CAMBRIDGE INTERNATIONAL EXAMINATIONS

GCE Advanced Subsidiary Level and GCE Advanced Level

MARK SCHEME for the October/November 2013 series

9713 APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/02 Paper 2 (Practical Test A), maximum raw mark 120

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the October/November 2013 series for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level components and some Ordinary Level components.

CAMBRIDGE
International Examinations

Available Courses – last edited by: A Candidate, XX999,9999

Header	Text 100% correct	1 mark
Orientation	Landscape	1 mark
Row headings	Fully visible	1 mark
Column headings	Fully visible	1 mark
Formulae & labels	Fully visible	1 mark

	C	D	E	F	G
1	***Faculty code***	***Faculty***	***Level_code***	***Level***	***Full_Time?***
2	Ag	=VLOOKUP(C2,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E2,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
3	Ag	=VLOOKUP(C3,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc		-1
4	Ag	=VLOOKUP(C4,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc		-1
5	Ar	=VLOOKUP(C5,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA		-1
6	Ar	=VLOOKUP(C6,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA		-1
7	Ar	=VLOOKUP(C7,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA		-1
8	Ar	=VLOOKUP(C8,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA		-1
9	Ar	=VLOOKUP(C9,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA	=VLOOKUP(E9,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
10	Ar	=VLOOKUP(C10,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA	=VLOOKUP(E10,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
11	Ar	=VLOOKUP(C11,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MA	=VLOOKUP(E11,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
12	Ar	=VLOOKUP(C12,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA	=VLOOKUP(E12,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
13	Ar	=VLOOKUP(C13,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MA	=VLOOKUP(E13,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
14	Ar	=VLOOKUP(C14,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BA	=VLOOKUP(E14,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
15	Ar		BA		-1
16	Ar		BA		-1
17	Co		BSc		-1
18	Co		MSc		-1
19	Co		MSc		-1
20	Co		BSc		-1
21	Co		BSc		-1
22	Co		MEng	=VLOOKUP(E22,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
23	Co		BSc	=VLOOKUP(E23,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
24	Co	=VLOOKUP(C24,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MEng	=VLOOKUP(E24,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
25	Co	=VLOOKUP(C25,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E25,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
26	Co	=VLOOKUP(C26,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E26,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1

Row 1

Fill	Yellow	1 mark
Font	Sans-serif	1 mark
	Bold	1 mark
	Italic	1 mark
Align	Centre	1 mark

Hidden	Columns A & B	1 mark
Gridlines	Displayed	1 mark

Faculty column

Lookup	Function used	1 mark
Cell ref	Column C	1 mark
	Relative reference	1 mark
Range	N13Faculty.csv	1 mark
	Correct range	1 mark
	Absolute reference	1 mark

Level column

Lookup	Function used	1 mark
Cell ref	Column E	1 mark
	Relative reference	1 mark
Range	N13Quals.csv	1 mark
	Correct range	1 mark
	Absolute reference	1 mark
Replication	Both formulae (to 276)	1 mark

Available Courses – last edited by: A Candidate, XX999,9999

	C	D	E	F	G
259	Sc	=VLOOKUP(C259,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E259,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
260	Sc	=VLOOKUP(C260,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E260,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
261	Sc	=VLOOKUP(C261,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E261,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
262	Sc	=VLOOKUP(C262,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E262,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
263	Sc	=VLOOKUP(C263,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E263,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
264	Sc	=VLOOKUP(C264,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E264,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
265	Sc	=VLOOKUP(C265,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E265,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
266	Sc	=VLOOKUP(C266,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E266,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
267	Sc	=VLOOKUP(C267,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E267,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
268	Sc	=VLOOKUP(C268,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E268,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
269	Sc	=VLOOKUP(C269,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MPharm	=VLOOKUP(E269,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
270	Sc	=VLOOKUP(C270,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E270,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
271	Sc	=VLOOKUP(C271,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E271,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
272	Sc	=VLOOKUP(C272,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E272,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
273	Sc	=VLOOKUP(C273,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E273,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
274	Sc	=VLOOKUP(C274,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E274,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
275	Sc	=VLOOKUP(C275,N13Faculty.csv!$A$2:$B$18,2,FALSE)	MSc	=VLOOKUP(E275,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1
276	Sc	=VLOOKUP(C276,N13Faculty.csv!$A$2:$B$18,2,FALSE)	BSc	=VLOOKUP(E276,N13Quals.csv!$A$2:$B$13,2,FALSE)	-1

Print
Top and bottom pages only 1 mark

Available Courses – last edited by: A Candidate, XX999,9999

Code	*Course_Title*	*Faculty code*	*Faculty*	*Level_code*	*Level*	*Full_Time?*
EC-AE-2	Accounting and Economics	Ec	Economics	BSc	Bachelor of Science	-1
EC-BF-2	Business Economics	Ec	Economics	BSc	Bachelor of Science	-1
EC-BI-2	Business Information Management	Ec	Economics	MSc	Master of Science	-1
EC-BT-2	Business Technology Consulting	Ec	Economics	MSc	Master of Science	-1
EC-CP-2	Corporate Finance	Ec	Economics	MSc	Master of Science	-1
EC-DF-2	Development Finance	Ec	Economics	MSc	Master of Science	-1
EC-DP-2	Development Planning	Ec	Economics	MSc	Master of Science	-1
EC-FI-2	Finance and Investment banking	Ec	Economics	BSc	Bachelor of Science	-1
EC-FM-2	Financial Risk Management	Ec	Economics	MSc	Master of Science	-1
EC-IE-2	International Business and Economi c Development	Ec	Economics	MSc	Master of Science	-1
EC-ID-2	International Economic Development	Ec	Economics	MSc	Master of Science	-1
EC-IH-2	International Finance and Economic Development	Ec	Economics	MSc	Master of Science	-1
EC-IM-2	International Management and Accounting	Ec	Economics	MSc	Master of Science	-1
EC-RK-2	Real Estate Investment & Finance	Ec	Economics	MSc	Master of Science	-1
EN-EM-2	English Language	En	English	BA	Bachelor of Arts	0
EN-EO-2	English Literature	En	English	BA	Bachelor of Arts	-1
EN-EI-2	English Literature and Italian	En	English	BA	Bachelor of Arts	-1
EN-EP-2	English Literature and Politics	En	English	BA	Bachelor of Arts	-1
FR-FE-2	French and Economics	Fr	French	BA	Bachelor of Arts	-1
GE-GE-2	German and Economics	Ge	German	BA	Bachelor of Arts	-1
GE-GI-2	German and Italian	Ge	German	BA	Bachelor of Arts	-1
GE-GT-2	German Studies	Ge	German	BA	Bachelor of Arts	0
HI-HE-2	History and Economics	Hi	History	BA	Bachelor of Arts	-1
LA-EU-2	European Union	La	Law	LLM	Masters in Law	-1
PH-EV-2	Ethics				Bachelor of Arts	-1
SC-ES-2	Enviro				Master of Environmental Science	0
SC-SE-2	Soils a Pollut				Master of Science	-1

Orientation	Portrait	1 mark
7 Columns including	A & B visible	1 mark
Values & labels	Fully visible	1 mark
	Fit to single page	1 mark
Search	Code contains E	1 mark
	Code contains 2	1 mark
Level data correct	Sorted sub-file or False	1 mark

Cell K2 Text 100% correct 1 mark

Top PY cell Year emp: column M cell 5 1 mark
* Contract column G cell 5 1 mark

Cell O2 =J2 1 mark

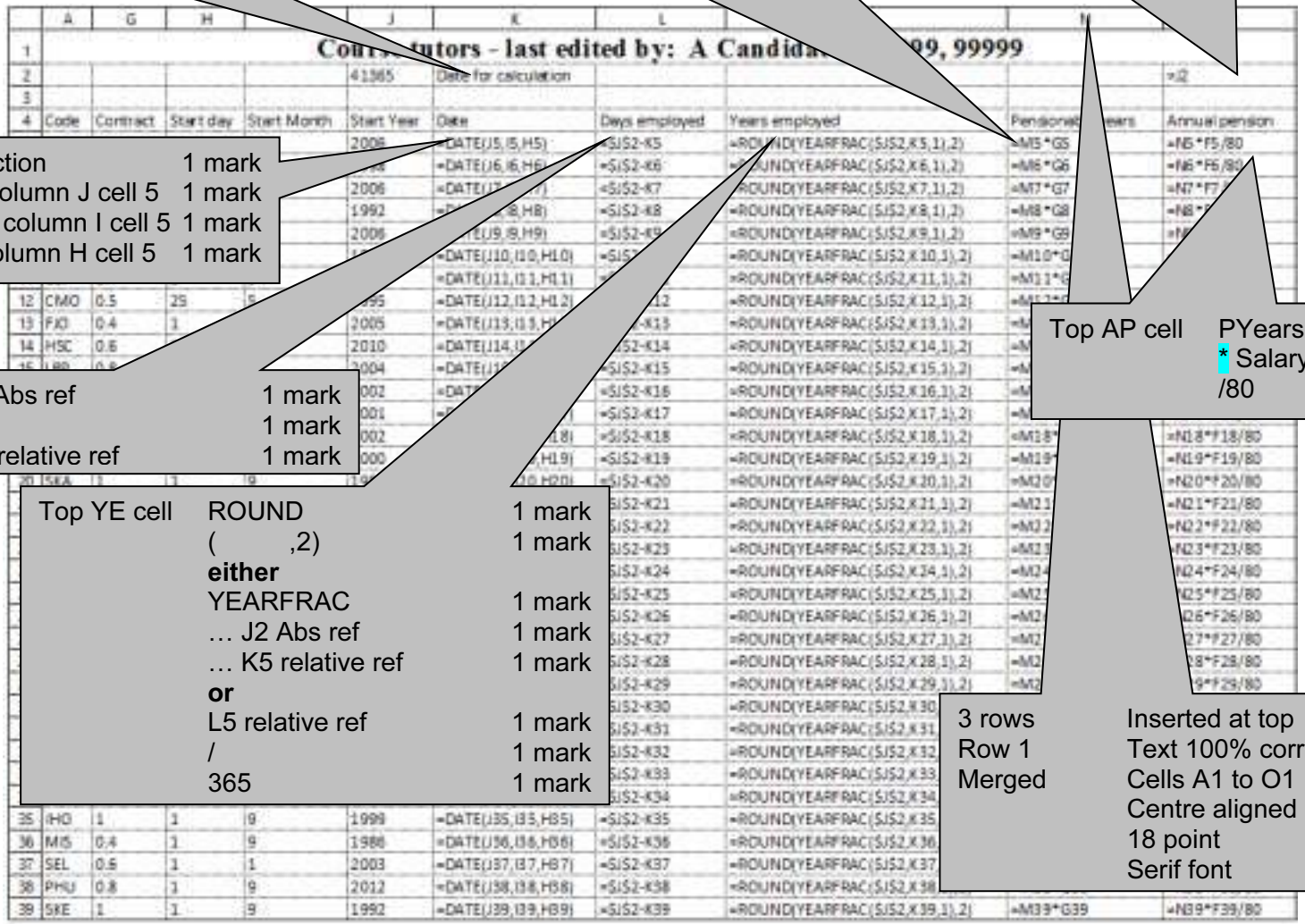
Top date cell DATE function 1 mark
Year ref: column J cell 5 1 mark
Month ref: column I cell 5 1 mark
Day ref: column H cell 5 1 mark

Top AP cell PYears column N cell 5 1 mark
* Salary column F cell 5 1 mark
/80 1 mark

Top DE cell J2 Abs ref 1 mark
- 1 mark
K5 relative ref 1 mark

Top YE cell ROUND 1 mark
(,2) 1 mark
either
YEARFRAC 1 mark
… J2 Abs ref 1 mark
… K5 relative ref 1 mark
or
L5 relative ref 1 mark
/ 1 mark
365 1 mark

3 rows Inserted at top 1 mark
Row 1 Text 100% correct 1 mark
Merged Cells A1 to O1 1 mark
Centre aligned 1 mark
18 point 1 mark
Serif font 1 mark



	A	G	H		J	K	L	M	N	O
1	Contributors - last edited by: A Candida 99, 99999									
2					41365	Date for calculation				=J2
3										
4	Code	Contract	Start day	Start Month	Start Year	Date	Days employed	Years employed	Pensioned Years	Annual pension
5					2006	=DATE(J5,I5,H5)	=$J$2-K5	=ROUND(YEARFRAC($J$2,K5,1),2)	=M5*G5	=N5*F5/80
6						=DATE(J6,I6,H6)	=$J$2-K6	=ROUND(YEARFRAC($J$2,K6,1),2)	=M6*G6	=N6*F6/80
7					2006	=DATE(J7,I7,H7)	=$J$2-K7	=ROUND(YEARFRAC($J$2,K7,1),2)	=M7*G7	=N7*F7
8					1992	=DATE(J8,I8,H8)	=$J$2-K8	=ROUND(YEARFRAC($J$2,K8,1),2)	=M8*G8	=N8*F8
9					2006	=DATE(J9,I9,H9)	=$J$2-K9	=ROUND(YEARFRAC($J$2,K9,1),2)	=M9*G9	=N9*F9
10						=DATE(J10,I10,H10)	=$J$2-K10	=ROUND(YEARFRAC($J$2,K10,1),2)	=M10*G10	=N10*F10/80
11						=DATE(J11,I11,H11)	=$J$2-K11	=ROUND(YEARFRAC($J$2,K11,1),2)	=M11*G11	=N11*F11/80
12	CMO	0.5	25	5	1995	=DATE(J12,I12,H12)	=$J$2-K12	=ROUND(YEARFRAC($J$2,K12,1),2)	=M12*G12	=N12*F12/80
13	FJO	0.4	1		2005	=DATE(J13,I13,H13)	=$J$2-K13	=ROUND(YEARFRAC($J$2,K13,1),2)	=M13*G13	=N13*F13/80
14	HSC	0.6			2010	=DATE(J14,I14,H14)	=$J$2-K14	=ROUND(YEARFRAC($J$2,K14,1),2)	=M14*G14	=N14*F14/80
15	LRD	0.8			2004	=DATE(J15,I15,H15)	=$J$2-K15	=ROUND(YEARFRAC($J$2,K15,1),2)	=M15*G15	=N15*F15/80
16					002	=DATE(J16,I16,H16)	=$J$2-K16	=ROUND(YEARFRAC($J$2,K16,1),2)	=M16*G16	=N16*F16/80
17					001	=DATE(J17,I17,H17)	=$J$2-K17	=ROUND(YEARFRAC($J$2,K17,1),2)	=M17*G17	=N17*F17/80
18					002	=DATE(J18,I18,H18)	=$J$2-K18	=ROUND(YEARFRAC($J$2,K18,1),2)	=M18*G18	=N18*F18/80
19					000	=DATE(J19,I19,H19)	=$J$2-K19	=ROUND(YEARFRAC($J$2,K19,1),2)	=M19*G19	=N19*F19/80
20	SKA	1	1	9	1999	=DATE(J20,I20,H20)	=$J$2-K20	=ROUND(YEARFRAC($J$2,K20,1),2)	=M20*G20	=N20*F20/80
21							=$J$2-K21	=ROUND(YEARFRAC($J$2,K21,1),2)	=M21*G21	=N21*F21/80
22							=$J$2-K22	=ROUND(YEARFRAC($J$2,K22,1),2)	=M22*G22	=N22*F22/80
23							=$J$2-K23	=ROUND(YEARFRAC($J$2,K23,1),2)	=M23*G23	=N23*F23/80
24							=$J$2-K24	=ROUND(YEARFRAC($J$2,K24,1),2)	=M24*G24	=N24*F24/80
25							=$J$2-K25	=ROUND(YEARFRAC($J$2,K25,1),2)	=M25*G25	=N25*F25/80
26							=$J$2-K26	=ROUND(YEARFRAC($J$2,K26,1),2)	=M26*G26	=N26*F26/80
27							=$J$2-K27	=ROUND(YEARFRAC($J$2,K27,1),2)	=M27*G27	=N27*F27/80
28							=$J$2-K28	=ROUND(YEARFRAC($J$2,K28,1),2)	=M28*G28	=N28*F28/80
29							=$J$2-K29	=ROUND(YEARFRAC($J$2,K29,1),2)	=M29*G29	=N29*F29/80
30							=$J$2-K30	=ROUND(YEARFRAC($J$2,K30,1),2)		
31							=$J$2-K31	=ROUND(YEARFRAC($J$2,K31,1),2)		
32							=$J$2-K32	=ROUND(YEARFRAC($J$2,K32,1),2)		
33							=$J$2-K33	=ROUND(YEARFRAC($J$2,K33,1),2)		
34							=$J$2-K34	=ROUND(YEARFRAC($J$2,K34,1),2)		
35	HO	1	1	9	1999	=DATE(J35,I35,H35)	=$J$2-K35	=ROUND(YEARFRAC($J$2,K35,1),2)		
36	MS	0.4	1	9	1986	=DATE(J36,I36,H36)	=$J$2-K36	=ROUND(YEARFRAC($J$2,K36,1),2)		
37	SEL	0.6	1	1	2003	=DATE(J37,I37,H37)	=$J$2-K37	=ROUND(YEARFRAC($J$2,K37,1),2)		
38	PHU	0.8	1	9	2012	=DATE(J38,I38,H38)	=$J$2-K38	=ROUND(YEARFRAC($J$2,K38,1),2)		
39	SKE	1	1	9	1992	=DATE(J39,I39,H39)	=$J$2-K39	=ROUND(YEARFRAC($J$2,K39,1),2)	=M39*G39	=N39*F39/80

	A	G	H	I	J	K	L	M	N	O
1	**Course tutors - last edited by: A Candidate, XX999, 99999**									
2					41365	Date for calculation				=J2
3										
4	Code	Contract	Start day	Start Month	Start Year	Date	Days employed	Years employed	Pensionable years	Annual pension
5	AMA	1	31	5	2006	=DATE(J5,I5,H5)	=$J$2-K5	=ROUND(YEARFRAC($J$2,K5,1),2)	=M5*G5	=N5*F5/80
6	AVI	0.4	1	9	1998	=DATE(J6,I6,H6)	=$J$2-K6	=ROUND(YEARFRAC($J$2,K6,1),2)	=M6*G6	=N6*F6/80
7	ATS	0.6	1	9	2006	=DATE(J7,I7,H7)	=$J$2-K7	=ROUND(YEARFRAC($J$2,K7,1),2)	=M7*G7	=N7*F7/80
8	BMO	0.8	1	9	1992	=DATE(J8,I8,H8)	=$J$2-K8	=ROUND(YEARFRAC($J$2,K8,1),2)	=M8*G8	=N8*F8/80
9	CTY	1	1	9	2006	=DATE(J9,I9,H9)	=$J$2-K9	=ROUND(YEARFRAC($J$2,K9,1),2)	=M9*G9	=N9*F9/80
10	CNO	1	1	9	1994	=DATE(J10,I10,H10)	=$J$2-K10	=ROUND(YEARFRAC($J$2,K10,1),2)	=M10*G10	=N10*F10/80
11	CCI	0.4	1	9	2002	=DATE(J11,I11,H11)	=$J$2-K11	=ROUND(YEARFRAC($J$2,K11,1),2)	=M11*G11	=N11*F11/80
12	CMO	0.5	25	5	1995	=DATE(J12,I12,H12)	=$J$2-K12	=ROUND(YEARFRAC($J$2,K12,1),2)	=M12*G12	=N12*F12/80
13	FJO	0.4	1	9	2005	=DATE(J13,I13,H13)	=$J$2-K13	=ROUND(YEARFRAC($J$2,K13,1),2)	=M13*G13	=N13*F13/80
14	HSC	0.6	1	9	2010	=DATE(J14,I14,H14)	=$J$2-K14	=ROUND(YEARFRAC($J$2,K14,1),2)	=M14*G14	=N14*F14/80
15	LBR	0.8	1	4	2004	=DATE(J15,I15,H15)	=$J$2-K15	=ROUND(YEARFRAC($J$2,K15,1),2)	=M15*G15	=N15*F15/80
16	LAL	1	1	9	2002	=DATE(J16,I16,H16)	=$J$2-K16	=ROUND(YEARFRAC($J$2,K16,1),2)	=M16*G16	=N16*F16/80
17	MOL	0.4	1	9	2001	=DATE(J17,I17,H17)	=$J$2-K17	=ROUND(YEARFRAC($J$2,K17,1),2)	=M17*G17	=N17*F17/80
18	PHO	0.6	2	6	2002	=DATE(J18,I18,H18)	=$J$2-K18	=ROUND(YEARFRAC($J$2,K18,1),2)	=M18*G18	=N18*F18/80
19	SCO	0.8	1	9	2000	=DATE(J19,I19,H19)	=$J$2-K19	=ROUND(YEARFRAC($J$2,K19,1),2)	=M19*G19	=N19*F19/80
20	SKA	1	1	9	1984	=DATE(J20,I20,H20)	=$J$2-K20	=ROUND(YEARFRAC($J$2,K20,1),2)	=M20*G20	=N20*F20/80
21	TMI	1	8	9	1992	=DATE(J21,I21,H21)	=$J$2-K21	=ROUND(YEARFRAC($J$2,K21,1),2)	=M21*G21	=N21*F21/80
22	VPA	1	1	9	2011	=DATE(J22,I22,H22)	=$J$2-K22	=ROUND(YEARFRAC($J$2,K22,1),2)	=M22*G22	=N22*F22/80
23	XYU	1	1	9	2010	=DATE(J23,I23,H23)	=$J$2-K23	=ROUND(YEARFRAC($J$2,K23,1),2)	=M23*G23	=N23*F23/80
24	YLO	1	1	9	2004	=DATE(J24,I24,H24)	=$J$2-K24	=ROUND(YEARFRAC($J$2,K24,1),2)	=M24*G24	=N24*F24/80
25	JNZ	0.6	1	9	1999	=DATE(J25,I25,H25)	=$J$2-K25	=ROUND(YEARFRAC($J$2,K25,1),2)	=M25*G25	=N25*F25/80
26	SWA	0.6	1	9	1986	=DATE(J26,I26,H26)	=$J$2-K26	=ROUND(YEARFRAC($J$2,K26,1),2)	=M26*G26	=N26*F26/80
27	LMK	0.2	1	9	2006	=DATE(J27,I27,H27)	=$J$2-K27	=ROUND(YEARFRAC($J$2,K27,1),2)	=M27*G27	=N27*F27/80
28	KOD	1	1	9	1986	=DATE(J28,I28,H28)	=$J$2-K28	=ROUND(YEARFRAC($J$2,K28,1),2)	=M28*G28	=N28*F28/80
29	HSE	1	1	1	1988	=DATE(J29,I29,H29)	=$J$2-K29	=ROUND(YEARFRAC($J$2,K29,1),2)	=M29*G29	=N29*F29/80
30	LFA	0.4	1	9	2003	=DATE(J30,I30,H30)	=$J$2-K30	=ROUND(YEARFRAC($J$2,K30,1),2)	=M30*G30	=N30*F30/80
31	MAF	0.5	1	9	1983	=DATE(J31,I31,H31)	=$J$2-K31	=ROUND(YEARFRAC($J$2,K31,1),2)	=M31*G31	=N31*F31/80
32	HMA	0.4	3	4	2009	=DATE(J32,I32,H32)	=$J$2-K32	=ROUND(YEARFRAC($J$2,K32,1),2)	=M32*G32	=N32*F32/80
33	JBA	0.6	1	9	1995	=DATE(J33,I33,H33)	=$J$2-K33	=ROUND(YEARFRAC($J$2,K33,1),2)	=M33*G33	=N33*F33/80
34	ZBA	0.8	1	9	2006	=DATE(J34,I34,H34)	=$J$2-K34	=ROUND(YEARFRAC($J$2,K34,1),2)	=M34*G34	=N34*F34/80
35	IHO	1	1	9	1999	=DATE(J35,I35,H35)	=$J$2-K35	=ROUND(YEARFRAC($J$2,K35,1),2)	=M35*G35	=N35*F35/80
36	MIS	0.4	1	9	1986	=DATE(J36,I36,H36)	=$J$2-K36	=ROUND(YEARFRAC($J$2,K36,1),2)	=M36*G36	=N36*F36/80
37	SEL	0.6	1	1	2003	=DATE(J37,I37,H37)	=$J$2-K37	=ROUND(YEARFRAC($J$2,K37,1),2)	=M37*G37	=N37*F37/80
38	PHU	0.8	1	9	2012	=DATE(J38,I38,H38)	=$J$2-K38	=ROUND(YEARFRAC($J$2,K38,1),2)	=M38*G38	=N38*F38/80
39	SKE	1	1	9	1992	=DATE(J39,I39,H39)	=$J$2-K39	=ROUND(YEARFRAC($J$2,K39,1),2)	=M39*G39	=N39*F39/80

	Orientation	Landscape	1 mark
	Fit to	1 page wide	1 mark
	Row headings	Fully visible	1 mark
	Column headings	Fully visible	1 mark
	Formulae & labels	Fully visible	1 mark
	Columns	B to F hidden	1 mark
	Replication	All 5 formulae	1 mark

	A	G	H	I	J	K	L	M	N	O
40	SAL	1	1	9	2003	=DATE(J40,I40,H40)	=$J$2-K40	=ROUND(YEARFRAC($J$2,K40,1),2)	=M40*G40	=N40*F40/80
41	FBL	1	1	9	1998	=DATE(J41,I41,H41)	=$J$2-K41	=ROUND(YEARFRAC($J$2,K41,1),2)	=M41*G41	=N41*F41/80
42	PTY	0.4	16	9	1996	=DATE(J42,I42,H42)	=$J$2-K42	=ROUND(YEARFRAC($J$2,K42,1),2)	=M42*G42	=N42*F42/80
43	DGE	0.6	1	9	2011	=DATE(J43,I43,H43)	=$J$2-K43	=ROUND(YEARFRAC($J$2,K43,1),2)	=M43*G43	=N43*F43/80
44	MRA	0.8	1	1	2000	=DATE(J44,I44,H44)	=$J$2-K44	=ROUND(YEARFRAC($J$2,K44,1),2)	=M44*G44	=N44*F44/80
45	SOV	1	1	9	1990	=DATE(J45,I45,H45)	=$J$2-K45	=ROUND(YEARFRAC($J$2,K45,1),2)	=M45*G45	=N45*F45/80
46	OLU	1	21	10	1998	=DATE(J46,I46,H46)	=$J$2-K46	=ROUND(YEARFRAC($J$2,K46,1),2)	=M46*G46	=N46*F46/80
47										
48										=SUM(O5:O46)

Total pension bill	Must be as shown		2 marks

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Orientation	Portrait & contents fully vis	1 mark
Fit to	1 page	1 mark
Row & Col head	Not shown	1 mark

Course tutors - last edited by: A Candidate, XX999, 99999

				Date for calculation				01/04/2013
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension
Abdulmalik	Atta	$34,400.00	1	31/05/2006	2497	6.84	6.84	$2,941.20
Andreea	Virna	$27,200.00	0.4	01/09/1998	5326	14.58	5.832	$1,982.88
Andrianna	Tsogka	$29,100.00	0.6	01/09/2006	2404	6.58	3.948	$1,436.09
Bianca	Moir	$40,600.00	0.8	01/09/1992	7517	20.58	16.464	$8,355.48
Carole	Tynedale	$37,500.00	1	01/09/2006	2404	6.58	6.58	$3,084.38
Charlotte	Norfolk	$33,200.00	1	01/09/1994	6787	18.58	18.58	$7,710.70
Christopher	Dipkin	$28,500.00	0.4	01/09/2002	3865	10.58	4.232	$1,507.65
Christopher	Moon	$35,800.00	0.5	25/05/1995	6521	17.85	8.925	$3,993.94
Felicia	de Jong	$40,300.00	0.4	01/09/2005	2769	7.58	3.032	$1,527.37
Holly	Scully	$37,900.00	0.6	01/09/2010	943	2.58	1.548	$733.37
Laura	Brown	$39,000.00	0.8	01/04/2004	3287	9	7.2	$3,510.00
Laura	Allen	$31,500.00	1	01/09/2002	3865	10.58	10.58	$4,165.88
Muyunda	Oldham	$31,700.00	0.4	01/09/2001	4230	11.58	4.632	$1,835.43
Pui Man	Ho	$38,400.00	0.6	02/06/2002	3956	10.85	6.486	$3,119.04
Sarah-Jane	Cox	$33,400.00	0.8	01/09/2000	4595	12.58	10.064	$4,201.72
Siegfrid	Karg	$34,000.00	1	01/09/1984	10439	28.58	28.58	$12,146.50
Timothy	Mitchell	$29,300.00	1	08/09/1992	7510	20.56	20.56	$7,550.10
Vivek	Parekh	$31,800.00	1	01/09/2011	578	1.58	1.58	$628.05
Xiaodong	Yu	$37,000.00	1	01/09/2010	943	2.58	2.58	$1,168.25
Yu Kiu	Lo	$36,200.00	1	01/09/2004	3134	8.58	8.58	$3,882.45
Jide	Nzegbla	$37,000.00	0.6	01/09/1999	4961	13.58	8.148	$3,768.45
Slick	Walton	$38,400.00	0.6	01/09/1986	9709	26.58	15.948	$7,655.04
Liam	McKenna	$31,500.00	0.2	01/09/2006	2404	6.58	1.316	$518.18
Kolewole	Oduekun	$37,000.00	1	01/09/1986	9709	26.58	26.58	$12,293.25
Harleen	Sethi	$37,500.00	1	01/01/1988	9222	25.25	25.25	$11,895.94
Lisa	Farrugia	$31,800.00	0.4	01/09/2003	3500	9.58	3.832	$1,523.22
Maria	Aftab	$34,000.00	0.5	01/09/1983	10805	29.58	14.79	$6,285.75
Hina	Malik	$37,900.00	0.4	03/04/2009	1459	4	1.6	$758.00
Jade	Batten	$35,800.00	0.6	01/09/1995	6422	17.58	10.548	$4,720.23
Zakir	Bashir	$34,000.00	0.8	01/09/2006	2404	6.58	5.264	$2,237.20
Isabelle	Houareau	$33,400.00	1	01/09/1999	4961	13.58	13.58	$5,669.65
Marina	Isa	$37,900.00	0.4	01/09/1986	9709	26.58	10.632	$5,086.91
Siegfrid	Ebert	$28,500.00	0.6	01/01/2003	3743	10.25	6.15	$2,190.94
Padraic	Hussey	$27,200.00	0.8	01/09/2012	212	0.58	0.464	$157.76
Sotiris	Keleris	$27,200.00	1	01/09/1992	7517	20.58	20.58	$6,997.20
Sukran	Alp	$28,500.00	1	01/09/2003	3500	9.58	9.58	$3,412.88
Frederik	Boggs	$31,500.00	1	01/09/1998	5326	14.58	14.58	$5,740.88
Paul	Tyrell	$38,400.00	0.4	16/09/1996	6041	16.54	6.616	$3,175.68
David	Gerard	$35,800.00	0.6	01/09/2011	578	1.58	0.948	$424.23
Mahesh	Ramdeo	$33,400.00	0.8	01/01/2000	4839	13.25	10.6	$4,425.50
Sarah	Del Vecchio	$31,800.00	1	01/09/1990	8248	22.58	22.58	$8,975.55
Diping	Lu	$37,500.00	1	21/10/1998	5276	14.44	14.44	$6,768.75
								$180,056.63

Correct date			1 mark
Correct column total			1 mark
Formatting	Salary	$ & 2dp	2 marks
	Annual Pension	$ & 2dp	2 marks

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Course tutors - last edited by: A Candidate, XX999, 99999

				Date for calculation				01/04/2014
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension
Abdulmalik	Atta	$34,400.00	1	31/05/2006	2862	7.84	7.84	$3,371.20
Andreea	Virna	$27,200.00	0.4	01/09/1998	5691	15.58	6.232	$2,118.88
Andrianna	Tsopka	$29,100.00	0.6	01/09/2006	2769	7.58	4.548	$1,654.34
Bianca	Moir	$40,600.00	0.8	01/09/1992	7882	21.58	17.264	$8,761.48
Carole	Tynedale	$37,500.00	1	01/09/2006	2769	7.58	7.58	$3,555.13
Charlotte	Norfolk	$33,200.00	1	01/09/1994	7152	19.58	19.58	$8,125.70
Christopher	Cipkin	$28,500.00	0.4	01/09/2002	4230	11.58	4.632	$1,650.15
Christopher	Moon	$35,800.00	0.5	25/05/1995	6886	18.85	9.425	$4,217.69
Felida	de Jong	$40,300.00	0.4	01/09/2005	3134	8.58	3.432	$1,728.87
Holly	Scully	$37,900.00	0.6	01/09/2010	1508	3.58	2.148	$1,017.62
Laura	Brown	$39,000.00	0.8	01/04/2004	3652	10	8	$3,900.00
Laura	Allen	$31,500.00	1	01/09/2002	4230	11.58	11.58	$4,559.63
Muyunda	Oldham	$31,700.00	0.4	01/09/2001	4595	12.58	5.032	$1,995.95
Pui Man	Ho	$38,400.00	0.6	02/06/2002	4321	11.83	7.098	$3,407.04
Sarah-Jane	Cox	$33,400.00	0.8	01/09/2000	4960	13.58	10.864	$4,535.72
Siegfrid	Karg	$34,000.00	1	01/09/1984	10804	29.58	29.58	$12,571.50
Timothy	Mitchell	$29,300.00	1	08/09/1992	7875	21.56	21.56	$7,896.35
Vivek	Parekh	$31,800.00	1	01/09/2011	943	2.58	2.58	$1,025.55
Xiaodong	Yu	$37,000.00	1	01/09/2010	1308	3.58	3.58	$1,655.75
Yu Ku	Lo	$36,200.00	1	01/09/2004	3499	9.58	9.58	$4,334.95
Jide	Nzegbia	$37,000.00	0.6	01/09/1999	5326	14.58	8.748	$4,045.95
Slick	Walton	$38,400.00	0.6	01/09/1986	10074	27.58	16.548	$7,943.04
Liam	McKenna	$31,500.00	0.2	01/09/2006	2769	7.58	1.516	$596.93
Kolewole	Oduekun	$37,000.00	1	01/09/1986	10074	27.58	27.58	$12,755.75
Harleen	Sethi	$37,500.00	1	01/01/1988	9587	26.25	26.25	$12,304.69
Lisa	Farrugia	$31,800.00	0.4	01/09/2003	3865	10.58	4.232	$1,682.22
Maria	Aftab	$34,000.00	0.5	01/09/1983	11170	30.58	15.29	$6,488.25
Hina	Malik	$37,900.00	0.4	08/04/2009	1824	4.99	1.996	$945.61
Jade	Batten	$35,800.00	0.6	01/09/1995	6787	18.58	11.148	$4,988.73
Zakir	Bashir	$34,000.00	0.8	01/09/2006	2789	7.58	6.064	$2,577.20
Isabelle	Houareau	$33,400.00	1	01/09/1999	5326	14.58	14.58	$6,087.15
Marina	Isa	$37,900.00	0.4	01/09/1986	10074	27.58	11.032	$5,226.41
Siegfrid	Ebert	$28,500.00	0.6	01/01/2003	4108	11.25	6.75	$2,404.69
Padraic	Hussey	$27,200.00	0.8	01/09/2012	577	1.58	1.264	$429.76
Sotiris	Kelekis	$27,200.00	1	01/09/1992	7882	21.58	21.58	$7,337.20
Sukran	Alp	$28,500.00	1	01/09/2003	3865	10.58	10.58	$3,769.13
Frederik	Bloggs	$31,500.00	1	01/09/1998	5691	15.58	15.58	$6,134.63
Paul	Tyrell	$38,400.00	0.4	15/09/1996	6406	17.54	7.016	$3,367.68
David	Gerard	$35,800.00	0.6	01/09/2011	943	2.58	1.548	$692.73
Mahesh	Ramdeo	$33,400.00	0.8	01/01/2000	5204	14.25	11.4	$4,759.50
Sarah	Del Vecchio	$31,800.00	1	01/09/1990	8613	23.58	23.58	$9,373.05
Diping	Lu	$37,500.00	1	21/10/1998	5641	15.44	15.44	$7,237.50
								$198,237.23

Results	Correct date & total	1 mark
Formatting	As previous format	1 mark

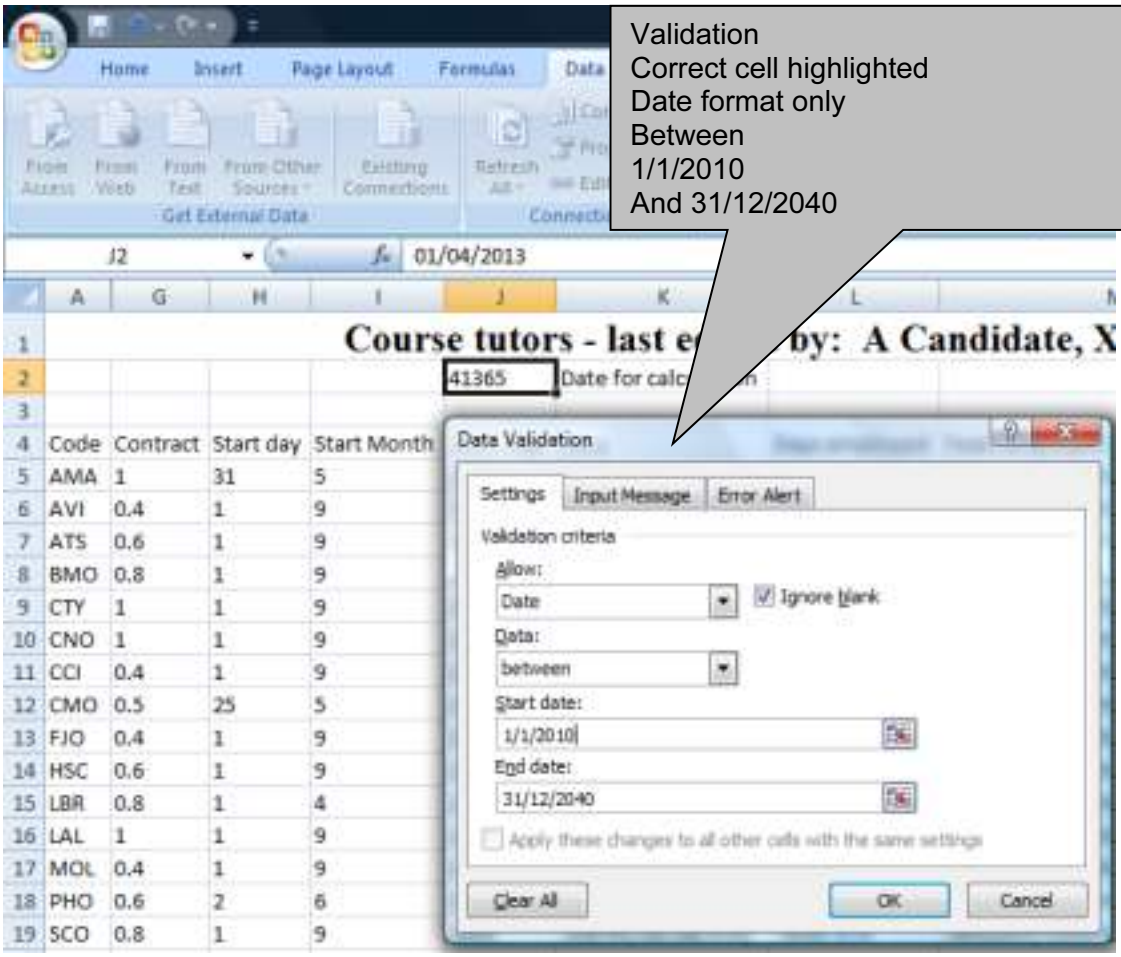
Print 3 – 1/4/2015

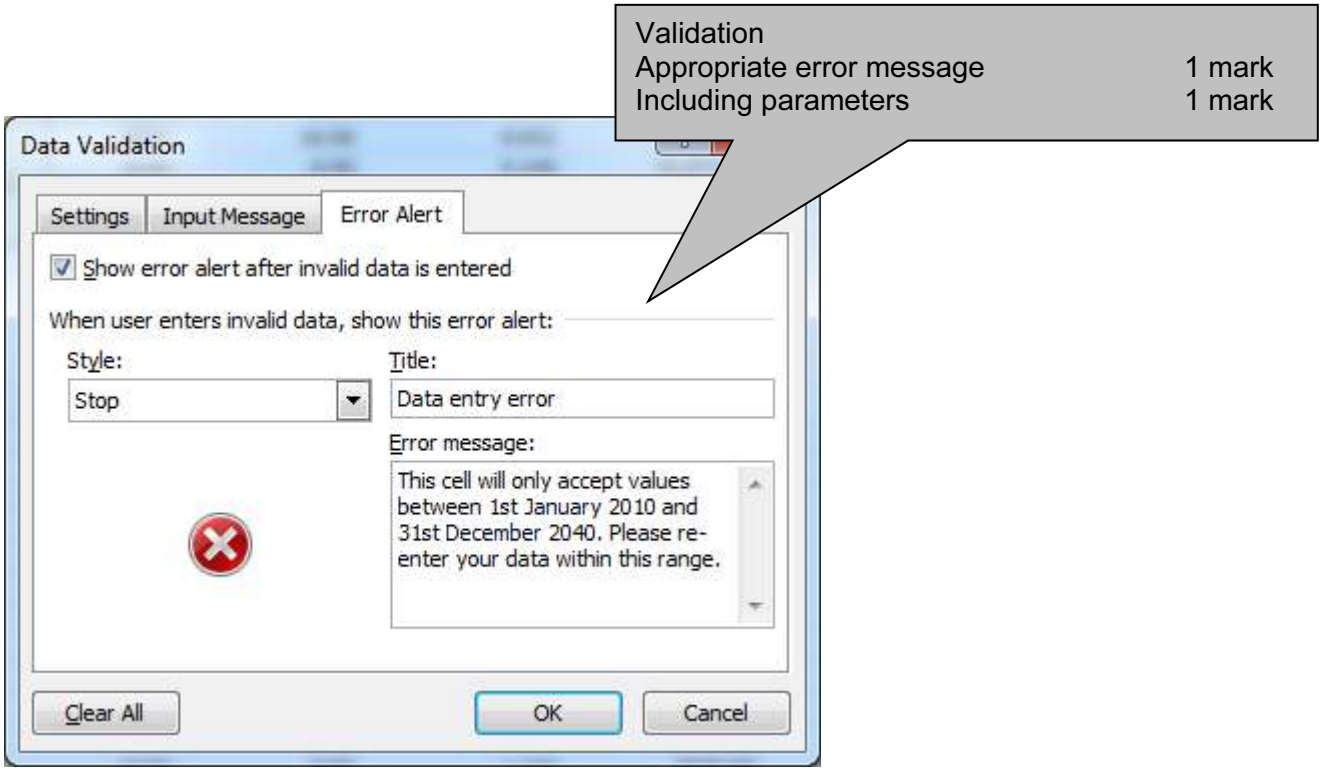
Course tutors - last edited by: A Candidate, XX999, 99999

				Date for calculation				01/04/2015
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension
Abdulmalik	Atta	$34,400.00	1	31/05/2006	3227	8.84	8.84	$3,801.20
Andreea	Virna	$27,200.00	0.4	01/09/1998	6056	16.58	6.632	$2,254.88
Andrianna	Tsogka	$29,100.00	0.6	01/09/2006	3134	8.58	5.148	$1,872.59
Bianca	Moir	$40,600.00	0.8	01/09/1992	8247	22.58	18.064	$9,167.48
Carole	Tynedale	$37,500.00	1	01/09/2006	3134	8.58	8.58	$4,021.88
Charlotte	Norfolk	$33,200.00	1	01/09/1994	7517	20.58	20.58	$8,540.70
Christopher	Ciplin	$28,500.00	0.4	01/09/2002	4595	12.58	5.032	$1,792.65
Christopher	Moon	$35,800.00	0.5	25/05/1995	7251	19.85	9.925	$4,441.44
Felicia	de Jong	$40,900.00	0.4	01/09/2005	3499	9.58	3.832	$1,950.57
Holly	Scully	$37,900.00	0.6	01/09/2010	1673	4.58	2.748	$1,301.87
Laura	Brown	$39,000.00	0.8	01/04/2004	4017	11	8.8	$4,290.00
Laura	Allen	$31,500.00	1	01/09/2002	4595	12.58	12.58	$4,953.58
Muyunda	Oldham	$31,700.00	0.4	01/09/2001	4960	13.58	5.432	$2,152.43
Pui Man	Ho	$38,400.00	0.6	02/06/2002	4686	12.83	7.698	$3,695.04
Sarah-Jane	Cox	$33,400.00	0.8	01/09/2000	5325	14.58	11.664	$4,869.72
Siegfrid	Karg	$34,000.00	1	01/09/1984	11169	30.58	30.58	$12,996.50
Timothy	Mitchell	$29,900.00	1	08/09/1982	8240	22.56	22.56	$8,262.60
Vivek	Parekh	$31,800.00	1	01/09/2011	1308	3.58	3.58	$1,423.05
Xiaodong	Yu	$37,000.00	1	01/09/2010	1673	4.58	4.58	$2,118.25
Yu Kiu	Lo	$36,200.00	1	01/09/2004	3864	10.58	10.58	$4,787.45
Jide	Nsogbia	$37,000.00	0.6	01/09/1999	5691	15.58	9.348	$4,323.45
Slick	Walton	$38,400.00	0.6	01/09/1986	10439	28.58	17.148	$8,231.04
Liam	McKenna	$31,500.00	0.2	01/09/2006	3134	8.58	1.716	$675.68
Kolewole	Oduekun	$37,000.00	1	01/09/1986	10439	28.58	28.58	$13,218.25
Harleen	Sethi	$37,500.00	1	01/01/1988	9952	27.25	27.25	$12,773.44
Lisa	Farrugia	$31,800.00	0.4	01/09/2003	4230	11.58	4.632	$1,841.22
Maria	Aftab	$34,000.00	0.5	01/09/1983	11535	31.58	15.79	$6,710.75
Hina	Malik	$37,900.00	0.4	08/04/2009	2189	5.99	2.396	$1,135.11
Jade	Batten	$35,800.00	0.6	01/09/1995	7152	19.58	11.748	$5,257.23
Zakir	Bashir	$34,000.00	0.8	01/09/2006	3134	8.58	6.864	$2,917.20
Isabelle	Houareau	$33,400.00	1	01/09/1999	5691	15.58	15.58	$6,504.65
Marina	Isa	$37,900.00	0.4	01/09/1986	10439	28.58	11.432	$5,415.91
Siegfrid	Ekert	$28,500.00	0.6	01/01/2003	4473	12.25	7.35	$2,618.44
Padraic	Hussey	$27,200.00	0.8	01/09/2012	942	2.58	2.064	$701.76
Sotiris	Kelenis	$27,200.00	1	01/09/1992	8247	22.58	22.58	$7,677.20
Sulran	Alp	$28,500.00	1	01/09/2003	4230	11.58	11.58	$4,125.38
Frederik	Bloggs	$31,500.00	1	01/09/1998	6056	16.58	16.58	$6,528.38
Paul	Tyrell	$38,400.00	0.4	16/09/1996	6771	18.54	7.416	$3,559.68
David	Gerard	$35,800.00	0.6	01/09/2011	1308	3.58	2.148	$961.23
Mahesh	Ramdeo	$33,400.00	0.8	01/01/2000	5569	15.25	12.2	$5,098.50
Sarah	Del Vecchio	$31,800.00	1	01/09/1990	8978	24.58	24.58	$9,770.55
Diping	Lu	$37,500.00	1	21/10/1998	6006	16.44	16.44	$7,706.25
								$206,419.73

Results	Correct date & total	1 mark
Formatting	As previous format	1 mark

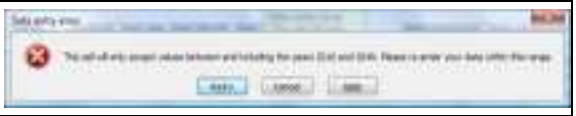
Evidence document





Evidence document

9 × 4 table with gridlines 1 mark
Text 100% accurate 1 mark
Correct cells merged 1 mark

Cell	***J2***		
Test type	***Range check***		
Data chosen	**Type of data**	**Expected outcome**	**Actual outcome**
1/1/2020	***Normal***	***Accepted***	***1/1/2020 accepted***
1/1/2030			***1/1/2030 accepted***
31/12/2009	***Abnormal***	***Error message***	
1/1/2041			
1/1/2010	***Extreme***	***Accepted***	***1/1/2010 accepted***
31/12/2040			***31/12/2040 accepted***

Normal data 1 mark
2 Correct examples 1 mark
Expected to work 1 mark
Both work 1 mark

Abnormal data 1 mark
2 Correct examples 1 mark
Expected to be rejected 1 mark
Both rejected 1 mark

Extreme data 1 mark

1/1/2010 1 mark
31/12/2040 1 mark
Expected to work 1 mark
Both work 1 mark

Step 38
Practical marks – Maximum 5 marks

Slides printed
Name, Centre & candidate number placed on slide master in appropriate style.
Appropriate & consistent styles/themes.

Title slide present which contains name of University

Content of each slide is in an appropriate format & style.

Content (K & U) – Maximum 12 marks

All documents saved with recognition of version/lecturer

<u>Accept different solutions like compare:</u>

Open master document
Documents may be <u>electronically</u> compared
- **... compares the currently open document with another file**
- **... all tracked changes are shown**
- **... using current tracking settings**
- **... using black lining/vertical ruling in the margin**
- **... to identify at a glance where revisions have been made**

Amendments can be shown as additions ...
- **... or deletions in the master document.**

<u>or merge:</u>

(Unlike compare) merges/combines two documents
... with formatting from a single document
- **... user selects**
- **... which formatting to retain during merge process**

... all tracked changes are shown
- **... from all documents**
- **... with each users revisions credited to them**

<u>or both:</u>

Sometimes if merging fails
... compare has to be used first, then merge

User has to make revision decisions
... as to which changes to accept/decline
... for each recommended amendment