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 International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the May/June 2019 series for most Cambridge IGCSE™, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.
### Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks must be awarded in line with:</td>
</tr>
<tr>
<td>• the specific content of the mark scheme or the generic level descriptors for the question</td>
</tr>
<tr>
<td>• the specific skills defined in the mark scheme or in the generic level descriptors for the question</td>
</tr>
<tr>
<td>• the standard of response required by a candidate as exemplified by the standardisation scripts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks awarded are always <strong>whole marks</strong> (not half marks, or other fractions).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks must be awarded <strong>positively</strong>:</td>
</tr>
<tr>
<td>• marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate</td>
</tr>
<tr>
<td>• marks are awarded when candidates clearly demonstrate what they know and can do</td>
</tr>
<tr>
<td>• marks are not deducted for errors</td>
</tr>
<tr>
<td>• marks are not deducted for omissions</td>
</tr>
<tr>
<td>• answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERIC MARKING PRINCIPLE 6:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.</td>
</tr>
</tbody>
</table>
Spreadsheet
- Old rows 3 to 7 inclusive deleted 1 mark
- Row 1: A1 to K1 merged 1 mark
- Sans-serif right aligned font 1 mark
- **SDS Weekly Pay** 100% accurate 1 mark
- White large font 1 mark
- Dark green background 1 mark
- Row 2: Row height less than half row 5 1 mark
- Rows 3,4,15,16: Serif, bold, italic font 1 mark
- Text wrapped in cells with no split words 1 mark
- Centre aligned text 1 mark
- Rows 5-13: Office data & Job data - Border & fill 1 mark
**Header**

- **Last revised on:** date space time on left
- **Candidate name, centre number and candidate number on right**

**Office name** = VLOOKUP ( ) used

- **Cell reference D17,**
- **Named range offices**
- **Correct return column ,2**

**Job description** = VLOOKUP ( )

- **Cell reference E17**
- **Absolute range $D$5:$E$13 ,2**
- **,0 or ,FALSE**
<table>
<thead>
<tr>
<th>Name</th>
<th>Rate</th>
<th>Pay</th>
<th>Replication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olmar</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
<tr>
<td>Weber</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
<tr>
<td>White</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
<tr>
<td>Sanger</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
<tr>
<td>Sefer</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
<tr>
<td>Pabst</td>
<td>$D$5:$F$13</td>
<td>E17</td>
<td>All 4 columns replicated</td>
</tr>
</tbody>
</table>

Rate = VLOOKUP(E17, ,3,0) 1 mark
Absolute range $D$5:$F$13 1 mark
Replication All 4 columns replicated 1 mark
Count = COUNTIF( )  1 mark
I17:I65,  1 mark
">0" 1 mark
Total = SUM (K17:K65)  1 mark

Printout Row and column headings displayed 1 mark
Landscape and fully visible 1 mark
<table>
<thead>
<tr>
<th>Office code</th>
<th>Office name</th>
<th>Job code</th>
<th>Job description</th>
<th>Rate of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Amsterdam</td>
<td>S1</td>
<td>Office Sales</td>
<td>€10.00</td>
</tr>
<tr>
<td>6</td>
<td>Brussels</td>
<td>A1</td>
<td>Sales Assistant</td>
<td>€8.00</td>
</tr>
<tr>
<td>7</td>
<td>Cologne</td>
<td>M2</td>
<td>Sales Accounts</td>
<td>€11.90</td>
</tr>
<tr>
<td>8</td>
<td>Dresden</td>
<td>M2</td>
<td>Manufacturing</td>
<td>€10.20</td>
</tr>
<tr>
<td>9</td>
<td>Edinburgh</td>
<td>D</td>
<td>Distribution</td>
<td>€8.00</td>
</tr>
<tr>
<td>10</td>
<td>Ankara</td>
<td>A</td>
<td>Administration</td>
<td>€8.00</td>
</tr>
<tr>
<td>11</td>
<td>London</td>
<td>M1</td>
<td>Manufacturing</td>
<td>€12.50</td>
</tr>
<tr>
<td>12</td>
<td>Turin</td>
<td>M4</td>
<td>Sales Manager</td>
<td>€12.15</td>
</tr>
<tr>
<td>13</td>
<td>Zagreb</td>
<td>D</td>
<td>Distribution</td>
<td>€12.25</td>
</tr>
</tbody>
</table>

**Data entry**

- Hours worked 100% accurate and contract hours copied: 1 mark

**Format**

- Rate of pay, Rate & Pay in Euros to 2dp: 1 mark

**Single page wide and fully visible**: 1 mark
<table>
<thead>
<tr>
<th>Payroll number</th>
<th>First name</th>
<th>Last name</th>
<th>Office name</th>
<th>Job description</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDS0014</td>
<td>Michael</td>
<td>Dribble</td>
<td>London</td>
<td>Office Sales</td>
<td>€250.00</td>
</tr>
<tr>
<td>SDS0045</td>
<td>Peggy</td>
<td>Hedges</td>
<td>Zagreb</td>
<td>Office Sales</td>
<td>€250.00</td>
</tr>
<tr>
<td>SDS0027</td>
<td>Jers</td>
<td>Maloi</td>
<td>London</td>
<td>Sales Manager</td>
<td>€480.00</td>
</tr>
<tr>
<td>SDS0038</td>
<td>Felix</td>
<td>Sankt</td>
<td>London</td>
<td>Sales Assistant</td>
<td>€200.00</td>
</tr>
<tr>
<td>SDS0035</td>
<td>Dietmar</td>
<td>Strauss</td>
<td>Zagreb</td>
<td>Office Sales</td>
<td>€250.00</td>
</tr>
<tr>
<td>SDS0055</td>
<td>Friederike</td>
<td>Trommler</td>
<td>Zagreb</td>
<td>Office Sales</td>
<td>€250.00</td>
</tr>
</tbody>
</table>

Extract: Work in London or Zagreb 1 mark
Sales in Job description 1 mark
Sorted ascending on Last name 1 mark
Rows 3–15 and 67 hidden 1 mark
Columns D, E, H, I, J hidden 1 mark
Single page fully visible 1 mark
Evidence 1

Correct cells A5 to B13 1 mark
Correct name offices 1 mark

Evidence 2

Extreme data: 1, 12 2 marks
Abnormal data: any item of text, <1, >12, decimal/fraction 1 mark
Normal data: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 1 mark

Evidence 3

Four from:
- text-align misspelt so won’t work 1 mark
- It will never open the default sans serif font as ; after Arial 1 mark
- Ineffective as it is a class not a style 1 mark
- Font-size statement is correct and works 1 mark
- Font-family would set font to Arial if it is available 1 mark

Evidence 4

Screen shot includes folder name, all filenames, extensions, file sizes, dimensions 1 mark
Evidence 5

Stylesheet

```
/* A Candidate ZZ999999 */

h1 {font-family: Arial, Helvetica, sans-serif; font-size: 52pt; font-style: italic; text-align: center; color: #007f00;}

h2 {font-family: Arial, Helvetica, sans-serif; text-align: justify;}
```

In browser with no letters visible 1 mark
Table borders not visible 1 mark
Top row – Left cell SDSdisk.jpg 1 mark
Right cell Special-Disk-Sales 100% correct in h1 1 mark
Rows 2–5: Images as shown 1 mark
Row 2: Right cell: Text from file inserted 1 mark
New line Updated by: and candidate details in h2 1 mark

Evidence 6

```
Special-Disk-Sales are more often referred to as SDS. We are premium designers, manufacturers and retailers of hard disk drives, solid state drives. More recently we have developed a new range of secure cloud storage services. We have our own manufacturing facilities around the world. Our full product range can be viewed by clicking on the buttons to the left of this text. We are renowned for reliability and superb customer service.
```

Updated by: A Candidate ZZ9999999
Evidence 6

<!DOCTYPE html>
<html>
<head>
<link rel="stylesheet" type="text/css" href="SDSstyle.css">
</head>
<body>
<table width=1100>
<tr height=170>
<td rowspan=5 width=400>
<img src="SDSdisk.jpg" width=400 alt="Image of a hard disk drive">
</td>
<td colspan=2>
<h1>Special-Disk-Sales</h1>
</td>
</tr>
<tr height=150>
<td width=356>
<img src="SDSbutton1.jpg" alt="Image of a button to select the Cloud">
</td>
<td rowspan=4 width=344>
<h2>
Special-Disk-Sales are more often referred to as SDS. We are premium designers, manufacturers and retailers of hard disk drives, solid state drives. More recently we have developed a new range of secure cloud storage services. We have our own manufacturing facilities around the world. Our full product range can be viewed by clicking on the buttons to the left of this text. We are renowned for reliability and superb customer service.
</h2>
</td>
</tr>
<tr height=150>
<td>
<img src="SDSbutton2.jpg" alt="Image of a button to select HDD">
</td>
</tr>
<tr height=150>
<td>
<img src="SDSbutton3.jpg" alt="Image of a button to select SSD">
</td>
</tr>
<tr height=150>
<td>
</td>
</tr>
</table>

Updated by: A Candidate ZZ999 9999

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<td>
  <img src="SDSbutton4.jpg" alt="Image of a button with the text Contact">
</td>
</tr>
</table>
</body>
</html>