



General Certificate of Secondary Education (Short Course)
January 2013

Information Communication Technology **45204**

(Specification 4520)

Unit 1: Systems and Applications in ICT

Final

Mark Scheme

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation events which all examiners participate in and is the scheme which was used by them in this examination. The standardisation process ensures that the mark scheme covers the students' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for standardisation each examiner analyses a number of students' scripts: alternative answers not already covered by the mark scheme are discussed and legislated for. If, after the standardisation process, examiners encounter unusual answers which have not been raised they are required to refer these to the Principal Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

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1	(a)	D	Speaker	Correct answer only	1
1	(b)	D	Web cam	Correct answer only	1
1	(c)	C	Graphics tablet	Correct answer only	1
1	(d)	A	carbon copy	Correct answer only	1
1	(e)	D	Access the web	Correct answer only	1
1	(f)	D	Software	Correct answer only	1
2	(a)		Wordart	Correct answer only	1
2	(b)		Text box	Correct answer only	1
2	(c)		Bold and centre	Correct answer only	1
2	(d)		Bullets	Correct answer only	1
2	(e)		Left justification	Correct answer only	1
3	(a)		A11	Correct answer only	1
3	(b)		F8	Correct answer only	1
3	(c)		Merging		1
3	(d)	(i)	Relative	Correct answer only	1
3	(d)	(ii)	Absolute	Correct answer only	1
3	(e)		Cell reference \$B\$11 will not change when copied/replicated down – Cell reference B11 would change (become B13, B14 etc) when copied/replicated down –	1 mark 1 mark	2

4	(a)	(i)	LT0039 LT0084 (both needed, either order) ignore separator	1
4	(a)	(ii)	LT0053 LT0101 (both needed, either order), ignore separator	1
4	(b)	(i)	List Laptop ID For Number in stock Greater than 5 Field names correct Ignore caps/lower case	1 mark 1 mark 2
4	(b)	(ii)	List Laptop ID For Selling price (£) Any one of; Equals 400 Or (Selling price (£)) Less than 400 Equals 400 Or less than 400 Equals Or less than 400 (Equals/Less than in either order) Allow less than 401 List Laptop ID For Selling price (£) Less than 401 Field names correct Ignore caps/lower case	1 mark 1 mark 2

6	(a)	(i)	Registration mark	Correct answer only	1					
6	(a)	(ii)	Unique identifier		1					
6	(b)	(i)	Range check	Correct answer only	1					
6	(b)	(ii)	Drop down list	Correct answer only	1					
6	(c)	<table border="1"> <tr> <td>No rewardable material 0 marks</td> </tr> <tr> <td>Lower mark range 1 – 2 marks There is a simple, even vague statement(s) naming a method or two relating to data verification. Or limited statement(s) relating to reducing errors. Statement(s) may relate to the ideas below.</td> </tr> <tr> <td>Mid mark range 3 – 4 marks There is evidence of some understanding shown through the use of a correct method that partly describes at least ONE process of data verification.</td> </tr> <tr> <td>High mark 5 marks There is evidence of a clear understanding shown through the use of a correct method that describes at least ONE process of data verification.</td> </tr> <tr> <td>Read the full answer first before you start to mark it. Key Issues Reduces mistakes by Double entry Data typed in a second time Same source document Second operator (Software) compares the two versions Any errors signalled Next version accepted Visual Check/Proof read Using the same source document Second operator Check/read/compare with the on screen version (or printed version) Correct on screen each error as it is found</td> </tr> </table>			No rewardable material 0 marks	Lower mark range 1 – 2 marks There is a simple, even vague statement(s) naming a method or two relating to data verification. Or limited statement(s) relating to reducing errors. Statement(s) may relate to the ideas below.	Mid mark range 3 – 4 marks There is evidence of some understanding shown through the use of a correct method that partly describes at least ONE process of data verification.	High mark 5 marks There is evidence of a clear understanding shown through the use of a correct method that describes at least ONE process of data verification.	Read the full answer first before you start to mark it. Key Issues Reduces mistakes by Double entry Data typed in a second time Same source document Second operator (Software) compares the two versions Any errors signalled Next version accepted Visual Check/Proof read Using the same source document Second operator Check/read/compare with the on screen version (or printed version) Correct on screen each error as it is found	5
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7	(a)	(i)	Do not physically meet a person they have only met online Correct answer only	1
			Never open e-mails from unknown sources Correct answer only	1
7	(a)	(ii)	<p>NOT from (a)(i)</p> <p>Nondisclosure of personal information (NOT never)</p> <p>Not post photos/videos of yourself</p> <p>Don't add/accept friends on social network sites unless you know them</p> <p>Not forwarding e-mails from unknown sources/use spam filters</p> <p>Not clicking on 'unknown' web links / pop ups</p> <p>Inappropriate use of a web cam</p> <p>Don't take part in cyber bullying/trolling</p> <p>Not accessing pornography/inappropriate content</p> <p>Using 'copy list' with discrimination</p> <p>Work ethically</p> <p>Don't copy/ misuse images</p> <p>Don't make defamatory statements Or libel/slander online</p> <p>Any 2 x 1 mark</p>	2
7	(b)		<p>No rewardable material 0 marks</p> <hr/> <p>Lower mark range 1 – 2 marks There are simple even vague statement(s) relating to backing up data.</p> <hr/> <p>Mid mark range 3 – 4 marks There is evidence of some understanding shown through the use of mostly correct advice that describes the process of backing up data. This advice will cover many of those given below.</p> <hr/> <p>High mark 5 marks There is evidence of understanding shown through the use of correct advice that describes the process of backing up data. This will cover all or nearly all of those given below.</p> <hr/> <p>Read the full answer first before you start to mark it. Advice</p> <ol style="list-style-type: none"> 1. Named devices/medium - online 2. Method – any sensible method of storage 3. Security – any suitable method of keeping backup secure 4. Frequency – any suitable frequency <p>Generations of Files –may be given as a method</p>	5

8	<p>No rewardable material</p>	<p>0 marks</p>	12
	<p>Level 1 Lower mark range</p> <p>Subject Criterion Context There are simple statements about at least one valid effect that the growth of personal websites, web logs and social networking sites can have. Examples are supported by very limited descriptions.</p> <p>Quality of Written Communication The candidate has used a form and style of writing which has many deficiencies. Ideas are not often clearly expressed. Sentences and paragraphs are often not well-connected or at times bullet points may have been used. Specialist vocabulary has been used inappropriately or not at all. Much of the text is legible and some of the meaning is clear. There are many errors of spelling, punctuation and grammar but it should still be possible to understand much of the response.</p>	<p>1-3 marks</p>	
	<p>Level 2 Lower mid mark range</p> <p>Subject Criterion Context There is evidence of some understanding or use shown by giving examples of at least two reasonably valid effects that the growth of personal websites, web logs and social networking sites have on society. Examples are supported by limited descriptions.</p> <p>Quality of Written Communication The candidate has used a form and style of writing which has some deficiencies. Ideas are not always clearly expressed. Sentences and paragraphs may not be well-connected or at times bullet points may have been used. Specialist vocabulary has been used on a limited number of occasions. Most of the text is legible and some of the meaning is clear. There are some errors of spelling, punctuation and grammar but it should still be possible to understand most of the response.</p>	<p>4-6 marks</p>	
	<p>Level 3 Higher mid mark range</p> <p>Subject Criterion Context There is evidence of a more developed understanding shown through the use of suitable examples that describe at least three valid effects that the growth of personal websites, web logs and social networking sites have on society. Examples are supported by suitable descriptions.</p> <p>Quality of Written Communication The candidate has mostly used a form and style of writing appropriate to purpose and has expressed some complex ideas reasonably clearly and fluently. The candidate has usually used well linked sentences and paragraphs.</p>	<p>7-9 marks</p>	

	<p>Specialist vocabulary has been used on a number of occasions but not always appropriately. Text is legible and most of the meaning is clear. There are occasional errors of spelling, punctuation and grammar.</p>		
<p>Level 4 High mark range</p> <p>Subject Criterion Context There is evidence of a clear understanding shown through the use of at least three relevant examples that discuss valid effects that the growth of personal websites, web logs and social networking sites have on society. Examples are well supported by reasoned arguments. Possible effects are clearly discussed (for and against thought about)</p> <p>Quality of Written Communication The candidate has selected and used a form and style of writing appropriate to purpose and has expressed complex ideas clearly and fluently. Sentences and paragraphs follow on from one another clearly and coherently. Specialist vocabulary has been used appropriately throughout. Text is legible and the meaning is clear. There are few if any errors of spelling, punctuation and grammar.</p>	<p>10-12 marks</p>		
<p>Quality of Written Communication Skills The candidate's quality of written communication skills will be one of the factors influencing the actual mark an examiner will give within a level of response. The quality of written communication skills associated with each level is indicated above</p>			
<p>Examples of effects; Social networks</p> <ul style="list-style-type: none"> • Stay safe issues • Change the way we keep in touch, share and communicate with..... <p>Web Logs and websites produced by individuals</p> <ul style="list-style-type: none"> • Celebrities now have a platform to give their side of an event or argument Diary of an individual or important event or adventure can followed in almost 'real time' 			

9	<p>No rewardable material</p>	<p>0 marks</p>	12
	<p>Level 1 Lower mark range</p> <p>Subject Criterion Context There are simple statements about at least one valid changing pattern of employment. Examples are supported by very limited descriptions.</p> <p>Quality of Written Communication The candidate has used a form and style of writing which has many deficiencies. Ideas are not often clearly expressed. Sentences and paragraphs are often not well-connected or at times bullet points may have been used. Specialist vocabulary has been used inappropriately or not at all. Much of the text is legible and some of the meaning is clear. There are many errors of spelling, punctuation and grammar but it should still be possible to understand much of the response.</p>	<p>1-3 marks</p>	
	<p>Level 2 Lower mid mark range</p> <p>Subject Criterion Context There is evidence of some understanding or use shown by giving examples of at least two valid changing patterns of employment due to the introduction of computers and the increasing use of network technology. Examples are supported by limited descriptions.</p> <p>Quality of Written Communication The candidate has used a form and style of writing which has some deficiencies. Ideas are not always clearly expressed. Sentences and paragraphs may not be well-connected or at times bullet points may have been used. Specialist vocabulary has been used on a limited number of occasions. Most of the text is legible and some of the meaning is clear. There are some errors of spelling, punctuation and grammar but it should still be possible to understand most of the response.</p>	<p>4-6 marks</p>	
	<p>Level 3 Higher mid mark range</p> <p>Subject Criterion Context There is evidence of a more developed understanding shown through the use of suitable examples that describe at least three valid changing patterns of employment due to the introduction of computers and the increasing use of network technology. Examples are supported by suitable descriptions.</p> <p>Quality of Written Communication The candidate has mostly used a form and style of writing appropriate to purpose and has expressed some complex ideas</p>	<p>7-9 marks</p>	

	<p>reasonably clearly and fluently. The candidate has usually used well linked sentences and paragraphs. Specialist vocabulary has been used on a number of occasions but not always appropriately. Text is legible and most of the meaning is clear. There are occasional errors of spelling, punctuation and grammar.</p>		
	<p>Level 4 High mark range</p> <p>Subject Criterion Context There is evidence of a clear understanding shown through the use of relevant examples that discuss at least three valid the changing patterns of employment due to the introduction of computers and the increasing use of network technology. Examples are well supported by reasoned arguments.</p> <p>Quality of Written Communication The candidate has selected and used a form and style of writing appropriate to purpose and has expressed complex ideas clearly and fluently. Sentences and paragraphs follow on from one another clearly and coherently. Specialist vocabulary has been used appropriately throughout. Text is legible and the meaning is clear. There are few if any errors of spelling, punctuation and grammar.</p>	<p>10-12 marks</p>	
	<p>Quality of Written Communication Skills The candidate's quality of written communication skills will be one of the factors influencing the actual mark an examiner will give within a level of response. The quality of written communication skills associated with each level is indicated above</p>		
	<p>Changing patterns – examples Examples of changing patterns</p> <ul style="list-style-type: none"> • No need for central offices • Less face to face communication (with each other and customers) • Increased flexible hours • Hot desking and working 'on the move' • Can work together/ communicate/collaborate from anywhere in the world/home (Internet) teleworking • Share resources from anywhere (online storage) • Video conferencing from anywhere in the world (Video conferencing) • Change in jobs - skilled jobs created • More automation • Flexible working hours • Job satisfaction • Training/ retraining • Increased unemployment - some jobs lost- High St v Online 		

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