



**2012 Administration**

**Intermediate 2 – Paper 2**

**Finalised Marking Instructions**

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**Task 1a – printout 1**

Data must be *accurate* and *visible* to be awarded marks

13

	A	B	C	D	E	F	G
1	<b>Membership Details</b>						
2	<b>Membership Type</b>	<b>2012 Subscription Rates</b>					
3	Senior	75					
4	Junior	35					
5							
6							
7	<b>First Name</b>	<b>Surname</b>	<b>Membership Type</b>	<b>Subscription Rate</b>	<b>LTA Fees</b>	<b>Total Charge Per Member</b>	<b>Total Charge Per Family</b>
8	Finn	Anderson	Junior	=Junior <b>1F</b>	=IF(C8="Junior", \$C\$15, \$C\$16) <b>2F</b>	=D8+E8 <b>1F</b>	=F8+F9
9	Jane	Anderson	Senior	=Senior	=IF(C9="Junior", \$C\$15, \$C\$16)	=D9+E9	
10	Linda	Goodall	Senior	=Senior	=IF(C10="Junior", \$C\$15, \$C\$16)	=D10+E10	=F10 <b>1F</b>
11	Douglas	Robertson	Junior	=Junior	=IF(C11="Junior", \$C\$15, \$C\$16)	=D11+E11	=SUM(F11:F13)
12	Ian	Robertson	Senior	=Senior	=IF(C12="Junior", \$C\$15, \$C\$16)	=D12+E12	
13	Jenny	Robertson	Junior	=Junior	=IF(C13="Junior", \$C\$15, \$C\$16)	=D13+E13	
14			<b>2A</b>	<b>1R</b>		<b>1R</b>	
15	<b>2S</b>	Junior LTA Fees	7.5				
16		Senior LTA Fees	15				

1L

1P

**AWARD:**

Insert new member details – 1 per error	<b>A</b>	2
Insert correct Subscription Rate D8	<b>F</b>	1
Replication D9:D13	<b>R</b>	1
Insert LTA Fees formula – must be absolute cell reference – all or nothing	<b>F</b>	2
Insert formulae – Total Charge Per Member	<b>F</b>	1
Replication – E9:E13 and F9:F13	<b>R</b>	1
Sort alphabetically – by Surname and First Name – all or nothing	<b>S</b>	2
Insert new column	<b>L</b>	1
Total Charge Per Family	<b>F</b>	1
Formulae – must be in G8, G10, G11 – all or nothing	<b>F</b>	1
Print on one page showing formulae, row and column headings and gridlines	<b>P</b>	1
<b>Total</b>	<b>13 marks</b>	

**Notes**

- Ignore any formatting in cell A8:A13
- **1F** for Subscription Rate refers to the first entry in cell D8
- To be awarded **1F** for Subscription Rate accept either  
=Junior and =Senior, OR  
=B3 and =B4 OR  
35 and 75, OR  
IF statement
- The first replication mark is for Subscription Rate – all cells must be correct D9:D13
- Accept any formula which works for Total Charge Per Family
- Do not award **2F** if formula is based on cell D8

Example if sorted on Surname and First Name Only

	A	B	C	D	E	F	G
1	<b>Membership Details</b>						
2	<b>Membership Type</b>	<b>2012 Subscription Rates</b>					
3	Senior	75					
4	Junior	35					
5							
6							
7	<b>First Name</b>	<b>Surname</b>	<b>Membership Type</b>	<b>Subscription Rate</b>	<b>LTA Fees</b>	<b>Total Per Member</b>	<b>Total Charge Per Family</b>
8	Finn	Anderson	Senior	75	=IF(C8="Junior", \$C\$15, \$C\$16)	=D8+E8	=F8+F9
9	Jane	Anderson	Junior	35	=IF(C9="Junior", \$C\$15, \$C\$16)	=D9+E9	
10	Linda	Goodall	Junior	35	=IF(C10="Junior", \$C\$15, \$C\$16)	=D10+E10	=F10
11	Douglas	Robertson	Senior	75	=IF(C11="Junior", \$C\$15, \$C\$16)	=D11+E11	=SUM(F11:F13)
12	Ian	Robertson	Senior	75	=IF(C12="Junior", \$C\$15, \$C\$16)	=D12+E12	
13	Jenny	Robertson	Junior	35	=IF(C13="Junior", \$C\$15, \$C\$16)	=D13+E13	
14							
15		Junior LTA Fees	7.5				
16		Senior LTA Fees	15				
17							

**Task 1b – Printout 1**

Data must be *accurate* and *visible* to be awarded marks.

**4**

**1H**

**1H 1F**

Income	2011	2012	Percentage Change	2013 (Projected)
Senior Subscriptions	£2,800.00	£3,225.00	15%	£3,714.51
Junior Subscriptions	£1,200.00	£2,170.00	81%	£3,924.08
Tennisathon/Fundraising	£1,080.00	£1,090.00	1%	£1,100.09
Tournament Entries	£96.00	£112.00	17%	£130.67
<b>Total Income</b>	£5,176.00	£6,597.00		£8,869.35
<b>1L</b>				
			<b>Proceed?</b>	Yes
<b>Number of Members (2012 )</b>				
Senior Members	43			
Junior Members	62			

**AWARD:**

Insert new column - Percentage Change	<b>H</b>	1
Insert new column - 2013 (Projected)	<b>H</b>	1
Both new columns right-aligned and bold and formatted % max 2 decimal places	<b>F</b>	1
Insert label in A6 Total Income and embolden	<b>L</b>	1
<b>Total</b>	<b>4 marks</b>	

**Task 1b – Printout 2**

Data must be *accurate* and *visible* to be awarded marks.

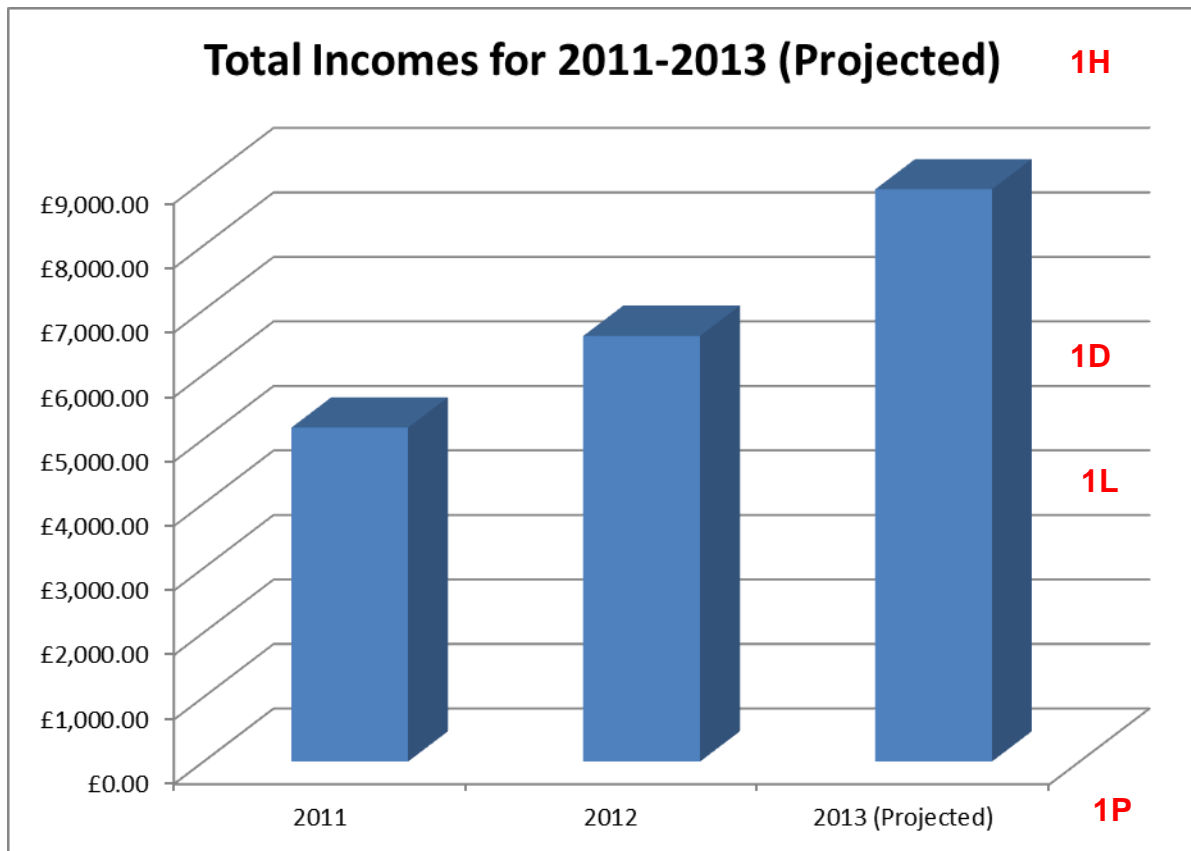
	A	B	C	D	E
1	<b>Income</b>	<b>2011</b>	<b>2012</b>	<b>Percentage Change</b>	<b>2013 (Projected)</b>
2	Senior Subscriptions	2800 <span style="color: red;">1F</span>	=B13*Senior	=(C2-B2)/B2 <span style="color: red;">2F</span>	=C2+(C2*D2) <span style="color: red;">1F</span>
3	Junior Subscriptions	1200 <span style="color: red;">1F</span>	=B14*Junior	=(C3-B3)/B3	=C3+(C3*D3)
4	Tennisathon/Fundraising	1080	1090	=(C4-B4)/B4	=C4+(C4*D4)
5	Tournament Entries	96	112	=(C5-B5)/B5 <span style="color: red;">1R</span>	=C5+(C5*D5)
6	<b>Total Income</b>	=SUM(B2:B5)	=SUM(C2:C5)		=SUM(E2:E5) <span style="color: red;">1R</span>
7		<span style="color: red;">1F</span>			
8				<b>Proceed?</b>	=IF(E6>7500,"Yes","No") <span style="color: red;">1F</span>
9					
10					
11					
12	<b>Number of Members (2012)</b>				
13	Senior Members	43			
14	Junior Members	62			

**AWARD:**

Formulae to calculate 2012 Membership Income – one mark each – must use named cells	F	2
New column Percentage Change		
Insert formula – all or nothing	F	2
Replication	R	1
New column – 2013 (Projected)		
Insert formulae	F	1
Total Income – Formulae B6	F	1
Replication E3:E5 and C6:E6 (missing D6)	R	1
Proceed? Formula	F	1
Print on one page showing values with gridlines, and on one page showing formulae with row and column headings and gridlines.	P	1
<b>Total</b>	<b>10 marks</b>	

**Task 1b – Printout 3**

Data must be *accurate* and *visible* to be awarded marks.



**AWARD:**

Appropriate heading – must include at least – Total Income	<b>H</b>	1
Correct data	<b>D</b>	1
Legend and axis removed or meaningful	<b>L</b>	1
Print Bar Chart (Column) on separate sheet	<b>P</b>	1
<b>Total</b>		<b>4 marks</b>

**Task 2 – Printout 1**

Data must be *accurate* and *visible* to be awarded marks.

**3**

First Name	Surname	DOB
Ruth	Chalmers	03/07/1988
Sung	Lee	11/06/1991
Amanda	Ferguson	31/01/1980
Roddy	Ferguson	03/10/1979
Alie	Calvert	27/10/1968
Rachel	Robertson	06/11/1975
Janet	Morrison	19/01/1971
Iain	Morrison	23/02/1972
Hannah	Turgoose	22/08/1988
Ian	Robertson	23/12/1966
Linda	Goodall	01/06/1954
Robert	Goodall	15/03/1960
Jane	Anderson	15/06/1970

1F

1R

1P

**AWARD:**

Correct records (13 records)	<b>R</b>	1
Correct fields	<b>F</b>	1
Print on one page	<b>P</b>	1
<b>Total</b>	<b>3 marks</b>	



**Task 2 – Printout 2 – Data must be accurate and visible to be awarded marks.**

Title	First Name	Surname	Street	Town/City	Postcode	DOB	Year Joined	Fundraiser	Membership Category
Mr	Finn	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	03/02/2003	2012	No	Junior
Mrs	Jane	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	15/06/1970	2012	No	Senior
Mrs	Alie	Calvert	55 Aird Avenue	Bathgate	EH31 4WS	27/10/1968	1990	No	Senior
Dr	Ruth	Chalmers	22 Burton Road	Edinburgh	EH4 2ED	03/07/1988	2010	No	Senior
Mr	Campbell	Chisholm	32 Rankin Road	Edinburgh	EH7 8WM	18/01/1999	2011	Yes	Junior
Mr	Andrew	Douglas	9 Farrer Terrace	North Berwick	EH34 8ED	25/04/1997	2008	No	Junior
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	31/01/1980	1989	Yes	Senior
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	03/10/1979	1993	Yes	Senior
Ms	Liz	Ford	101 Macdonald Gardens	Edinburgh	EH6 3FK	26/08/1998	2008	No	Junior
Mrs	Linda	Goodall	102 West Crossway	Edinburgh	EH8 5RG	01/06/1954	2012	No	Senior
Mr	Robert	Goodall	102 West Crossway	Edinburgh	EH8 5RG	15/03/1960	2012	No	Senior
Mr	Christopher	Hamilton	28 Strudwick Close	Dalkeith	EH14 9ZF	15/09/1997	2010	No	Junior
Ms	Jenny	Ho	55 Aird Avenue	Bathgate	EH31 4WS	05/05/1999	2010	No	Junior
Mr	Gregor	Innes	61 Quality Street	Edinburgh	EH1 2WD	25/07/1996	2004	Yes	Junior
Miss	Kirsty	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	24/08/1992	2001	No	Junior
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	11/06/1991	2001	Yes	Senior
Miss	Ashley	MacIntyre	23 Ferguson Drive	Edinburgh	EH3 6TT	21/04/1998	2009	Yes	Junior
Miss	Anna	Mackinnon	3 Mair Park	Edinburgh	EH6 6BG	16/07/1998	2008	No	Junior
Mr	Iain	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	23/02/1972	1991	No	Senior
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	19/01/1971	1989	Yes	Senior
Mr	Ahmet	Mukherjee	14 Falcon Walk	Edinburgh	EH2 4RS	30/09/1999	2011	No	Junior
Ms	Anne	Pirie	8 The Harrowgate	Linlithgow	EH19 3CD	27/04/1998	2011	No	Junior
Mr	Alasdair	Rankin	4 Clark Avenue	Edinburgh	EH8 3HY	14/06/1996	2006	No	Junior
Mr	Douglas	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	20/07/2003	2012	No	Junior
Mr	Ian	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	23/12/1966	2012	No	Senior
Ms	Jenny	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	10/04/2001	2012	No	Junior
Mrs	Rachel	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	06/11/1975	1995	No	Senior
Miss	Sophie	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	17/12/1998	2003	No	Junior
Mr	Andy	Scott	48 Mount Pleasant	Musselburgh	EH23 7WS	05/04/1999	2010	No	Junior
Miss	Seema	Singh	74 Dingwall Drive	Edinburgh	EH5 8ED	06/12/1999	2011	No	Junior
Mr	Neil	Stewart	86 Waterloo Avenue	Dalkeith	EH13 7NJ	13/03/1997	2010	No	Junior
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	22/08/1988	1992	Yes	Senior
Mr	Robin	Watt	11 Smith Terrace	Penicuik	EH34 7FY	08/07/1997	2008	No	Junior

**AWARD:**

Insert new field – Fundraiser	<b>N</b>	1
Formatted and details inserted correctly	<b>A</b>	1
Insert new field – Membership Category	<b>N</b>	1
Formatted and details inserted correctly	<b>A</b>	1
Sort alphabetically on full name – Surname, First Name	<b>S</b>	1
Print database on one page	<b>P</b>	1
<b>Total</b>	<b>6 marks</b>	

**Notes**

- Be aware of consistent capitalisation  
Fundraiser – Yes and No – accept Fundraiser and Not Fundraiser  
Membership Category – Junior and Senior

**Task 2 – Printout 3**

5

Data must be *accurate* and *visible* to be awarded marks.

Fundraising Seniors <b>1T</b>								<b>1F</b>
Title	First Name	Surname	Street	Town/City	Postcode	Year Joined	Membership Category	
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	2001	Senior	
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	1989	Senior	
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	1993	Senior	
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	1989	Senior	
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	1992	Senior	

**2R**

**AWARD:**

**1P**

Title – must include both Senior and Fundraise/er/ing	<b>T</b>	1
Correct fields not DOB and Fundraiser	<b>F</b>	1
Correct records – 5 Records – one mark for Fundraisers and one mark for Seniors	<b>R</b>	2
Print report	<b>P</b>	1
<b>Total</b>		<b>5 marks</b>

**Notes**

- Do not award **1T** if pupil name is in heading
- Do not award **1T** if heading is truncated
- Do not award **1P** if fields are truncated

**Task 3 – Printout 2**

**Aleview Lawn Tennis Club**

107 Ferry Road  
EDINBURGH  
EH5 7WA



JJ/--

04 May 2012

Mr Sung Lee  
33 Robinson Road  
Dalkeith  
EH13 4DJ

Dear Mr Lee

Loyalty and Fundraising

We would like to take this opportunity to thank you for renewing your membership. You have been a loyal member since 2001 and we hope that you will continue your membership for years to come!

You are a valued fundraiser – we want to thank you for your efforts and commitment. We are very pleased with the fundraising figures and would like to ask our members how they would prefer the funds to be spent.

The results of our consultation will be discussed at the AGM next month.

Please use the tear off slip below to indicate your preference and return to me before the end of June.

Yours sincerely

Janet Johnston  
Club Secretary

---

**ALEVIEW LAWN TENNIS CLUB**

Preferred Development – *please circle as appropriate*

Floodlights

Speedserve and ball machine

Re-surfacing

Name ..... Date .....

**1P**

Task 3 – Printout 1

Aleview Lawn Tennis Club  
107 Ferry Road  
EDINBURGH  
EH5 7WA

1LH



1L

JJ/--

04 May 2012 1R

<<Title>> <<First\_Name>> <<Surname>> 1M  
<<Street>>  
<<Town/City>>  
<<Postcode>> 1M

Dear <<Title>> <<Surname>>

Loyalty and Fundraising

We would like to take this opportunity to thank you for renewing your membership. You have been a loyal member since <<Year Joined>> and we hope that<sup>1</sup> you will continue your membership for years to come! 1M

You are a valued fundraiser – we want to thank you for your efforts and commitment. We<sup>1</sup> are very pleased with the fundraising figures and would like to ask our members how they would prefer the funds to be spent.

1E The results<sup>1</sup> of our consultation will be discussed at the AGM next month.

Please use the tear off slip below to indicate your preference and return to<sup>1</sup> me before the end of June.

Yours sincerely 1C

Janet Johnston  
Club Secretary

---

**ALEVIEW LAWN TENNIS CLUB**  
Preferred Development – *please circle as appropriate*

Floodlights

Speedserve and ball machine

Re-surfacing

1P

Name ..... Date .....<sup>1</sup>

**AWARD:**

Use of letterhead	<b>LH</b>	1
Use of logo	<b>L</b>	1
Printout showing merge fields:		
Title, First Name, Surname	<b>M</b>	1
Street, Town/City, Postcode	<b>M</b>	1
Title, Surname, Year Joined	<b>M</b>	1
Reference and date	<b>R</b>	1
Complimentary close – Yours sincerely (must match salutation)	<b>C</b>	1
Presentation – Layout and consistency	<b>P</b>	1
Move paragraph to correct place	<b>E</b>	1
Word processing including <b>4</b> manuscript corrections ( <b>1</b> per flagged section)		5
Merged and unmerged printout – <b>both</b>	<b>P</b>	1
<b>Total</b>		<b>15 marks</b>

**Notes**

- If no unmerged printout – do not award the **3M** marks or **1P**
- If no merged printout – do not award **1P**
- Accept any of the following date formats
  - 4 May 2012
  - 04 May 2012
  - 4<sup>th</sup> May 2012
  - Friday 4 May 2012
  - Friday 04 May 2012
  - 4/5/12
  - 4/5/2012
  - 04/05/12
  - 04/05/2012
- Do not accept <<Title>> <<First\_Name>> <<Surname>> in salutation
- Do not accept <<First\_Name>>
- Do not award first flag mark if spacing between merge fields is omitted
- Layout and consistency includes:
  - space from letterhead
  - reference, date and salutation – at least one clear line
  - reference and date must be in order as shown.
  - between paragraphs – at least one clear line
  - after complimentary close (between 4-6 lines)
- Do not award final flag mark if the correct Name and/or Designation missing
- Do not award **1P**(presentation) if there is inconsistent spacing after punctuation
- Do not award **1P** (presentation) if there are extraneous words eg enc
- Do not award **1P** (presentation) if the reference or date missing

## Appendix

Database sorted first name only

Title	First Name	Surname	Street	Town/City	Postcode	DOB	Year Joined	Fundraiser	Membership Category
Mr	Ahmet	Mukherjee	14 Falcon Walk	Edinburgh	EH2 4RS	30/09/1999	2011	No	Junior
Mr	Alasdair	Rankin	4 Clark Avenue	Edinburgh	EH8 3HY	14/06/1996	2006	No	Junior
Mrs	Alie	Calvert	55 Aird Avenue	Bathgate	EH31 4WS	27/10/1968	1990	No	Senior
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	31/01/1980	1989	Yes	Senior
Mr	Andrew	Douglas	9 Farrer Terrace	North Berwick	EH34 8ED	25/04/1997	2008	No	Junior
Mr	Andy	Scott	48 Mount Pleasant	Musselburgh	EH23 7WS	05/04/1999	2010	No	Junior
Miss	Anna	Mackinnon	3 Mair Park	Edinburgh	EH6 6BG	16/07/1998	2008	No	Junior
Ms	Anne	Pirie	8 The Harrowgate	Linlithgow	EH19 3CD	27/04/1998	2011	No	Junior
Miss	Ashley	MacIntyre	23 Ferguson Drive	Edinburgh	EH3 6TT	21/04/1998	2009	Yes	Junior
Mr	Campbell	Chisholm	32 Rankin Road	Edinburgh	EH7 8WM	18/01/1999	2011	Yes	Junior
Mr	Christopher	Hamilton	28 Strudwick Close	Dalkeith	EH14 9ZF	15/09/1997	2010	No	Junior
Mr	Douglas	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	20/07/2003	2012	No	Junior
Mr	Finn	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	03/02/2003	2012	No	Junior
Mr	Gregor	Innes	61 Quality Street	Edinburgh	EH1 2WD	25/07/1996	2004	Yes	Junior
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	22/08/1988	1992	Yes	Senior
Mr	Iain	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	23/02/1972	1991	No	Senior
Mr	Ian	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	23/12/1966	2012	No	Senior
Mrs	Jane	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	15/06/1970	2012	No	Senior
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	19/01/1971	1989	Yes	Senior
Ms	Jenny	Ho	55 Aird Avenue	Bathgate	EH31 4WS	05/05/1999	2010	No	Junior
Ms	Jenny	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	10/04/2001	2012	No	Junior
Miss	Kirsty	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	24/08/1992	2001	No	Junior
Mrs	Linda	Goodall	102 West Crossway	Edinburgh	EH8 5RG	01/06/1954	2012	No	Senior
Ms	Liz	Ford	101 Macdonald Gardens	Edinburgh	EH6 3FK	26/08/1998	2008	No	Junior
Mr	Neil	Stewart	86 Waterloo Avenue	Dalkeith	EH13 7NJ	13/03/1997	2010	No	Junior
Mrs	Rachel	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	06/11/1975	1995	No	Senior
Mr	Robert	Goodall	102 West Crossway	Edinburgh	EH8 5RG	15/03/1960	2012	No	Senior
Mr	Robin	Watt	11 Smith Terrace	Penicuik	EH34 7FY	08/07/1997	2008	No	Junior
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	03/10/1979	1993	Yes	Senior
Dr	Ruth	Chalmers	22 Burton Road	Edinburgh	EH4 2ED	03/07/1988	2010	No	Senior
Miss	Seema	Singh	74 Dingwall Drive	Edinburgh	EH5 8ED	06/12/1999	2011	No	Junior
Miss	Sophie	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	17/12/1998	2003	No	Junior
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	11/06/1991	2001	Yes	Senior

Database sorted by surname only

Title	First Name	Surname	Street	Town/City	Postcode	DOB	Year Joined	Fundraiser	Membership Category
Mr	Finn	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	03/02/2003	2012	No	Junior
Mrs	Jane	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	15/06/1970	2012	No	Senior
Mrs	Alie	Calvert	55 Aird Avenue	Bathgate	EH31 4WS	27/10/1968	1990	No	Senior
Dr	Ruth	Chalmers	22 Burton Road	Edinburgh	EH4 2ED	03/07/1988	2010	No	Senior
Mr	Campbell	Chisholm	32 Rankin Road	Edinburgh	EH7 8WM	18/01/1999	2011	Yes	Junior
Mr	Andrew	Douglas	9 Farrer Terrace	North Berwick	EH34 8ED	25/04/1997	2008	No	Junior
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	03/10/1979	1993	Yes	Senior
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	31/01/1980	1989	Yes	Senior
Ms	Liz	Ford	101 Macdonald Gardens	Edinburgh	EH6 3FK	26/08/1998	2008	No	Junior
Mr	Robert	Goodall	102 West Crossway	Edinburgh	EH8 5RG	15/03/1960	2012	No	Senior
Mrs	Linda	Goodall	102 West Crossway	Edinburgh	EH8 5RG	01/06/1954	2012	No	Senior
Mr	Christopher	Hamilton	28 Strudwick Close	Dalkeith	EH14 9ZF	15/09/1997	2010	No	Junior
Ms	Jenny	Ho	55 Aird Avenue	Bathgate	EH31 4WS	05/05/1999	2010	No	Junior
Mr	Gregor	Innes	61 Quality Street	Edinburgh	EH1 2WD	25/07/1996	2004	Yes	Junior
Miss	Kirsty	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	24/08/1992	2001	No	Junior
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	11/06/1991	2001	Yes	Senior
Miss	Ashley	MacIntyre	23 Ferguson Drive	Edinburgh	EH3 6TT	21/04/1998	2009	Yes	Junior
Miss	Anna	Mackinnon	3 Mair Park	Edinburgh	EH6 6BG	16/07/1998	2008	No	Junior
Mr	Iain	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	23/02/1972	1991	No	Senior
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	19/01/1971	1989	Yes	Senior
Mr	Ahmet	Mukherjee	14 Falcon Walk	Edinburgh	EH2 4RS	30/09/1999	2011	No	Junior
Ms	Anne	Pirie	8 The Harrowgate	Linlithgow	EH19 3CD	27/04/1998	2011	No	Junior
Mr	Alasdair	Rankin	4 Clark Avenue	Edinburgh	EH8 3HY	14/06/1996	2006	No	Junior
Miss	Sophie	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	17/12/1998	2003	No	Junior
Mr	Douglas	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	20/07/2003	2012	No	Junior
Mr	Ian	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	23/12/1966	2012	No	Senior
Mrs	Rachel	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	06/11/1975	1995	No	Senior
Ms	Jenny	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	10/04/2001	2012	No	Junior
Mr	Andy	Scott	48 Mount Pleasant	Musselburgh	EH23 7WS	05/04/1999	2010	No	Junior
Miss	Seema	Singh	74 Dingwall Drive	Edinburgh	EH5 8ED	06/12/1999	2011	No	Junior
Mr	Neil	Stewart	86 Waterloo Avenue	Dalkeith	EH13 7NJ	13/03/1997	2010	No	Junior
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	22/08/1988	1992	Yes	Senior
Mr	Robin	Watt	11 Smith Terrace	Penicuik	EH34 7FY	08/07/1997	2008	No	Junior



Unsorted database

Title	First Name	Surname	Street	Town/City	Postcode	DOB	Year Joined	Fundraiser	Membership Category
Mr	Gregor	Innes	61 Quality Street	Edinburgh	EH1 2WD	25/07/1996	2004	Yes	Junior
Miss	Sophie	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	17/12/1998	2003	No	Junior
Mrs	Rachel	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	06/11/1975	1995	No	Senior
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	11/06/1991	2001	Yes	Senior
Miss	Kirsty	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	24/08/1992	2001	No	Junior
Mr	Neil	Stewart	86 Waterloo Avenue	Dalkeith	EH13 7NJ	13/03/1997	2010	No	Junior
Mr	Christopher	Hamilton	28 Strudwick Close	Dalkeith	EH14 9ZF	15/09/1997	2010	No	Junior
Ms	Anne	Pirie	8 The Harrowgate	Linlithgow	EH19 3CD	27/04/1998	2011	No	Junior
Mr	Ahmed	Mukherjee	14 Falcon Walk	Edinburgh	EH2 4RS	30/09/1999	2011	No	Junior
Mr	Andy	Scott	48 Mount Pleasant	Musselburgh	EH23 7WS	05/04/1999	2010	No	Junior
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	31/01/1980	1989	Yes	Senior
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	03/10/1979	1993	Yes	Senior
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	22/08/1988	1992	Yes	Senior
Miss	Ashley	MacIntyre	23 Ferguson Drive	Edinburgh	EH3 6TT	21/04/1998	2009	Yes	Junior
Mrs	Alie	Calvert	55 Aird Avenue	Bathgate	EH31 4WS	27/10/1968	1990	No	Senior
Ms	Jenny	Ho	55 Aird Avenue	Bathgate	EH31 4WS	05/05/1999	2010	No	Junior
Mr	Robin	Watt	11 Smith Terrace	Penicuik	EH34 7FY	08/07/1997	2008	No	Junior
Mr	Andrew	Douglas	9 Farrer Terrace	North Berwick	EH34 8ED	25/04/1997	2008	No	Junior
Dr	Ruth	Chalmers	22 Burton Road	Edinburgh	EH4 2ED	03/07/1988	2010	No	Senior
Miss	Seema	Singh	74 Dingwall Drive	Edinburgh	EH5 8ED	06/12/1999	2011	No	Junior
Ms	Liz	Ford	101 Macdonald Gardens	Edinburgh	EH6 3FK	26/08/1998	2008	No	Junior
Miss	Anna	Mackinnon	3 Mair Park	Edinburgh	EH6 6BG	16/07/1998	2008	No	Junior
Mr	Ian	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	23/12/1966	2012	No	Senior
Mr	Douglas	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	20/07/2003	2012	No	Junior
Ms	Jenny	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	10/04/2001	2012	No	Junior
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	19/01/1971	1989	Yes	Senior
Mr	Iain	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	23/02/1972	1991	No	Senior
Mrs	Jane	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	15/06/1970	2012	No	Senior
Mr	Finn	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	03/02/2003	2012	No	Junior
Mr	Campbell	Chisholm	32 Rankin Road	Edinburgh	EH7 8WM	18/01/1999	2011	Yes	Junior
Mr	Alasdair	Rankin	4 Clark Avenue	Edinburgh	EH8 3HY	14/06/1996	2006	No	Junior
Mrs	Linda	Goodall	102 West Crossway	Edinburgh	EH8 5RG	01/06/1954	2012	No	Senior
Mr	Robert	Goodall	102 West Crossway	Edinburgh	EH8 5RG	15/03/1960	2012	No	Senior

[END OF MARKING INSTRUCTIONS]