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Mark Scheme (Results)

Summer 2018

Pearson Edexcel International GCSE

**In Information and Communication Technology
(4IT0) Paper 2**

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June 2018

Publications Code 4IT0_02_1806_MS

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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.

ACTIVITY 1 – USING ART/IMAGING SOFTWARE

TASK AG1

Example response



(a)	1	Suitable image (RACQUET or PLAYER) from IMAGES folder selected	1
	2	Text CBL-2018 as given added to image	1
	3	Suitable balance of text and image for logo	1
(b)	1 2 3	<p>Award 1 mark each up to a maximum of 3 for any of:</p> <ul style="list-style-type: none"> • a line drawing/ clipart /non-photographic image used • balance of text and image • limited range of colour/simple design • usable on many different materials/documents • memorable design / relevant to organisation 	3
Total for Task AG1			6

TASK AG1

Example response

Original (with guide)



Edited image



(a)	1	Some cropping – image remains rectangular	1
	2	Attempt at cropping on all four sides	1
	3	Cropping close to top of heads and near waistline at bottom Cropping removes all of the woman on the left and the couple on the right	1
(b)	1	Attempt to remove window from wall	1
	2	Removal of window blends in with wall and does not obscure people	1
(c)	1 2	An explanation such as: reduces file size (1) results in faster download/upload of image on web (1)	2
Total for Task AG2			7
TOTAL FOR ACTIVITY 1			13

ACTIVITY 2 – USING DATABASE SOFTWARE

TASK DB1

Example response

PLAYER_ID	FIRSTNAME	LASTNAME	GENDER	DOB	PHONE	EMAIL	TEAMCODE
137AB	Anna	BANCROFT	F	28/06/1986	020 915 1573	anba@mailme.org.ie	FF
129CB	Christopher	BANCROFT	M	27/08/2000	020 912 6419	chrib@cruabad.org.ie	FF
168FB	Felicity	BRANDWARD	F	14/05/1993	020 912 7046	felbr@cruabad.org.ie	CC
171MB	Maria	BRETT	F	12/03/1997	020 916 5888	mariabrett@contact.org.ie	CC
158CC	Connor	CARTER	M	04/12/1987	020 911 6258	concc@emailme.org.ie	EE
146RC	Rhonda	CASEY	F	04/08/2000	020 913 7594	rhoca@emailme.org.ie	CC
151SC	Sarah	CHUNG	F	18/05/1986	020 914 1977	sarch@contact.org.ie	EE
169MD	Matt	DENNIS	M	07/01/1986	020 914 7818	mattd@cruabad.org.ie	BB
130ED	Emma	DONNEGAN-CROSS	F	01/04/2002	020 916 9014	emdo@home.org.ie	AA
154NE	Nicholas	EDWINSON	M	21/12/1988	020 918 5975	ned@home.org.ie	BB
157BF	Blake	FANFAYNER	M	01/01/2000	020 914 5350	blakfa@emailme.org.ie	DD
163EF	Elizabeth	FINCH-WILLIAMS	F	04/09/2000	020 913 2134	elifi@cruabad.org.ie	NA
126JG	James	GILROY	M	24/10/1990	020 917 8213	jag@cruabad.org.ie	AA
165EG	Emma	GOLD	F	06/03/1986	020 917 6442	emmgo@contact.org.ie	BB
147DH	David	HAWK	M	26/05/1994	020 911 1028	davih@contact.org.ie	CC
140MH	Mingmei	HULJIAN	F	23/06/1985	020 911 7888	minhu@mailme.org.ie	CC
133AK	Andrew	KELSON	M	15/10/1993	020 916 9502	andke@cruabad.org.ie	FF
167JL	Jill	LOCKYER	F	28/09/1994	020 916 9230	jlo@home.org.ie	EE
153MM	Matthew	MURRAY	M	10/01/1999	020 918 3023	matm@emailme.org.ie	BB
155NP	Noah	PARKER-SMITHSON	M	13/11/1994	020 916 8134	npa@cruabad.org.ie	AA
144PR	Philip	RAZWANA	M	13/01/1985	020 916 8183	pr@cruabad.org.ie	NA
135SR	Simon	RAZWANA	M	25/02/1997	020 918 8440	simora@mailme.org.ie	FF
143AS	Amarjit	SINGH	M	11/11/1996	020 915 6858	ams@cruabad.org.ie	EE
159CS	Claire	SINGH	F	14/03/1999	020 916 7170	clas@cruabad.org.ie	DD
125TS	Tony	SKULLY	M	04/06/1991	020 914 1945	ts@contact.org.ie	DD
162SS	Stuart	SPEARS	M	04/09/1991	020 915 9862	sts@contact.org.ie	NA
141JS	Julie	STEVENSON	F	15/11/1997	020 911 1817	jst@cruabad.org.ie	FF
148PS	Pierre	STEVENSON	M	23/04/1989	020 917 5920	ps@mailme.org.ie	CC
127SS	Sofia	STEVENSON	F	31/05/1992	020 913 9614	sofs@cruabad.org.ie	DD
134BW	Briony	WARTON	F	21/02/1998	020 917 2000	briwar@home.co.ie	DD
123SW	Sammi	WESTON	F	20/02/1988	020 916 2018	samw@cruabad.org.ie	AA
131MY	Martha	YO	F	19/01/1991	020 916 2644	my@emailme.org.ie	BB
138SY	Sara	YO	F	08/03/1991	020 919 4030	sary@home.org.ie	AA
150IZ	Isaac	ZALIC	M	04/07/1992	020 915 7214	isaaz@cruabad.org.ie	EE

(a)	1 2	<p>Award 2 marks for: Maria, BRETT, F, 12/03/1997, 020 916 5888 and mariabrett@contact.org.ie entered with no data entry errors and format consistent with other records (check especially capitalisation, phone and date formats) Award 1 mark for entry with only one typing or formatting error</p>	2
	3	<p>PLAYER_ID entered as 171MB and TEAMCODE entered as CC</p>	1
(b)	1 2	<p>Award 2 marks for PLAYER table sorted in alphabetical order of FIRSTNAME within alphabetical order of LASTNAME (check BANCROFT, RAZWANA, SINGH and YO) Award 1 mark for PLAYER table sorted in alphabetical order of LASTNAME</p>	2
(c)	1 2	<p>An explanation such as:</p> <ul style="list-style-type: none"> allows leading zero (1) truncated if number format (1) allows non-numeric characters (1) allows for spaces and or brackets or symbols such + (1) <p>Allow 'not used for calculations' for 1 mark</p>	2
(c)	1 2	<p>An explanation such as:</p> <ul style="list-style-type: none"> date of birth is a constant (1) database doesn't need frequent updates allows club to set alerts on database (1) to celebrate (1) allows additional identification (1) maybe two people with same name (1) 	2
Total for Task DB1			9

TASK DB2

Example response

DB2a

PLAYER_ID	FIRSTNAME	LASTNAME	GENDER	DOB	PHONE	EMAIL	TEAMCODE
157BF	Blake	FANFAYNER	M	01/01/2000	020 914 5350	blakfa@emailme.org.ie	DD
159CS	Claire	SINGH	F	14/03/1999	020 916 7170	clas@cruabad.org.ie	DD
125TS	Tony	SKULLY	M	04/06/1991	020 914 1945	ts@contact.org.ie	DD
127SS	Sofia	SVENSSON	F	31/05/1992	020 913 9614	sofs@cruabad.org.ie	DD
134BW	Briony	WARTON	F	21/02/1998	020 917 2000	briwar@home.co.ie	DD

DB2b

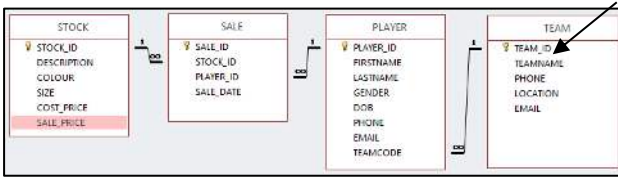
LASTNAME	FIRSTNAME	EMAIL	DOB
BANCROFT	Christopher	chrib@cruabad.org.ie	27/08/2000
DONNEGAN-CROSS	Emma	emdo@home.org.ie	01/04/2002
CASEY	Rhonda	rhoca@emailme.org.ie	04/08/2000
FANFAYNER	Blake	blakfa@emailme.org.ie	01/01/2000
FINCH-WILLIAMS	Elizabeth	elifi@cruabad.org.ie	04/09/2000

(a)	1	Correct 5 records listed WARTON, SKULLY, SVENSSON, FANFAYNER, SINGH (any order, minimum FIRSTNAME and LASTNAME)	1
	2	All 8 fields only printed	1
(b)	1 2	Award 2 marks for correct 5 records listed (BANCROFT, DONNEGAN-CROSS, CASEY, FANFAYNER, FINCH-WILLIAMS any order) Award 1 mark for 4 records only (missing FANFAYNER) OR 1 record (FANFAYNER) only	2
	3	Only LASTNAME, FIRSTNAME, EMAIL, DOB in this order Ignore truncation	1
Total for Task DB2			5

TASK DB3

Example response

DB2a



DB2b

TEAMNAME	LASTNAME	FIRSTNAME	EMAIL	SALE_DATE	COLOUR	GENDER	SIZE
Athnid Allstars	PARKER-SMITHSON	Noah	npa@cruabad.org.ie	06/04/2018	GREEN	M	LARGE
Brosna Bears	MURRAY	Matthew	matm@emailme.org.ie	15/01/2018	RED	M	LARGE
Erry Eagles	CARTER	Connor	conc@emailme.org.ie	25/03/2018	BLUE	M	LARGE
Erry Eagles	ZALIC	Isaac	isaaz@cruabad.org.ie	04/01/2018	RED	M	LARGE
Fantane Firestorm	BANCROFT	Christopher	chrib@cruabad.org.ie	16/03/2018	GREEN	M	LARGE

(a)(i)	1	Screen shot of relationship diagram – all 3 relationships shown	1
(a)(ii)	1	TEAM_ID in TEAM table identified	1
(a)(iii)	1 2	An explanation such as <ul style="list-style-type: none"> each team is unique (1) many players in a team (1) 	2
(b)	1	List contains only male players Minimum GENDER and at least one of TEAMNAME , SALE_DATE , COLOUR or SIZE	1
	2	List contains only large shirts Minimum SIZE and at least one of TEAMNAME , SALE_DATE , FIRSTNAME , LASTNAME , EMAIL or GENDER	1
	3	List sorted in order of LASTNAME within order of TEAMNAME	1
	4	Only fields TEAMNAME , LASTNAME , FIRSTNAME , EMAIL , SALE_DATE , COLOUR , GENDER , SIZE present Ignore order	1
Total for Task DB3			8

TASK DB4

Example response

Male players buying a large shirt








FIRST NAME	LAST NAME	EMAIL	SALE DATE
Noah	PARKER-SMITHSON	npa@cruabad.org.ie	06/04/2018
Matthew	MURRAY	matm@emailme.org.ie	15/01/2018
Connor	CARTER	conc@emailme.org.ie	25/03/2018
Isaac	ZALIC	isaaz@cruabad.org.ie	04/01/2018
Christopher	BANCROFT	chrib@cruabad.org.ie	16/03/2018

1	Suitable title includes 'male' and 'large shirt'	1
2	Only fields FIRSTNAME, LASTNAME, EMAIL, SALE_DATE on report in order shown	1
3	Field headings customised appropriately and consistently	1
4	Correct 5 records only in a database report (PARKER-SMITHSON, MURRAY, CARTER, ZALIC, BANCROFT) Allow follow through for incorrect search in DB3	1
5	Database report printed on one side of A4, portrait with columns spaced appropriately and no truncation of data. Suitable capitalisation and correct spelling of title	1
Total for Task DB4		5
TOTAL FOR ACTIVITY 2		27

ACTIVITY 3 – USING WEB AUTHORING SOFTWARE

TASK WA1

Example response

		<h3>CRUACHAN BADMINTON LEAGUE</h3>				<h3>CRUACHAN BADMINTON LEAGUE</h3>					
<p>Home Athnid Allstars Brosna Bears Clicka Colts Dovea Dragons Erry Eagles Fantane Firestorm</p>		<p>CLICKA COLTS</p> <p>Clicka Colts are the newest team in the league but have quickly made an impression. We have been runners-up on two occasions and won the cup competition in our first season. We hope to continue our progress next season and win the championship.</p> <p>We would be delighted to see new players join our squad. If you want to know more please contact Anne by phoning 020 915 4444 or emailing annefisher@emailme.org.ie</p>				<p>Home Athnid Allstars Brosna Bears Clicka Colts Dovea Dragons Erry Eagles Fantane Firestorm</p>		<p>ERRY EAGLES</p> <p>Erry Eagles continue to be one of the most improved teams in the league. We have gradually improved from being at the bottom of the league to finishing in the top three for the last five seasons. This is mostly due to our excellent facilities and brilliant team spirit.</p> <p>We would welcome any new players to our squad. Just phone Shaheen on 020 913 4455 or you can email shaheenkhan@trepankle.co.ie</p>			
		<h3>CRUACHAN BADMINTON LEAGUE</h3>				<h3>CRUACHAN BADMINTON LEAGUE</h3>					
<p>Home Athnid Allstars Brosna Bears Clicka Colts Dovea Dragons Erry Eagles Fantane Firestorm</p>		<p>DOVEA DRAGONS</p> <p>Dovea Dragons had a disappointing season last year when we were unlucky with injuries. We hope to do better this season with our new squad. However we always have space for enthusiastic players of all abilities. We believe that taking part in a sporting way is more important than winning at all costs.</p> <p>If you want to know more about Dovea Dragons, please phone Franz on 020 913 8899 or email franzschmidt@doveacom.org.ie</p>				<p>Home Athnid Allstars Brosna Bears Clicka Colts Dovea Dragons Erry Eagles Fantane Firestorm</p>		<p>FANTANE FIRESTORM</p> <p>Fantane Firestorm were unlucky last year to miss winning the championship when we were beaten in our last match after a strong run of five successive victories. On another day we might have won the league. However we were pleased after challenging so well throughout the season.</p> <p>If you want a friendly and welcoming team look no further than Fantane Firestorm. Call Jess on 020 917 2016 or email jessjones23@firestormbc.org.uk</p>			

(a)	1	Logo present on at least one page	1
	2	Cruachan Badminton League on at least one page – ignore spelling and capitals	1
	3	Indication of links to home page and other teams on at least one page. Accept Home, Athnid and Brosna not linked	1
	4	The appropriate team name on at least one page (ignore spelling and capitalisation)	1
	5	All appropriate text from WEBPAGES on all four pages	1
	6	Appropriate photograph on DOVEA , ERRY and FANTANE pages. Images may be repeated and may include GROUP	1
	7	Cropped image from Task AG2a on CLICKA page	1
	8	All four pages have all required items (Logo, Title, all (at least 6) links, Team name, Team Text and image). Ignore layout	1
(b)	1	All pages have layout of items consistent with pages shown in Figure 1 – ignore text alignment	1
	2	Appropriate and consistent sans serif font and style used across all pages (min two pages) and sizes consistent on each page	1
	3	Appropriate and consistent image sizes on all pages with no distortion or truncation (min two pages)	1
	4	All pages have dark (blue) text on pale (yellow) background	1
	5	All text correct spelling, capitalisation of team names in links and grammar	1
(c)(i)	1	Formatting technique identified on or near a screen shot. E.g. emphasised text (bold) for headings, use of template	1
(c)(ii)	1	Valid reason given for using the technique	1
Total for Task WA1			15

TASK WA2

Example response

```
<p class=MsoNormal style='margin-bottom:0cm;margin-bottom:.0001pt;line-height:
normal'><span style='color:#002060'><a href="DOVEA.htm"><span
style='color:#002060'>Dovea Dragons</span></a><o:p></o:p></span></p>
```

	1	Screen shot shows source code with at least one hyperlink present	1
	2	Either only DOVEA link present or DOVEA link highlighted in submitted code	1
Total for Task WA2			2
TOTAL FOR ACTIVITY 3			17

ACTIVITY 4 – USING SPREADSHEET SOFTWARE

TASK SS1

Example response

	D	E	F
1	SOLD	PROFIT	PRE-TAX PRICE
2	1	=C2*\$C\$16%	=C2+E2
3	2	=C3*\$C\$16%	=C3+E3
4	2	=C4*\$C\$16%	=C4+E4
5	4	=C5*\$C\$16%	=C5+E5
6	2	=C6*\$C\$16%	=C6+E6
7	7	=C7*\$C\$16%	=C7+E7
8	4	=C8*\$C\$16%	=C8+E8
9	5	=C9*\$C\$16%	=C9+E9
10	2	=C10*\$C\$16%	=C10+E10
11	4	=C11*\$C\$16%	=C11+E11
12			
13	=SUM(D2:D11)		

(a)	1 2	<p>Award 2 marks for =SUM(D2:D11) in D13 Award 1 mark for =SUM(D2:D12) in D13 OR =D2+D3+D4+...in cell D13 OR =SUM(D2:D11) in cell other than D13 OR 33 in D13 in data view Allow follow through for insertion / deletion of rows</p>	2
(b)(i)	1 2	<p>Award 2 marks for =C2*\$C\$16% OR =C2*C\$16% OR =C2*C16% in E2 Award 1 mark for OR =C2*(%)C\$16 in E2 OR using SUM with correct formula in E2 OR correct formula in cell other than E2 Accept '/100' in place of '%' OR change the value in C16 to 15% or 0.15 Allow follow through for insertion / deletion of rows</p>	2
(b)(ii)	1	<p>=C2+E2 in F2 Do not accept use of SUM function Allow follow through for insertion / deletion of rows</p>	1
(b)(iii)	1	<p>Column F replicated Allow follow through for incorrect formula</p>	1
	2	<p>Column E replicated Allow follow through for incorrect formula Must have absolute row reference or consistent named cell or value (15%) in formula</p>	1
Total for Task SS1			7

TASK SS2

Example response

	G	H
1	TAX	PRICE AFTER TAX
2	=F2*\$C\$17%	=F2+G2
3	=F3*\$C\$17%	=F3+G3
4	=F4*\$C\$17%	=F4+G4
5	=F5*\$C\$17%	=F5+G5
6	=F6*\$C\$17%	=F6+G6
7	=F7*\$C\$17%	=F7+G7
8	=F8*\$C\$17%	=F8+G8
9	=F9*\$C\$17%	=F9+G9
10	=F10*\$C\$17%	=F10+G10
11	=F11*\$C\$17%	=F11+G11

- | | | | |
|-----|--------|--|----------|
| (a) | 1
2 | <p>Award 2 marks for =F2*\$C\$17% OR =F2*C\$17% OR =F2*C17% in G2</p> <p>Award 1 mark for</p> <p>OR =F2*(C)17 in G2</p> <p>OR using SUM with correct formula in G2</p> <p>OR correct formula in cell other than G2</p> <p>Accept '/100' in place of '%' OR change value in 17 to 20% or 0.20</p> <p>Allow follow through for insertion / deletion of rows</p> | 2 |
| (b) | 1 | = F2+G2 in H2 or in next column to calculation in (a) | 1 |
| (c) | 1 | <p>Replication of columns G and H</p> <p>Allow follow through for incorrect formula/columns</p> <p>Must have absolute row reference in formula in column G</p> | 1 |

Total for Task SS2 4**TASK SS3**

Example response

F	G	H	I
PRE-TAX PRICE	TAX	PRICE AFTER TAX	TOTAL PROFIT
=C2+E2	=F2*\$C\$17%	=F2+G2	=E2*D2
=C3+E3	=F3*\$C\$17%	=F3+G3	=E3*D3
=C4+E4	=F4*\$C\$17%	=F4+G4	=E4*D4
=C5+E5	=F5*\$C\$17%	=F5+G5	=E5*D5
=C6+E6	=F6*\$C\$17%	=F6+G6	=E6*D6
=C7+E7	=F7*\$C\$17%	=F7+G7	=E7*D7
=C8+E8	=F8*\$C\$17%	=F8+G8	=E8*D8
=C9+E9	=F9*\$C\$17%	=F9+G9	=E9*D9
=C10+E10	=F10*\$C\$17%	=F10+G10	=E10*D10
=C11+E11	=F11*\$C\$17%	=F11+G11	=E11*D11
			=SUM(I2:I11)
=I13/D13			

- | | | |
|----------|---|----------|
| (a)(i) | =D2*E2 in next available column (I) and replicated for all shirts | 1 |
| (a)(ii) | <p>=SUM(I2:I11) in I13</p> <p>Allow follow through for insertion of extra columns</p> | 1 |
| (a)(iii) | =I13/D13 in F16 | 1 |
| (b) | <p>Suitable labels entered in G1, H1 and I1 (e.g. TAX, PRICE INCLUDING TAX, PROFIT)</p> <p>Allow follow through for insertion of extra columns</p> | 1 |

Total for Task SS3 4

TASK SS4

Example response

	A	B	C	D	E	F	G	H	I
1	SHIRTCODE	DESCRIPTION	COST	SOLD	PROFIT	PRE-TAX PRICE	TAX	PRICE AFTER TAX	TOTAL PROFIT
2	SHFSM	FEMALE SMALL	£17.59	1	£3.34	£20.93	£4.19	£25.12	£3.34
3	SHFME	FEMALE MEDIUM	£17.82	2	£3.39	£21.21	£4.24	£25.45	£6.77
4	SHFLA	FEMALE LARGE	£18.05	2	£3.43	£21.48	£4.30	£25.78	£6.86
5	SHFXL	FEMALE X-LARGE	£18.28	4	£3.47	£21.75	£4.35	£26.10	£13.89
6	SHFXX	FEMALE XX-LARGE	£18.51	2	£3.52	£22.03	£4.41	£26.43	£7.03
7	SHMSM	MALE SMALL	£17.89	7	£3.40	£21.29	£4.26	£25.55	£23.79
8	SHMME	MALE MEDIUM	£18.12	4	£3.44	£21.56	£4.31	£25.88	£13.77
9	SHMLA	MALE LARGE	£18.35	5	£3.49	£21.84	£4.37	£26.20	£17.43
10	SHMXL	MALE X-LARGE	£18.58	2	£3.53	£22.11	£4.42	£26.53	£7.06
11	SHMXX	MALE XX-LARGE	£18.81	4	£3.57	£22.38	£4.48	£26.86	£14.30
12									
13	TOTAL			33					£114.25
14									
15									
16	Percentage profit		19	Average profit		£3.46			
17	Sales tax percentage		20						

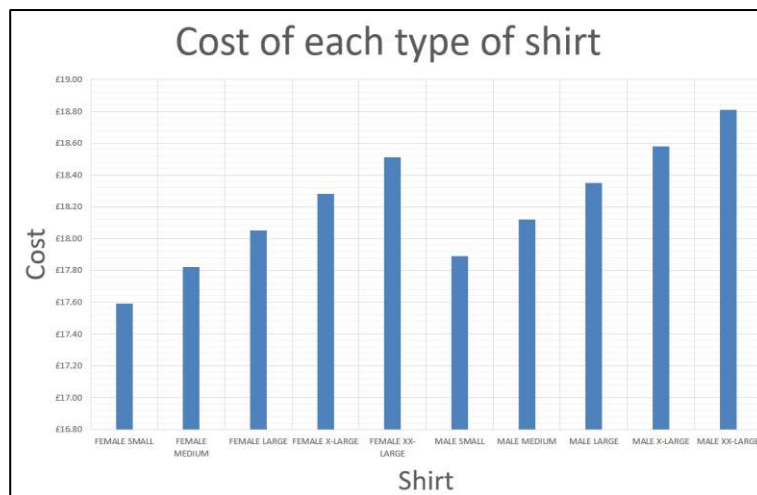
(a)	1	Value in F16 is between £3.30 and £3.50	1
(b)(i)	1	All values in C2:C11 and E2:I16 consistently formatted to currency with two decimal places. Do not award if column D formatted to currency	1
(b)(ii)	1 2	Award 1 mark for removal of truncation Award 1 mark for any of: <ul style="list-style-type: none"> • suitable and consistent borders around table (ignore rows 16 & 17) • suitable enhancements to row 1 headings • centring of values in column D • enhancements to contents of row 13 (TOTAL row) 	2
Total for Task SS4			4

TASK SS5

(a)	1	(Example eg C16 or C17 indicates that) a constant value/range is to be used	1
	2	Explanation indicates that replication of formula is valid	1
(b)	1	One formatting action identified in TASK SS5	1
	2	Statement indicating how the action identified made the worksheet well-presented e.g. – makes headings/key information stand out, ensures all data is visible	1
Total for Task SS5			4

TASK SS6

Example response




1	Bar or column chart	1
2	Chart data includes COST (column C) and at least one of SHIRTCODE (column A) or DESCRIPTION (column B)	1
3	Suitable title includes 'cost' and 'shirt' – ignore spelling and capitalisation	1
4	Suitable axis labels e.g. Shirt, Cost – ignore spelling and capitalisation	1
5	Chart is fit for purpose Must have mark points 1-4 and <ul style="list-style-type: none"> • have correct spelling and consistent appropriate capitalisation • no legend or other unnecessary information • fill one side of A4 landscape • only column C and one of column A or column B 	1
Total for Task SS6		5
TOTAL FOR ACTIVITY 4		28

ACTIVITY 5 – USING WORD PROCESSING SOFTWARE

TASK WP1

Example response

	<p>Cruachan Badminton League Cashel Road : Clannagh : Republic of Ireland</p> <p>Telephone: 020 916 2018 Email: sammiw@cruachanbl.org.ie Website: www.cruachanbl.org.ie</p>
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(a)	1	Logo (from Task AG1) inserted at top or bottom of page Ignore truncation by page/print border	1
	2	Contact details included – (Sammi Weston) Cruachan Badminton League, address, Telephone, Email and Website Ignore spelling and capitalisation	1
	3	Contact details suitably formatted and sensibly located without truncation	1
	4	Letterhead is fit for purpose (must have mark points 1 to 3) and <ul style="list-style-type: none"> • appropriate size for document (no more than 5 cm deep) • no truncation of logo • correct spelling/capitalisation 	1

Date: 15 May 2018

(Enter the recipient's name and address)

Dear (enter recipient's name)

Nomination as Player of the Year

Congratulations, after an excellent season playing for (enter the Team name) you have been nominated as one of three contenders for the 2018 Player of the Year Award. The final decision will be announced at the annual awards ceremony held in Cruachan Town Hall on Saturday 21 July. The ceremony starts at 7:30pm and will include dinner and a special guest appearance from a former world champion badminton player.

The committee do hope you will make a special effort to be present at the Award Evening. I would ask that you let me know whether you will be present.

Yours sincerely

Sammi Weston

(b)	1	Date within exam window (14 – 18 May 2018) entered in a suitable location at top of page below letterhead above greeting line (above or below recipient's name and address)	1
	2	All text from AWARDS copied into TASK WP1	1
	3	A respectful complimentary close, e.g. 'Yours sincerely' – correct spelling and 'Sammi Weston' entered with space for signature between name and close	1
	4	Subject line formatted to stand out – e.g. by boldening, underlining, centring	1

Date: 15 May 2018

«TITLE» «FIRSTNAME» «LASTNAME»
 «STREET»
 «TOWN»

Dear «FIRSTNAME»

Nomination as Player of the Year

Congratulations, after an excellent season playing for «TEAM» you have
 three contenders for the 2018 Player of the Year Award. The final decision
 will be made at the annual awards ceremony held in Crusheen Town Hall on Saturday 21st

(c)	1 2	Award 2 marks for correct merge fields entered for address with appropriate spacing between elements Prompt text and brackets removed «TITLE» («FIRSTNAME») «LASTNAME» «STREET» «TOWN» Accept « ADDRESS BLOCK » if matched by content in merged letter Award 1 mark for address with one extra or missing merge field or with one spacing error or prompt text and brackets not removed	2
	3	Greeting line completed Dear «TITLE» «LASTNAME» OR Dear «FIRSTNAME» No spacing errors and prompt text and brackets removed Accept « GreetingLine » if merged letter shows correct line (do not accept duplicated 'Dear' Allow switching of FIRSTNAME or LASTNAME	1
	4	«TEAM» entered with no spacing errors and prompt text and brackets removed	1

Date: 15 May 2018

Mr Matt Dennis
 5 Hill Street
 Brosna

Dear Matt

Nomination as Player of the Year

Congratulations, after an excellent season playing for Brosna Bears you have
 three contenders for the 2018 Player of the Year Award. The final decision
 will be made at the annual awards ceremony held in Crusheen Town Hall on Saturday 21st

(d)(i)	1	Letter printed with merged data showing	1
	2	Evidence of merge and no other changes made to letter(s)	1
(d)(ii)	1	Only one merged letter submitted on one A4 sheet	1
Total for Task WP1			15
TOTAL FOR ACTIVITY 5			15