

# Commentary on candidate evidence

The candidate evidence has achieved the following marks for each question of this assignment.

## Spreadsheet – pivot table

Candidate A was awarded **3 out of 4 marks**. The Total Sales heading has inconsistent capitalisation.

Candidate 2 was awarded **2 out of 4 marks**. The headings were incorrect and there is no running total for sales

## Spreadsheet – quote

Candidate 1 was awarded **6 out of 8 marks**. The Sub-Total formula should have =sum and the Discount Amount had not been multiplied by the basic price.

Candidate 2 was awarded **4 out of 8 marks**. The Price per Item mark is not future proofed, a Vlookup should have been used. The Sub-Total does not include the basic price of the car. The VAT rate must be a cell reference, because this is already in the worksheet.

## Spreadsheet – finance

Candidate 1 was awarded **6 out of 6 marks**.

Candidate 2 was awarded **2 out of 6 marks**. The Interest Charged formula gained no marks because the order of the nestedif is incorrect, and the formula returns the wrong result, the candidate has also not multiplied by the Amount to Finance. The make/model column has not been omitted in the value view, so the print mark was not awarded.

## Database – aggregate query

Candidate 1 was awarded **3 out of 5 marks**. The new field headings are not consistently capitalised with the existing field. Total Salaries Paid is incorrect because there are too many tables in the QBE grid (design view).

Candidate 2 was awarded **5 out of 5 marks**.

## Database – search query

Candidate 1 was awarded **4 out of 5 marks**. There are repeated records because there are too many tables in the QBE grid (design view), so the print mark was not awarded.

Candidate 2 was awarded **2 out of 5 marks**. The wildcard is missing in the query in features. 'Is Null' has not been queried. There is an extraneous field, so the print mark was not awarded.

## Database – report

Candidate 1 was awarded **5 out of 8 marks**. The new salary has not been calculated and the e-mail field is truncated, so the presentation mark was not awarded.

Candidate 2 was awarded **2 out of 8 marks**. The report has not been queried on 'car salesperson, the report heading is not accurate and there is no grouping. The new salary has not been correctly calculated, instead the increase is calculated. The e-mail field is truncated and Dealership Name field has been omitted, so the presentation mark was not awarded.

## Presentation/Research

Candidate 1 was awarded **4 out of 7 marks**. In slide 6 Edinburgh has been keyboarded incorrectly, so one of the internet research marks was not awarded. The line under the heading of the design template has been obscured by the text. The

print mark was not awarded because keyboarding is outwith the notes area of the slide.

## Letter

Candidate 2 was awarded **9 out of 20 marks**. The reference is the wrong way round. There are two keyboarding errors, knowledgeable and Experts should have initial capitals. The search and replace had not been carried out for all instances of 'unique' and the discounted price is not sorted. The footnote marker must always go before the full stop. There is also inconsistent spacing between the sections of the letter, so the presentation mark was not awarded. The form title is missing and there is insufficient spacing for details to be entered. There are keyboarding errors at Dietary and Preferred in the form. The footers are present, but incorrect.

## E-mail

Candidate 1 was awarded **1 out of 3 marks**. There is no attachment, and the final full stop is missing.

Candidate 2 was awarded **2 out of 3 marks**. The subject heading is missing.