance (1) Do not accept speaker notes or hyperlinks.	2
	Total for Task A3	**18**
	Total for SECTION A	**50**

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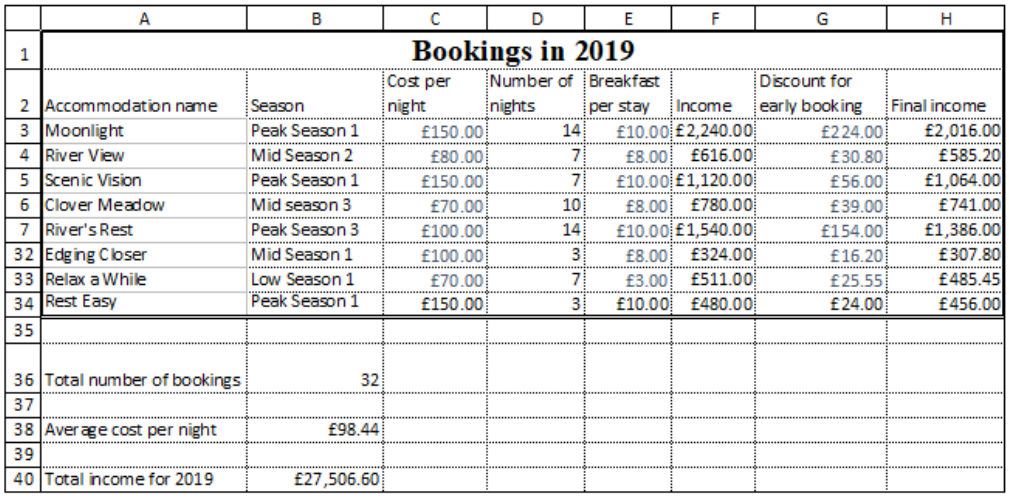
	Section B	
B1	**Spreadsheets**	
	 Values print - no more than 2 sides of A4, Formulae print – no more than 3 sides of A4	
a (i)	Row inserted at the top of the spreadsheet Heading - Bookings in 2019	1 1
(ii)	Merge and centre row 1 (A1:H1)	1
(iii)	Formatting – font size - 18, font style – serif, font enhancement – bold	1
(iv)	Gridlines to show double border for A1:H34 Allow if all cells have a double border	1

	A	B	C	D	E	F	G	H
1	**Bookings in 2019**							
2	Accommodation name	Season	Cost per night	Number of nights	Breakfast per stay	Income	Discount for early booking	Final income
3	Moonlight	Peak Season 1	£150.00	14	£10.00	£2,240.00	£224.00	£2,016.00
4	River View	Mid Season 2	£80.00	7	£8.00	£616.00	£30.80	£585.20
5	Scenic Vision	Peak Season 1	£150.00	7	£10.00	£1,120.00	£56.00	£1,064.00
6	Clover Meadow	Mid season 3	£70.00	10	£8.00	£780.00	£39.00	£741.00
7	River's Rest	Peak Season 3	£100.00	14	£10.00	£1,540.00	£154.00	£1,386.00
32	Edging Closer	Mid Season 1	£100.00	3	£8.00	£324.00	£16.20	£307.80
33	Relax a While	Low Season 1	£70.00	7	£3.00	£511.00	£25.55	£485.45
34	Rest Easy	Peak Season 1	£150.00	3	£10.00	£480.00	£24.00	£456.00
35								
36	Total number of bookings	32						
37								
38	Average cost per night	£98.44						
39								
40	Total income for 2019	£27,506.60						

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b (i)	**Functions** **VLOOKUP** 1. Use of correct function =VLOOKUP( ) or =LOOKUP( ) for **either** Cost **or** Breakfast (1)	1
	2. Use of correct lookup value (B3) for **either** Cost **or** Breakfast (1)	1
	3. Use of correct table array (Details!A$3:C$11) / lookup vector (Details!A$3:A$11) for either Cost or Breakfast (1)	1
	4. Use of both correct column index numbers (2 **and** 3) **OR** use of **both** correct result vectors in Lookup (Details!B$3:B$11 **and** Details!C$3:C$11) (1)	1
	Examples: **Cost per night** =VLOOKUP(B3,Details!A$3:C$11,2,0) allow A3:B11 **Breakfast** =VLOOKUP(B3,Details!A$3:C$11,3,0) **Cost per night** =LOOKUP(B3,Details!A$3:A$11,Details!B$3:B$11) **Breakfast** =LOOKUP(B3,Details!A$3:A$11,Details!C$3:C$11) Allow any other acceptable range – eg, A1:C11 Accept without use of absolute referencing Allow named ranges and allow absence of final argument in VLOOKUP (,0)	
	Bookings made in 2019 (32): 5. =COUNTA 6. (B3:B34) =COUNTA(B3:B34) – accept any other column range – A, C - H Function can be in any cell between B36 and H40	1 1 1

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B1 b(ii)	1. *F3 – Income (including breakfast)* **£2240.00** – allow follow through (Cost per night * Number of nights) + (Number of nights * Breakfast per stay) =(C3*D3)+(E3*D3) =(C3+E3)*D3 **OR** =(C3*D3)+E3 - learners may have understood the Breakfast cost to be £10.00 for the complete stay – the Income will be **£2110.00** **_____** 2. *G3 – Discount for early bookings* **£224.00 or £211.00** =IF(F3>1300,F3*Details!$B$14,F3*Details!$B$15) =IF(F3>1300, F3*Details!$B$14,F3*Details!$B$15) Details!$B$14, Details!$B$15)*F3 =IF(F3<1300, F3*Details!$B$15,F3*Details!$B$14) Allow the use of 10% and 5% in place of Details!B14 and Details!B15 If *F3 is missing but has been used in H3 – allow the mark **_____** 3. *H3 – Final income* **£2016.00 or £1899.00** =F3-G3 If the 'if' statement does not include *F3 – allow F3-(F3*G3)	1 1 1 1 1
(iii)	Replicate functions and formulae for **all** bookings - any **one** column	1
(iv)	1. *Average cost per night* **£98.44** =AVERAGE(C3:C34) – allow in any cell between B36 and H40 2. *Total income for 2019* **£27,506.60 or £25,661.05** =SUM(H3:H34) – allow in any cell between B36 and H40	1 1
c	*Spreadsheet formatting:* 1. Currency showing £ with 2dp (any **one** column) 2. Headings wrapped to use space efficiently – Row 2 3. All data visible – cell contents, column headings (if Accommodation Name has been wrapped, check cell contents – Total Number of Bookings)	1 1 1

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	4. Gridlines displayed	1
	Total for task B1	**22**

B2 a(i)	Filtered to show accommodation for Peak Season – 16 records (Moonlight down to Rest Easy)	1
(ii)	Display Accommodation name, Season and Final income only: **Bookings in 2019** Accommodation nam / Season / Final incon Moonlight – Peak Season 1 – £2,016.00 Scenic Vision – Peak Season 1 – £1,064.00 River's Rest – Peak Season 3 – £1,386.00 Mountain Trail – Peak Season 2 – £864.50 Meadow View – Peak Season 2 – £1,638.00 Wilderness – Peak Season 3 – £731.50 Beach Retreat – Peak Season 2 – £1,235.00 Free Spirit – Peak Season 3 – £731.50 Sheep's Clover – Peak Season 2 – £1,235.00 Shadow Dancing – Peak Season 1 – £1,064.00 Silver Flame – Peak Season 3 – £313.50 Shady Nook – Peak Season 2 – £1,638.00 Peace – Peak Season 1 – £1,064.00 Calm – Peak Season 3 – £1,045.00 Tranquility – Peak Season 3 – £731.50 Rest Easy – Peak Season 1 – £456.00	1
	Total for Task B2	**2**
B3 a	*Chart* Allow follow through from candidates' totals in their spreadsheet task. 1. Suitable chart that is fit for purpose (bar) - correct data, clear to read, no extra data, no legend. Pie chart – allow legend but must have labels for mark 3. 2. Title – must include reference to Peak Season 1 3. Axes labels – Accommodation Name and Final Income	1 1 1

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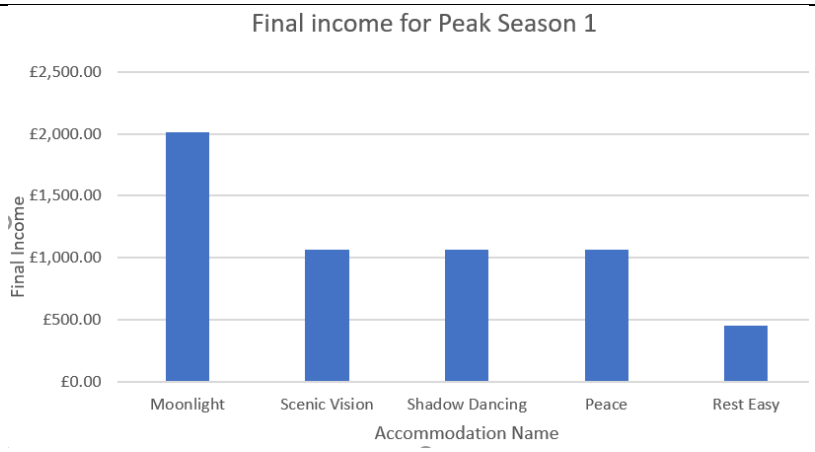

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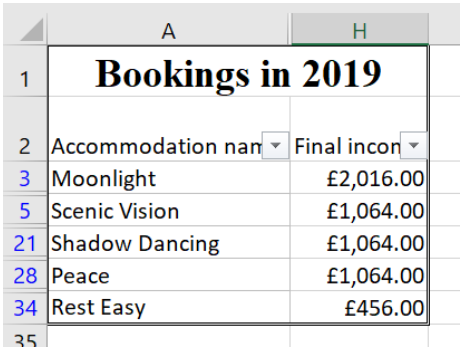
B3 b	Display **only** accommodation name and final income  Award the mark if all rows are included rather than just the filtered results	1
c(i)	*Explain **one** advantage of using the SUM function in a spreadsheet* An explanation such as: To speed up the process/efficient (1) because you don't need to individually key in the cell references (1) OR Reduces errors (1) as you do not have to key in individual cell references (1)	2
(ii)	*A COUNTIF function could be used with the values for Season* *State **how the results** of this function could be useful to Lucia* She can see how many bookings she has in each season	1
(iii)	*State the purpose of a chart legend* To identify data when there is more than one set of data	1
	Total for Task B3	**8**

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B4	Word processing	
	1. Any of the text provided is placed in **two** columns (of any size) (1)	1
	2. Use of **bullets** for the words 'Gold, Silver, Bronze' in accommodation section (can be anywhere on the page) (1)	1
	3. Correct **contrast** for *Newsletter No.1* text box – light text on a dark background **OR** Correct contrast for first row in table – light text on a dark background (1)	1
	4. Use of a **sans-serif font** for **one** of: o Newsletter heading o Accommodation heading o Newsletter No.1 / August 2020 (1)	1
	5. Use of **text wrap** to wrap some of the provided text around any image (text doesn't have to be in two columns) (1)	1
	6. **Table** included that has: o two columns (any number of rows) and some of the provided information o First row of table merged to span two columns (1)	1
	7. Newsletter **heading** included – must be an appropriate size for a heading (1)	1
	8. Include **one** image (can be distorted) from: • Stone Cottage • Narrowboat 1, 2 or 3 • Caravan or Caravan 2 (1)	1
	9. Two horizontal **lines** included (any colour or weight) for the Newsletter heading (1)	1
	10. Three **overlapping circles** (can be distorted) included (anywhere on page) that are different shades (1)	1
	11. The Newsletter No.1 text is **on top of** Stone Cottage image (accept any image and does not require August 2020 text) (1)	1
	12. Newsletter is **fit for audience** and purpose, consider: • Provided information is included – appropriate amount of text in page columns and 6 rows in the table • Page layout: information is accessible • Suitable hierarchy in layout e.g. size of images, headings and sub-headings • Appropriate colour scheme/shading (if B&W) • Images not overly distorted (1)	1

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B4 b (i)	*Comment on your newsletter and how it compares to Lucia's design* Allow any suitable comparison (1) then a comment on how it compares (1)	2
(ii)	*Lucia wants to create a letter to send to customers* *Explain **one** benefit to Lucia of using mail merge to do this* Fewer errors/saves time (1) because the letter is only created once and sent to everyone (1)	2
(iii)	*Give **one** reason why standard conventions, such as salutation, are used when writing letters* Any **one** from: • consistent layout • more formal/standard • ensure all information is included	1
(iv)	*State **one** reason why it is important to use sensible filenames when saving files* Any **one** from: • easier to find the file later • easier for someone else to find the file	1
	Total for Task B4	**18**
	Total for SECTION B	**50**
	Total for paper	**100**