

Candidate A

Spreadsheets – Pivot Table

INCONSISTENT CAPITALISATION

Month	Total sales	Sales Running Total
Oct	£1,305	£1,305
Nov	£1,370	£2,675
Dec	£1,585	£4,260
Grand Total	£4,260	

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VELOCITY MOTORS		CUSTOMER QUOTE	
CUSTOMER NAME	A Mahmood	CAR MODEL	Zephyr
CONTACT TEL NO	07992567845	BASIC PRICE	£23,698.00
OPTIONAL EXTRAS			
ITEM	PRICE PER ITEM		
Metallic Paint	£700.00		
Sunroof	£600.00		
Heated Seats	£800.00		
Sports Package	£4,000.00		
Extended Warranty	£800.00		
		SUB-TOTAL	£30,598.00
		DISCOUNT AMOUNT	£0.04
		TOTAL AFTER DISCOUNT	£30,597.97
		VAT	£6,119.59
VAT	20%	TOTAL PRICE	£36,717.56

Customer quote – formula view

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A	B	C	D	
VELOCITY MOTORS				
CUSTOMER QUOTE				
CUSTOMER NAME	A Mahmood	CAR MODEL		Zephyr
CONTACT TEL NO	07992567845	BASIC PRICE		23698
OPTIONAL EXTRAS				
ITEM	PRICE PER ITEM			
Metallic Paint	=VLOOKUP(A13,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)			
Sunroof	=VLOOKUP(A14,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)			
Heated Seats	=VLOOKUP(A15,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)			
Sports Package	=VLOOKUP(A16,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)			
Extended Warranty	=VLOOKUP(A17,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)			
		SUB-TOTAL	=D8+D13+D14+D15+D16+D17 ✗	
		DISCOUNT AMOUNT	=HLOOKUP(D8,DISCOUNT!A1:J2,2,1) ✗	
		TOTAL AFTER DISCOUNT	=D18-D19 ①	
		VAT	=D20*B22 ①	
VAT	0.2	TOTAL PRICE	=D20+D21	

NB apart from rounding and basic functions such as SUM all functions are allocated 2 marks – all or nothing.

0 can be used for false
 1 can be used for true

No need for absolute/named cells as formula is not being copied but can award if used.

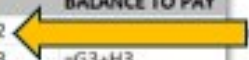
Finance quote – value view

CUSTOMER	PURCHASE PRICE	DEALER DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
A Hobbs	£26,995.00	£1,500.00	£2,699.50	£22,795.50	£1,652.67	£24,448.17
R Sutherland	£18,995.00	£1,000.00	£1,899.50	£16,095.50	£1,166.92	£17,262.42
L Murphy	£21,995.00	£1,250.00	£2,199.50	£18,545.50	£1,344.55	£19,890.05
J Thomson	£13,498.00	£750.00	£1,349.80	£11,398.20	£911.86	£12,310.06
T Campbell	£10,998.00	£500.00	£1,099.80	£9,398.20	£751.86	£10,150.06
S Marks	£16,298.00	£1,000.00	£1,629.80	£13,668.20	£1,093.46	£14,761.66
J Munro	£15,000.00	£800.00	£1,500.00	£12,700.00	£1,016.00	£13,716.00
B Crawford	£17,698.00	£1,000.00	£1,769.80	£14,928.20	£1,194.26	£16,122.46
V Singh	£11,298.00	£500.00	£1,129.80	£9,668.20	£773.46	£10,441.66
G Huntly	£24,998.00	£1,500.00	£2,499.80	£20,998.20	£1,522.37	£22,520.57
P Duncan	£20,988.00	£1,250.00	£2,098.80	£17,639.20	£1,278.84	£18,918.04
F Reid	£31,993.00	£1,750.00	£3,199.30	£27,043.70	£1,879.54	£28,923.24
S Fraser	£23,598.00	£1,500.00	£2,359.80	£19,738.20	£1,431.02	£21,169.22
M Sharp	£29,402.00	£1,750.00	£2,940.20	£24,711.80	£1,791.61	£26,503.41
C Jack	£12,498.00	£750.00	£1,249.80	£10,498.20	£839.86	£11,338.06
A McDonald	£18,998.00	£1,000.00	£1,899.80	£16,098.20	£1,167.12	£17,265.32
D Sherwood	£17,498.00	£1,000.00	£1,749.80	£14,748.20	£1,179.86	£15,928.06
E Murray	£15,498.00	£800.00	£1,549.80	£13,148.20	£1,051.86	£14,200.06
M Muir	£32,495.00	£1,750.00	£3,249.50	£27,495.50	£1,910.94	£29,406.44
H Willis	£30,220.00	£1,750.00	£3,022.00	£25,448.00	£1,768.64	£27,216.64
K Gallacher	£15,998.00	£800.00	£1,599.80	£13,598.20	£1,087.86	£14,686.06
W McLaren	£21,998.00	£1,250.00	£2,199.80	£18,548.20	£1,344.74	£19,892.94
N Galbraith	£29,298.00	£1,750.00	£2,929.80	£24,618.20	£1,784.82	£26,403.02
V Matthews	£21,498.00	£1,250.00	£2,149.80	£18,098.20	£1,312.12	£19,410.32
S Irvine	£9,988.00	£500.00	£998.80	£8,489.20	£679.14	£9,168.34

Finance quote – formula view

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	A	D	E	F	G	H	I
	DEALER						
1	CUSTOMER	PURCHASE PRICE	DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
2	A Hobbs	26995	1500	=D2*10%	=D2-(E2+F2)	=IF(G2>25000,6.95%,IF(G2>=15000,7.25%,8%))*G2	=G2+H2
3	R Sutherland	18995	1000	=D3*10%	=D3-(E3+F3)	=IF(G3>25000,6.95%,IF(G3>=15000,7.25%,8%))*G3	=G3+H3
4	L Murphy	21995	1250	=D4*10%	=D4-(E4+F4)	=IF(G4>25000,6.95%,IF(G4>=15000,7.25%,8%))*G4	=G4+H4
5	J Thomson	13498	750	=D5*10%	=D5-(E5+F5)	=IF(G5>25000,6.95%,IF(G5>=15000,7.25%,8%))*G5	=G5+H5
6	T Campbell	10998	500	=D6*10%	=D6-(E6+F6)	=IF(G6>25000,6.95%,IF(G6>=15000,7.25%,8%))*G6	=G6+H6
7	S Marks	16298	1000	=D7*10%	=D7-(E7+F7)	=IF(G7>25000,6.95%,IF(G7>=15000,7.25%,8%))*G7	=G7+H7
8	J Munro	15000	800	=D8*10%	=D8-(E8+F8)	=IF(G8>25000,6.95%,IF(G8>=15000,7.25%,8%))*G8	=G8+H8
9	B Crawford	17698	1000	=D9*10%	=D9-(E9+F9)	=IF(G9>25000,6.95%,IF(G9>=15000,7.25%,8%))*G9	=G9+H9
10	V Singh	11298	500	=D10*10%	=D10-(E10+F10)	=IF(G10>25000,6.95%,IF(G10>=15000,7.25%,8%))*G10	=G10+H10
11	G Huntly	24998	1500	=D11*10%	=D11-(E11+F11)	=IF(G11>25000,6.95%,IF(G11>=15000,7.25%,8%))*G11	=G11+H11
12	P Duncan	20988	1250	=D12*10%	=D12-(E12+F12)	=IF(G12>25000,6.95%,IF(G12>=15000,7.25%,8%))*G12	=G12+H12
13	F Reid	31993	1750	=D13*10%	=D13-(E13+F13)	=IF(G13>25000,6.95%,IF(G13>=15000,7.25%,8%))*G13	=G13+H13
14	S Fraser	23598	1500	=D14*10%	=D14-(E14+F14)	=IF(G14>25000,6.95%,IF(G14>=15000,7.25%,8%))*G14	=G14+H14
15	M Sharp	29402	1750	=D15*10%	=D15-(E15+F15)	=IF(G15>25000,6.95%,IF(G15>=15000,7.25%,8%))*G15	=G15+H15
16	C Jack	12498	750	=D16*10%	=D16-(E16+F16)	=IF(G16>25000,6.95%,IF(G16>=15000,7.25%,8%))*G16	=G16+H16
17	A McDonald	18998	1000	=D17*10%	=D17-(E17+F17)	=IF(G17>25000,6.95%,IF(G17>=15000,7.25%,8%))*G17	=G17+H17
18	D Sherwood	17498	1000	=D18*10%	=D18-(E18+F18)	=IF(G18>25000,6.95%,IF(G18>=15000,7.25%,8%))*G18	=G18+H18
19	E Murray	15498	800	=D19*10%	=D19-(E19+F19)	=IF(G19>25000,6.95%,IF(G19>=15000,7.25%,8%))*G19	=G19+H19
20	M Muir	32495	1750	=D20*10%	=D20-(E20+F20)	=IF(G20>25000,6.95%,IF(G20>=15000,7.25%,8%))*G20	=G20+H20
21	H Willis	30220	1750	=D21*10%	=D21-(E21+F21)	=IF(G21>25000,6.95%,IF(G21>=15000,7.25%,8%))*G21	=G21+H21
22	K Gallacher	15998	800	=D22*10%	=D22-(E22+F22)	=IF(G22>25000,6.95%,IF(G22>=15000,7.25%,8%))*G22	=G22+H22
23	W McLaren	21998	1250	=D23*10%	=D23-(E23+F23)	=IF(G23>25000,6.95%,IF(G23>=15000,7.25%,8%))*G23	=G23+H23
24	N Galbraith	29298	1750	=D24*10%	=D24-(E24+F24)	=IF(G24>25000,6.95%,IF(G24>=15000,7.25%,8%))*G24	=G24+H24
25	V Matthews	21498	1250	=D25*10%	=D25-(E25+F25)	=IF(G25>25000,6.95%,IF(G25>=15000,7.25%,8%))*G25	=G25+H25
26	S Irvine	9988	500	=D26*10%	=D26-(E26+F26)	=IF(G26>25000,6.95%,IF(G26>=15000,7.25%,8%))*G26	=G26+H26



Candidates could place the conversion ie *G2 inside the 'If Statement' as an alternative.

1 Both value and formulae view have make/model columns omitted.

1

1

2

1

Summary sheet

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MAKE	NO OF CARS SOLD	TOTAL DEALER DISCOUNT
Nexus	2	£3,250.00
Stellar	8	£6,900.00
Zenith	6	£8,250.00
Quasar	4	£4,000.00
Stratos	3	£2,750.00
Aero	2	£3,500.00

Award 2 marks each for:

- COUNTIF
- SUMIF

	A	B	C
1	MAKE	NO OF CARS SOLD	TOTAL DEALER DISCOUNT
2	Nexus	=COUNTIF(MAKE,A2)	=SUMIF(MAKE,A2,DEALER__DISCOUNT)
3	Stellar	=COUNTIF(MAKE,A3)	=SUMIF(MAKE,A3,DEALER__DISCOUNT)
4	Zenith	=COUNTIF(MAKE,A4)	=SUMIF(MAKE,A4,DEALER__DISCOUNT)
5	Quasar	=COUNTIF(MAKE,A5)	=SUMIF(MAKE,A5,DEALER__DISCOUNT)
6	Stratos	=COUNTIF(MAKE,A6)	=SUMIF(MAKE,A6,DEALER__DISCOUNT)
7	Aero	=COUNTIF(MAKE,A7)	=SUMIF(MAKE,A7,DEALER__DISCOUNT)

2

2

Aggregate query

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JOB TITLE	Number of Staff	Total Salaries Paid
Car Salesperson	142	£5,006,725.00
Customer Service Representative	65	£1,444,401.00
Finance Manager	36	£1,749,574.00
Parts Specialist	29	£1,148,101.00
Sales Manager	52	£2,823,674.00
Service Technician	65	£2,228,173.00

✘ NEW FIELDS CAPITALISATION IS INCONSISTENT WITH EXISTING FIELD

Positive marking - award one mark each for:

- Grouping on correct field
- Using count correctly
- Summing the 'Salary' field

✘ Candidate has added too many tables to their QBE grid.

This causes the query to run incorrectly.

Field:	JOB TITLE	STAFF ID	SALARY
Tables:	STAFF	STAFF	STAFF
Total:	Group By	Count	Sum
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			

TIP: USE THE QUERY WIZARD

Search query

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MAKE	MODEL	COLOUR	DOORS	FEATURES	PRICE	MILEAGE	FUEL TYPE
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol

* Repeated records - candidate has again added too many tables to their QBE grid.

No 'Print' mark

Award one mark each for:

- Wild card: air con/climate control
- Not diesel
- Available to buy (is null)
- Between £25k and £35K

1 1 1 1



Field:	[MODEL]	[COLOUR]	[DOORS]	[FEATURES]	[PRICE]	[MILEAGE]	[FUEL TYPE]	[NOTES]
Table:	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				Like "air" Or Like "climate"	Between 25000 And 35000		Not "diesel"	Is Null
or:								

Database report

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POSSIBLE CANDIDATES FOR ASSISTANT SALES MANAGER  1

DEALERSHIP NAME	FIRST NAME	SURNAME	EMAIL	NEW SALARY
Brown Motors	Tiya	Hassan	hassant8@df.velocitymotors.co.uk	£34,316.70
	Noah		hornn@edi.velocitymotors.co.uk	£40,700.00
Casa Heat	Isabella	Miller	milleri@df.velocitymotors.co.uk	£40,700.00
	Olivia	Brown	brown01@ab.velocitymotors.co.uk	£39,244.70
Castle Dealership	Nora	Miller	millern1@edi.velocitymotors.co.uk	£40,700.00
	Emma	Edwards	edwardse@ek.velocitymotors.co.uk	£34,316.70
Johnston Jags	Riyaan	Ali	alir4@iv.velocitymotors.co.uk	£40,700.00
	Aiden	Campbell	campbella@ab.velocitymotors.co.uk	£39,244.70
McManus Drew	Hamish	MacLean	macleanh1@df.velocitymotors.co.uk	£34,316.70
	William	Brooks	brooksw@edi.velocitymotors.co.uk	£40,700.00
Grouping	Sophia	Bennett	bennetts@ek.velocitymotors.co.uk	£40,700.00

1 Query on 'Salesperson'

1 Title and logo

1 New field heading & currency formatting awarded

✗ New Salary is incorrect, no marks for calculated field

✗ Layout mark lost for truncation

PowerPoint – full page notes slide


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SAVES YOU MONEY

Typical cost of charging an EV

	Typical cost per kWh	Cost per mile
Home (off-peak/EV rate)	7.5p	2p
Home (standard rate)	22.36p	7p
Public ultra-rapid charging	79p	26p

A medium sized EV car costs 16p per mile, the cost dramatically increases when using a public ultra-rapid charger. This method would generally be chosen when charging time is limited.



1 Mark for printing the notes slide and 2 slides per page

Keyboarding is outwith the notes area of the slide - no mark

PowerPoint – 2 slides per page

BETTER DRIVING EXPERIENCE

An electric engine generates instant torque – EVs zoom off starting lines and provide smooth, responsive acceleration and deceleration. ✘


EVs have a low centre of gravity which means better responsiveness and increased comfort.



Part of the design template has been obscured by the text – lose mark for design template

EASY HOME CHARGING

Most EV charging in the UK takes place at home. If you have an electric car charging station installed at home, this will generally be the quickest, easiest and most cost-effective way to keep your EV battery charged.




PowerPoint – 2 slides per page

CUT EMISSIONS

Average “lifetime” emissions from EVs are 30% lower than a petrol car in the UK.

By 2050 if every second car was an EV, global CO2 emissions would reduce by 1.5 gigatonnes per year.

The UK has pledged that by 2035 every new car will be zero emissions.



LEZ CHARGES

Apply in the following Scottish cities:

Aberdeen
Glasgow
Dundee
Edinburgh **X** **1**

The initial penalty charge is £60

2 marks - all or nothing for internet research.

All parts of the search are correct however one mark (maximum) is deducted for the keyboarding error.

5 **Smart art – all text visible, with no keyboarding errors and consistent formatting.** **1**

6 **1 Mark for slide numbers**

Email

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07/10/2025, 20:10

Email [redacted] Outlook



EV PRESENTATION

1

From [redacted]
Date Tue 07/10/2025 17:31
To [redacted]

✘ No attachment

Hello

Attached is the presentation file you asked for

✘

Subject heading, greeting and close all good but missing full stop so no mark.



Thanks

A Student

Note the space between the message and the close. In some systems automatic signature blocks create an extra space – this is acceptable.