



2012 Computing Studies

Standard Grade – Foundation

Finalised Marking Instructions

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Part One: General Marking Principles for Computing Studies Standard Grade – Foundation

This information is provided to help you understand the general principles you must apply when marking candidate responses to questions in this Paper. These principles must be read in conjunction with the specific Marking Instructions for each question.

- (a) Marks for each candidate response must always be assigned in line with these general marking principles and the specific Marking Instructions for the relevant question.
- (b) Marking should always be positive i.e., marks should be awarded for what is correct and not deducted for errors or omissions.
- (c) If a question is worth two or more marks, it would be helpful if you could indicate with a tick (✓) where you have allocated the marks. For example, if a candidate is awarded two marks out of three, in question 3(c), then indicate where you have awarded the two marks.
- (d) If a specific candidate response does not seem to be covered by either the principles or detailed Marking Instructions, and you are uncertain how to assess it, you must seek guidance from your Team Leader/Principal Assessor. You can also email or phone the e-marker Helpline.
- (e) Award **one** mark for each 'bullet' point where stated in the marking instructions.
- (f) On the MFI system, if a candidate has not answered or attempted a question a NR must be placed in the mark column instead of a zero '0'.
- (g) When converting from Gigabytes/Megabytes/Kilobytes to bytes, '1024' is the only unit acceptable, e.g. 1024 bytes = 1 Kilobyte, 1024 Kilobytes = 1 Megabyte, 1024 Megabytes = 1 Gigabyte.
- (h) No piece of work should be ignored without careful checking. Candidates may have scored out an answer then written the correct answer at the back of the question paper. Make sure that every page is checked.
- (i) If the first answer has been scored out, but still readable, *and not replaced by another answer*, the question should be marked in the normal way. If you feel that a candidate has been disadvantaged by this action, contact your Team Leader.
- (j) On the MFI system, if you come across a paper which is blank, scroll down to the end of the paper in-case the answers have been written on a separate piece of paper which will be scanned and added to the end of the on-screen paper.
- (k) Any references to trade names or commercial products, e.g. "Microsoft", "MSN", etc. should be ignored, and then the rest of the answer should be marked. For example, if you received an answer "Microsoft Spreadsheet" then "Microsoft" would be ignored and "Spreadsheet" accepted, but "Microsoft Excel" would be ignored.

Part Two: Marking Instructions for each Question

Question			Expected Answer/s	Max Mark	Additional Guidance
1	a		Desktop Publishing / Desktop Publisher	1 (KU)	Accept word processor, word processing, DTP NOT Publisher on its own
1	b	i	Template	1 (KU)	No other possible answers
1	b	ii	Wizard	1 (KU)	No other possible answers
1	c		Output; (Input); Input; Output; Input <i>One mark for each correct answer. Max 4 marks.</i>	4 (PS)	No other possible answers No marks if all boxes ticked
1	d		Word wrap	1 (PS)	Do NOT accept text wrap
1	e	i	Needs a laser to read data; stands for Compact Disc – Rewritable <i>One mark for each correct answer. Max 2 marks.</i>	2 (KU)	No marks if all 4 boxes ticked. If 3 boxes ticked and two are correct then 1 mark.
1	e	ii	Flash Drive; Hard Disk/Drive; Floppy Disk; Magnetic Tape, CD-R, CD-RW, CD-ROM, DVD-R, DVD-RW, DVD-ROM, Pen Drive, Memory Stick <i>One mark for each correct answer. Max 2 marks.</i>	2 (KU)	Do NOT accept USB on its own, OR USB Drive OR two of same type of disc, i.e. CD-R & CD-RW
1	f		Rectangle; Circle; Text; Ellipse; Oval; Fill; Line; Arc; Square; Line (thickness) <i>One mark for each correct answer. Max 2 marks.</i>	2 (PS)	Do NOT accept autoshapes, shading, colour.
2	a	i	30	1 (PS)	No other possible answers
2	a	ii	5	1 (PS)	No other possible answers
2	b	i	Search; Position <i>One mark for each correct answer. Max 2 marks.</i>	2 (PS)	No other possible answers

Question			Expected Answer/s	Max Mark	Additional Guidance
2	b	ii	Sort; Date of Birth (DOB) <i>One mark for each correct answer. Max 2 marks.</i>	2 (PS)	No other possible answers
2	c		Any two from: <ul style="list-style-type: none"> • Can hold a lot of data; • Can be searched quickly; • Can be sorted on different criteria; • Easily amended; • Data can be protected using passwords; • Multiple users can access data at any time; • No need for duplicate copies of information; • Takes up less space (than filing cabinets); • Information can be printed; • Saves money on paper; • New fields can be added; • Less risk of losing data; • Easy to access; • Can make copies. <i>One mark for each correct answer. Max 2 marks.</i>	2 (KU)	Any other relevant answer
2	d	i	Backup	1 (KU)	No other possible answers
2	d	ii	In case original is damaged (any term linked to this eg virus) In case original is lost or stolen In case the computer crashes or breaks	1 (PS)	Do NOT accept hacked
2	e	i	Yes	1 (KU)	No other possible answers
2	e	ii	No	1 (KU)	No other possible answers
3	a		An integrated package is one program which contains a word processor part, a spreadsheet part, a database part and a graphics part. or A package contains two or more GPP packages or different types of packages	1 (KU)	No other possible answers
3	b		Any two from: <ul style="list-style-type: none"> • Cheaper to buy (than stand-alone packages); • Common HCI; • Ease of data transfers. <i>One mark for each correct answer. Max 2 marks.</i>	2 (KU)	Accept good description of answers, eg have similar toolbars and menus.

Question			Expected Answer/s	Max Mark	Additional Guidance
3	c	i	Windows; Icons; (Menu); Pointer <i>One mark for each correct answer. Max 3 marks.</i>	3 (KU)	No other possible answers
3	c	ii	Any one from: <ul style="list-style-type: none"> No need to learn commands; Easy to use and learn; Do not need to be an expert. 	1 (KU)	Do NOT accept basic layout, or customise
3	d		Trackpad; Touchpad; Touch screen; Trackerball, tracking ball	1 (KU)	No other possible answers
3	e	i	inserted.	1 (PS)	No other possible answers
3	e	ii	deleted	1 (PS)	No other possible answers
3	e	iii	amended.	1 (PS)	No other possible answers
3	f		Any one of: <ul style="list-style-type: none"> Can be easily: edited or changed or amended; Contents of list can be deleted or inserted; Font size/type can be changed; Can be printed; Can be saved and recalled; Highlight; Spelling errors; Neater than writing. 	1 (PS)	Any acceptable answer
3	g		Right justification Aligned right	1 (PS)	Accept using tab key Do NOT accept using space bar OR justification on its own.
4	a		Operating (1) System (1)	2 (KU)	No other possible answers
4	b	i	RAM	1 (PS)	No other possible answers
4	b	ii	ROM	1 (PS)	No other possible answers

Question			Expected Answer/s	Max Mark	Additional Guidance
4	c		1 Terabyte	1 (KU)	No other possible answers
4	d		Desktop; Palmtop; Laptop. <i>One mark for each correct answer. Max 3 marks</i>	3 (PS)	No other possible answers
4	e		Mail shots; junk mail	1 (KU)	No other possible answers
5	a	i	Any two from: <ul style="list-style-type: none"> • Less overheads; • No need for shops; • Less staff required; • Bigger market (world-wide); • Customers tempted to buy more; • Available 24/7; • Less chance of theft/shop lifting <i>One mark for each correct answer. Max 2 marks.</i>	2 (PS)	Do NOT accept make money through postage OR receive money faster.
5	a	ii	Any two from: <ul style="list-style-type: none"> • Goods delivered to house / no need to leave house; • Bigger selection of shops; • Easy to find good deals (goods maybe cheaper); • Easy to compare products/prices; • Can shop 24/7; • No travelling time/expenses; • Quicker to select goods; • Notion of stock availability. <i>One mark for each correct answer. Max 2 marks.</i>	2 (KU)	Do NOT accept no need to carry cash
5	b		Data can be processed quickly; A large volume of data can be handled.	2 (PS)	No marks if all 4 boxes ticked. If 3 boxes ticked and two are correct then 1 mark.
5	c		Magnetic stripe; Mark sense; Bar code.	3 (KU)	No other possible answers

Question			Expected Answer/s	Max Mark	Additional Guidance
5	d		Any two from: <ul style="list-style-type: none"> • Repetitive tasks; • Work 24/7; • No need for breaks/holidays; • Can lift heavy objects; • Accuracy; • Reliable; • Notion of dangerous environments; • Different jobs; • Do not get paid/wages. <i>One mark for each correct answer. Max 2 marks.</i>	2 (PS)	No other possible answers
5	e	i	Mobile	1 (KU)	No other possible answers
5	e	ii	Stationary	1 (KU)	No other possible answers
5	f		Change tool on arm; (Re)-program	2 (PS)	No other possible answers
5	g		Retraining	1 (KU)	Do NOT accept training on its own
6	a		Two or more computers that are connected to each other Notion of joined computers	1 (KU)	No other possible answers
6	b		Expensive peripherals can be shared; Email can be sent between computers	2 (KU)	No marks if all 4 boxes ticked. If 3 boxes ticked and two are correct then 1 mark.
6	c	i	Modem; hardware	2 (PS)	No other possible answers
6	c	ii	Browser; software	2 (PS)	No other possible answers
6	d		Local	1 (KU)	No other possible answers

[END OF MARKING INSTRUCTIONS]