



**Unit:  
Office Solutions Development**

**Assignment title:  
Superior Spaces**

**December 2015 – Sample Assignment**

**Marking Scheme**

Markers are advised that, unless a task specifies that an answer be provided in a particular form, then an answer that is correct (factually or in practical terms) **must** be given the available marks. If there is doubt as to the correctness of an answer, the relevant NCC Education materials should be the first authority.

This marking scheme has been prepared as a **guide only** to markers and there will frequently be many alternative responses which will provide a valid answer.

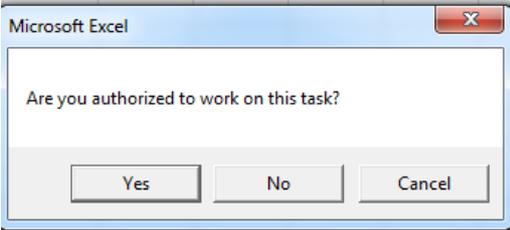
Each candidate's script must be fully annotated with the marker's comments (where applicable) and the marks allocated for each part of the tasks.

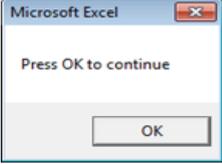
Task	Guide	Maximum Marks
1 a)	<p><b>Award 1 mark for each bullet point up to a maximum of 6 marks:</b></p> <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Desktop publishing</li> <li>• Presentation</li> <li>• Spreadsheets</li> <li>• Accounts</li> <li>• Database</li> <li>• Multimedia – image editing, graphics</li> <li>• Computer aided design (CAD)</li> </ul>	6
1 b)	<p><b>Award 1 mark for each bullet point up to a maximum of 6 marks:</b></p> <ul style="list-style-type: none"> <li>• Word processing - for producing general documents such as reports, memos. letters OR for producing publicity materials OR for producing documents for staff training</li> <li>• Desktop publishing – for producing publicity materials OR for producing documents for staff training</li> <li>• Presentation - for advertising properties OR for staff training</li> <li>• Spreadsheets - storing customer payment details OR for storing staff wages details OR for producing documentation relating to customer payments OR for producing documentation relating to staff wages</li> <li>• Accounts - storing customer payment details OR for storing staff wages details OR for producing documentation relating to customer payments OR for producing documentation relating to staff wages</li> <li>• Database - for documenting the details of properties for sale OR for documenting the details of properties to OR for storing details of bookings/cancellations/property viewings/property sales/property rentals OR for storing and retrieving customer personal details OR for storing staff/customer details OR for producing documentation relating to staff/customer details</li> <li>• Multimedia (image editing, graphics) - for advertising properties OR website elements</li> <li>• Computer aided design (CAD) - for designing commercial properties</li> </ul>	6
1 c)	<p><b>Award 1 mark for each bullet point up to a maximum of 6 marks:</b></p> <ul style="list-style-type: none"> <li>• Word processing – use of templates/wizards to facilitate document production OT text can be formatted</li> <li>• Desktop publishing – the frame based feature enables text and picture frames to be placed on a page and moved and resized as required</li> </ul> <p style="text-align: center;"><b><u>Task 1 (c) continues on the next page</u></b></p>	

Task	Guide	Maximum Marks
	<ul style="list-style-type: none"> <li>• Presentation – can insert illustrations OR can insert photographs OR can insert videos OR can insert audio OR can apply animation</li> <li>• Spreadsheets – formulae OR graphs OR Pivot Tables OR Lookups OR Lookup formulae OR sorting and filtering data OR conditional formatting</li> <li>• Accounts – payment calculation OR payment scheduling OR invoice creation</li> <li>• Database – queries OR sorting and filtering data OR production of multiple data entry forms OR use of multiple data entry forms</li> <li>• Multimedia – image editing, graphics -</li> <li>• Computer aided design (CAD) – 2D and 3D objects and drawings can be created OR options to scale/rotate/reflect OR viewing of images from any angle OR engineering component libraries</li> </ul>	6
1 d)	<p><b>Award 1 mark for each bullet point up to a maximum of 7 marks:</b></p> <ul style="list-style-type: none"> <li>• Information/reports on financial data/statistics can be produced</li> <li>• Information/reports can be produced on how long a project is likely to take</li> <li>• Information/reports of advertising costs can be produced</li> <li>• Information/reports of trends of the type of properties that are sold/rented</li> <li>• Information/reports/statistics on property sales figures can be produced</li> <li>• Information/reports/statistics on property sales figures can be produced</li> <li>• Information/reports on customers can be produced</li> <li>• Information/reports on customers can be produced</li> </ul>	7
2 a)	<p><b>Award 1 mark for each bullet point up to a maximum of 6 marks:</b></p> <ul style="list-style-type: none"> <li>• End users can change preference settings/change displays</li> <li>• They can rearrange elements/items on the screen</li> <li>• They can modify menus</li> <li>• They can add/remove ruler bars</li> <li>• They can add/remove menu bars</li> <li>• They can assign macros</li> <li>• They can reassign keys</li> <li>• They can change the page display/zoom percentage</li> </ul>	6

Task	Guide	Maximum Marks
2 b)	<p><b><i>Award 1 mark for each bullet point up to a maximum of 6 marks:</i></b></p> <ul style="list-style-type: none"> <li>• End users have knowledge of how the software works</li> <li>• They are familiar with the requirements of the business needs and functions</li> <li>• They can help ensure that business needs and functions are incorporated during software development</li> <li>• Their knowledge of their own requirements and those of other users can help ensure that software development is performed with these requirements taken into consideration</li> <li>• Their recommendations can influence decision-making positively</li> <li>• They can provide feedback</li> <li>• They can help to ensure that software is designed to be easier to use</li> <li>• They can help to ensure that software is designed to be easier to use learn</li> </ul>	6
2 c)	<p><b><i>Award 1 mark for each bullet point up to a maximum of 6 marks:</i></b></p> <ul style="list-style-type: none"> <li>• End users sometimes fail to plan software development sufficiently</li> <li>• Some users have not been sufficiently trained in developing software/applying software development techniques</li> <li>• There can be inaccuracies in the software that has been developed</li> <li>• Due to various factors, development can be slow</li> <li>• Testing can be undertaken insufficiently or not at all</li> <li>• Documentation can be insufficient or not produced</li> </ul>	6
2 d)	<p><b><i>Award 1 mark for each bullet point up to a maximum of 7 marks:</i></b></p> <ul style="list-style-type: none"> <li>• The software should be easy to use</li> <li>• It should be easy to learn</li> <li>• It should be easy to navigate</li> <li>• Help/error messages should be easy to understand</li> <li>• It should be reliable/no unexpected software actions should occur as a result of performing tasks that have expected routine actions</li> <li>• It should be secure</li> <li>• It should be accessible to all users</li> <li>• It should be able to perform all of the tasks that it has been developed to perform</li> <li>• It should meet the user's requirements</li> </ul>	7

Task	Guide	Maximum Marks
3 a)	<p><b><i>The maximum number of marks to be awarded for this task is 8. The candidate is required to demonstrate their macro. Award 1 mark for each of the following bullet points:</i></b></p> <ul style="list-style-type: none"> <li>• The candidate turns on the macro recorder</li> <li>• They enter a name for the macro</li> <li>• They assign it to a button or the keyboard.</li> <li>• They save the macro</li> <li>• They start the macro recorder</li> <li>• They enter steps for the macro</li> <li>• They stop the macro recorder</li> <li>• After the candidate starts the macro, a word is selected as being spelled incorrectly</li> </ul>	8
3 b)	<p><b><i>The maximum number of marks to be awarded for this task is 9. The candidate is required to demonstrate their macro. Award 1 mark for each bullet point:</i></b></p> <ul style="list-style-type: none"> <li>• The candidate turns on the macro recorder</li> <li>• They enter a name for the macro</li> <li>• They assign it to a button or the keyboard</li> <li>• They save the macro</li> <li>• They start the macro recorder</li> <li>• They enter steps for the macro</li> <li>• They stop the macro recorder</li> <li>• A suitable formatting feature is selected, for example, formatting of text, formatting of headers and footers</li> <li>• When the macro is started the automation of the feature is successful.</li> </ul>	9
3 c)	<p><b><i>The maximum number of marks to be awarded for this task is 8. The candidate is required to demonstrate their macro. Award 1 mark for each bullet point:</i></b></p> <ul style="list-style-type: none"> <li>• The candidate turns on the macro recorder</li> <li>• They enter a name for the macro</li> <li>• They assign it to a button or the keyboard.</li> <li>• They save the macro</li> <li>• They start the macro recorder</li> <li>• They enter steps for the macro</li> <li>• They stop the macro recorder</li> <li>• When the macro is started the automation of the word count is successful.</li> </ul>	8

Task	Guide	Maximum Marks
4 a)	<p><b>The maximum number of marks to be awarded for this task is 12. The candidate is required to demonstrate their macro.</b></p> <ul style="list-style-type: none"> <li>• Award 2 marks if a message box is displayed that prompts the candidate to enter an identification number</li> <li>• Award 2 marks if an identification number is entered in response to the above request and is accepted by the system</li> <li>• Award 2 marks if a message box is displayed that prompts the candidate to enter a surname</li> <li>• Award 2 marks if a surname is entered in response to the above request and is accepted by the system</li> <li>• Award 2 marks if a message box is displayed that prompts the candidate to enter a job title</li> <li>• Award 2 marks if a job title is entered in response to the above request and is accepted by the system</li> </ul>	12
4 b)	<p><b>The maximum number of marks to be awarded for this task is 13. The candidate is required to demonstrate their macro.</b></p> <p>The following message box and buttons are displayed:</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Award 1 mark if a message box is displayed</li> <li>• Award 1 mark if the message <i>Do you have authorization to perform this task?</i> is displayed in the message box</li> <li>• Award 2 marks if a button labelled <i>Yes</i> is displayed in the message box</li> <li>• Award 2 marks if a button labelled <i>No</i> is displayed in the message box</li> <li>• Award 2 marks if an button labelled <i>Unsure</i> is displayed in the message box</li> </ul> <p>When the <i>Yes</i> button in the message box is selected, another message box should then be displayed as follows:</p>	

Task	Guide	Maximum Marks
	 <ul style="list-style-type: none"> <li>• Award 2 marks if a message box is displayed</li> <li>• Award 1 mark if the message <i>Press OK to continue</i> is displayed in the message box</li> <li>• Award 2 marks if a button labelled <i>OK</i> is displayed in the message box</li> </ul>	<hr/> <b>13</b>
<b>Total: 100 Marks</b>		

## Learning Outcomes matrix

Task	Learning Outcomes assessed	Marker can differentiate between varying levels of achievement
1	1	Yes
2	1, 2, 3	Yes
3	2, 3	Yes
4	2, 3	Yes

## Grade descriptors

Learning Outcome	Pass	Merit	Distinction
Understand how application software can support business processes	Demonstrate adequate level of understanding	Demonstrate robust level of understanding	Demonstrate highly comprehensive level of understanding
Be able to design and implement office solutions	Provide adequate design to address the specification	Provide detailed and appropriate design to address the specification	Provide wholly appropriate and innovative design that meets the specification
Be able to demonstrate that business processes have been enhanced/improved	Demonstrate ability to perform the task	Demonstrate ability to perform the task consistently well	Demonstrate ability to perform the task to the highest standard