



## **2013 Administration**

### **Higher Paper 2**

## **Finalised Marking Instructions**

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## ANNOTATIONS

<b>1</b>	To show mark being awarded
<b>X</b>	To show that a mark has not been awarded
<b>P</b>	Both of the above may be combined with a code to show why the mark has been given or not
<b>4/5</b>	At top RH corner of printout
<b>32/60</b>	In a box on the first printout at the LH corner

**DATABASE TOTAL – 21**

**TASK 1A – DATABASE FORM**

<b>EVIDENCE</b>	<b>MARK</b>	<b>COMMENTS</b>
Correct Fields	1	All fields from Activities Table, plus First and Surname of Instructor from Instructor Table and Place from Location Table
Fields visible and legible	1	
Selected Print	1	Record for Kiteboarding only
Logo	1	Lose mark if logo clipped
<b>TOTAL MARKS</b>	<b>4</b>	
<b>Notes:</b>  <b>Accept only first name – if field heading has been altered/deleted then accept Ignore form heading If printed as a record DNA the print mark</b>		

# Activities



1

ACTIVITY ID	WA014
ACTIVITY	Kiteboarding <b>1</b> P
PRICE PER PERSON	£52.50
MINIMUM AGE	8
MAX PARTICIPANTS	14
AVAILABLE UNTIL	31/12/2013
DURATION (HOURS)	4
CATEGORY	Water
DAYS OFFERED ON	Mon, Wed, Thurs, Fri, Sat, Sun
LOCATION ID	13
INSTRUCTOR ID	11
FIRST NAME	Arnold
SURNAME	Connor
PLACE <b>1</b> CF	St Andrews <b>1</b> VL

## TASK 1 B - QUERY

EVIDENCE	MARK	COMMENTS
Age	1	<16
Not Loch Rannoch	1	
Saturday	1	Wildcard
Activities running in September	1	>31 August 2013
Print correct fields	1	Only those listed – <b>any order</b>
<b>TOTAL MARKS</b>	<b>5</b>	
<p><b>Notes:</b></p> <p><b>If only 7 records – all September - then lose date</b></p> <p><b>If only 6 records – all September without age 15 then lose date and age</b></p> <p><b>If only Gorge Walking then lose the wildcard mark – Sat</b></p> <p><b>If only Clay pigeon shooting then lose the wildcard mark - *Sat</b></p> <p><b>Lose print mark if fields truncated</b></p>		

ACTIVITY	PRICE PER PERSON	MINIMUM AGE	PLACE	DAYS OFFERED ON	AVAILABLE UNTIL
Abseiling	£37.50	12	Drumglass	Wed, Sat, Sun	30/09/2013
White Water Rafting	£40.00	12	River Tay	Sat, Sun	31/12/2013
Adventure Kayaks	£47.50	14	River Tay	Tues, Wed, Sat, Sun	30/09/2013
White Water Tubing	£48.50	15	River Tay	Tues, Wed, Thurs, Fri, Sat, Sun	30/09/2013
Adventure Tubing	£45.00	12	River Tay	Mon, Tues, Thurs, Fri, Sat, Sun	30/09/2013
Paintball	£65.00	12	Outdoor Centre	Mon, Tues, Thurs, Fri, Sat, Sun	31/12/2013
Clay Pigeon Shooting	£52.50	12	Outdoor Centre	Mon, Tues, Wed, Fri, Sat	31/12/2013
Zorbing	£35.50	12	Outdoor Centre	Sat, Sun	31/12/2013
Orienteering	£37.50	12	Outdoor Centre	Mon, Tues, Wed, Fri, Sat, Sun	30/09/2013
Pony Trekking	£20.00	8	Schiehallion	Sat, Sun	31/12/2013
Hill Walking	£40.00	8	Schiehallion	Sat, Sun	30/09/2013
Gorge Walking	£40.00	12	Killiecrankie	Sat	30/09/2013
Windsurfing	£70.00	8	Loch Ard	Mon, Wed, Thurs, Fri, Sat, Sun	31/12/2013
Kiteboarding	£52.50	8	St Andrews	Mon, Wed, Thurs, Fri, Sat, Sun	31/12/2013

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## TASK 1C – QUERY/REPORT

EVIDENCE	MARK	COMMENTS
<b>Search criteria:</b>		
Perthshire activities	1	
<b>Calculation:</b>		
Donation per person	2	
Maximum Donation possible	2	Be aware of consequentiality from Donation calculation
Formatting fields to currency	1	Both fields – if only one of the new fields present then still gain formatting mark
New field heading Donation per Person	1	
New field heading Maximum Donation	1	Accept Max Donation
<b>Grouping:</b>		
By Activity Location	1	Be aware of consequentiality from search.
<b>Content:</b>		
Insert company logo	1	
Specified fields <b>visibly</b> displayed/layout	1	Place, activity DNA if additional fields present
Appropriate report title	1	No award if spelling/capitalisation errors.
<b>TOTAL MARKS</b>	<b>12</b>	

Ignore sub-totalling and associated labels

PLACE	AREA
St Andrews	Fife
Cairngorm Mountains	Highlands
Arisaig	Highlands
Loch Ard	Stirlingshire

**New headings - If formatting is not consistent with existing headings but they are both the same then lose one mark**

**If new headings are truncated then lose one mark each time**

**If query only then allocate marks**

**If calculations rounded up/down then lose currency mark**

# DONATION TO BIG TREE PROJECT 1



PLACE	ACTIVITY	DONATION PER PERSON <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	MAX DONATION <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
Drumglass	Abseiling	£1.88	£11.25
	Rock Climbing	£3.25 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	£26.00 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>
Killiecrankie	Family Rafting	£1.50	£9.00 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> £
	Cliff Jumping	£2.28	£13.65
	Nighttime Bungee	£3.75	£18.75
	Bungee Jumping	£2.75	£13.75
	Gorge Walking	£2.00	£12.00
Loch Rannoch	Sailing	£4.00	£24.00
	Jet Skiing	£3.25	£19.50
	River Fishing	£1.25	£12.50
	Mountain Bikes	£0.75	£7.50
Outdoor Centre	Orienteering	£1.88	£22.50
	Paintball	£3.25	£65.00
	Quad Biking	£2.50	£10.00
	Zorbing	£1.78	£7.10
	Archery	£1.25	£5.00
	Clay Pigeon Shooting	£2.63	£21.00
River Tay	White Water Kayaks	£2.25	£18.00
	Adventure Tubing	£2.25	£18.00
	White Water Tubing	£2.43	£24.25
	Adventure Kayaks	£2.38	£19.00
	White Water Rafting	£2.00	£16.00
River Tummel	Water Bugs	£2.63	£15.75
Schiehallion	Pony Trekking	£1.00	£8.00
	Hill Walking	£2.00	£20.00
Various Locations	Canyoning	£2.50	£15.00


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## TASK 2A – APRIL WEEKEND INCOME

EVIDENCE	MARK	COMMENTS
Activity Prices - V Lookup	2	
Total Income	1	
Replication both formulae	1	
Printout – value one page	1	Formatted for £ 2D Accept accountancy format
<b>TOTAL MARKS</b>	<b>5</b>	
<p><b>Notes:</b></p> <p>Accept cell reference used instead of vlookup – award one mark for first cell reference and one for all others correct. In this instance the replication mark is only for the Total Income column.</p> <p>If cell reference has been picked up from the same sheet (same activity) then award as above - 1 and 1</p> <p>DNA if value entered, eg £40</p> <p> Accept any suitable formulae that works.</p>		

ACTIVITY INCOME - SATURDAY 27 APRIL AND SUNDAY 28 APRIL						
Date	Activity Name	Instructor	Hours Worked	No of People	Price per Person	Income
27 April 2013	Gorge Walking	Lee Sung	2	4	£40.00	£160.00
27 April 2013	Mountain Bikes	Donald McConnell	4	10	£15.00	£150.00
27 April 2013	White Water Kayaks	Nicolas Dalglish	3	6	£45.00	£270.00
27 April 2013	Family Rafting	Keith Osborne	2	4	£30.00	£120.00
27 April 2013	Paintball	Edward Heath	3	16	£65.00	£1,040.00
27 April 2013	White Water Tubing	Nicolas Dalglish	2	8	£48.50	£388.00
27 April 2013	Rock Climbing	Angela Hewitt	5	8	£65.00	£520.00
27 April 2013	Zorbing	Donald McConnell	2	4	£35.50	£142.00
27 April 2013	Quad Biking	Edward Heath	3	4	£50.00	£200.00
27 April 2013	Jet Skiing	Stephanie MacDonald	1	6	£65.00	£390.00
27 April 2013	Abseiling	Arnold Connor	2	8	£37.50	£300.00
27 April 2013	Bungee Jumping	George Stevenson	2	5	£55.00	£275.00
27 April 2013	Kiteboarding	Arnold Connor	4	10	£52.50	£525.00
27 April 2013	Adventure Kayaks	Lee Sung	2	4	£47.50	£190.00
27 April 2013	Nighttime Bungee	George Stevenson	2	5	£75.00	£375.00
27 April 2013	Sea Kayaking	Jack Milliband	5	8	£75.00	£600.00
27 April 2013	Jet Skiing	Stephanie MacDonald	1	3	£65.00	£195.00
27 April 2013	White Water Rafting	Maria Fyfe	5	4	£40.00	£160.00
28 April 2013	Rock Climbing	Angela Hewitt	5	8	£65.00	£520.00
28 April 2013	Windsurfing	Jack Milliband	3	9	£70.00	£630.00
28 April 2013	Canyoning	Stephanie MacDonald	2	5	£50.00	£250.00
28 April 2013	Adventure Kayaks	Lee Sung	2	6	£47.50	£285.00
28 April 2013	White Water Kayaks	Nicolas Dalglish	3	8	£45.00	£360.00
28 April 2013	Archery	George Stevenson	1	4	£25.00	£100.00
28 April 2013	Water Bugs	Keith Osborne	2	6	£52.50	£315.00
28 April 2013	Orienteering	Donald McConnell	4	10	£37.50	£375.00
28 April 2013	Zorbing	Donald McConnell	2	4	£35.50	£142.00
28 April 2013	Quad Biking	Edward Heath	3	4	£50.00	£200.00
28 April 2013	Family Rafting	Keith Osborne	2	5	£30.00	£150.00
28 April 2013	Paintball	Edward Heath	3	18	£65.00	£1,170.00
28 April 2013	Adventure Tubing	Maria Fyfe	2	6	£45.00	£270.00
28 April 2013	River Fishing	George Stevenson	5	7	£25.00	£175.00
28 April 2013	Kiteboarding	Arnold Connor	4	10	£52.50	£525.00
28 April 2013	White Water Tubing	Nicolas Dalglish	2	6	£48.50	£291.00

**1** OP & £

ACTIVITY INCOME - SATURDAY 27 APRIL AND SUNDAY 28 APRIL						
Date	Activity Name	Instructor	Hours Worked	No of People	Person	Income
41391	Gorge Walking	Lee Sung	2	4	=VLOOKUP(B4,PPP,2,FALSE)	=E4*F4
41391	Mountain Bikes	Donald McConnell	4	10	=VLOOKUP(B5,PPP,2,FALSE)	=E5*F5
41391	White Water Kayaks	Nicolas Dalgleish	3	6	=VLOOKUP(B6,PPP,2,FALSE)	=E6*F6
41391	Family Rafting	Keith Osborne	2	4	=VLOOKUP(B7,PPP,2,FALSE)	=E7*F7
41391	Paintball	Edward Heath	3	16	=VLOOKUP(B8,PPP,2,FALSE)	=E8*F8
41391	White Water Tubing	Nicolas Dalgleish	2	8	=VLOOKUP(B9,PPP,2,FALSE)	=E9*F9
41391	Rock Climbing	Angela Hewitt	5	8	=VLOOKUP(B10,PPP,2,FALSE)	=E10*F10
41391	Zorbing	Donald McConnell	2	4	=VLOOKUP(B11,PPP,2,FALSE)	=E11*F11
41391	Quad Biking	Edward Heath	3	4	=VLOOKUP(B12,PPP,2,FALSE)	=E12*F12
41391	Jet Skiing	Stephanie MacDonald	1	6	=VLOOKUP(B13,PPP,2,FALSE)	=E13*F13
41391	Abseiling	Arnold Connor	2	8	=VLOOKUP(B14,PPP,2,FALSE)	=E14*F14
41391	Bungee Jumping	George Stevenson	2	5	=VLOOKUP(B15,PPP,2,FALSE)	=E15*F15
41391	Kiteboarding	Arnold Connor	4	10	=VLOOKUP(B16,PPP,2,FALSE)	=E16*F16
41391	Adventure Kayaks	Lee Sung	2	4	=VLOOKUP(B17,PPP,2,FALSE)	=E17*F17
41391	Nighttime Bungee	George Stevenson	2	5	=VLOOKUP(B18,PPP,2,FALSE)	=E18*F18
41391	Sea Kayaking	Jack Milliband	5	8	=VLOOKUP(B19,PPP,2,FALSE)	=E19*F19
41391	Jet Skiing	Stephanie MacDonald	1	3	=VLOOKUP(B20,PPP,2,FALSE)	=E20*F20
41391	White Water Rafting	Maria Fyfe	5	4	=VLOOKUP(B21,PPP,2,FALSE)	=E21*F21
41392	Rock Climbing	Angela Hewitt	5	8	=VLOOKUP(B22,PPP,2,FALSE)	=E22*F22
41392	Windsurfing	Jack Milliband	3	9	=VLOOKUP(B23,PPP,2,FALSE)	=E23*F23
41392	Canyoning	Stephanie MacDonald	2	5	=VLOOKUP(B24,PPP,2,FALSE)	=E24*F24
41392	Adventure Kayaks	Lee Sung	2	6	=VLOOKUP(B25,PPP,2,FALSE)	=E25*F25
41392	White Water Kayaks	Nicolas Dalgleish	3	8	=VLOOKUP(B26,PPP,2,FALSE)	=E26*F26
41392	Archery	George Stevenson	1	4	=VLOOKUP(B27,PPP,2,FALSE)	=E27*F27
41392	Water Bugs	Keith Osborne	2	6	=VLOOKUP(B28,PPP,2,FALSE)	=E28*F28
41392	Orienteering	Donald McConnell	4	10	=VLOOKUP(B29,PPP,2,FALSE)	=E29*F29
41392	Zorbing	Donald McConnell	2	4	=VLOOKUP(B30,PPP,2,FALSE)	=E30*F30
41392	Quad Biking	Edward Heath	3	4	=VLOOKUP(B31,PPP,2,FALSE)	=E31*F31
41392	Family Rafting	Keith Osborne	2	5	=VLOOKUP(B32,PPP,2,FALSE)	=E32*F32
41392	Paintball	Edward Heath	3	18	=VLOOKUP(B33,PPP,2,FALSE)	=E33*F33
41392	Adventure Tubing	Maria Fyfe	2	6	=VLOOKUP(B34,PPP,2,FALSE)	=E34*F34
41392	River Fishing	George Stevenson	5	7	=VLOOKUP(B35,PPP,2,FALSE)	=E35*F35
41392	Kiteboarding	Arnold Connor	4	10	=VLOOKUP(B36,PPP,2,FALSE)	=E36*F36
41392	White Water Tubing	Nicolas Dalgleish	2	6	=VLOOKUP(B37,PPP,2,FALSE)	=E37*F37

2

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**=VLOOKUP(B4,'Activity Prices'!\$A\$2:\$B\$31,2,FALSE)**

*Might use B4:B3*

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**TASK 2 B – HOURS WORKED/GROSS PAY**

<b>EVIDENCE</b>	<b>MARK</b>	<b>COMMENTS</b>
<b>VALUE VIEW</b>		
<b>Insertion of Hourly Rates from Database Table</b>	<b>1</b>	<b>accept</b> if formulae used – eg lookup or a cell reference
<b>New Column Headings</b>	<b>1</b>	<b>Consistent size and font with previous headings</b>
<b>Formatting Hourly Rate/New Rate/Gross Pay</b>	<b>1</b>	<b>All 3 columns £ and 2 decimal places</b>
<b>FORMULAE VIEW</b>		
<b>Instructors hours (Sumif)</b>	<b>2</b>	<b>See additional sheet for formulae including Sunday</b>
<b>Total Hours</b>	<b>1</b>	
<b>New Hourly Rate - % Increase</b>	<b>1</b>	
<b>Calculate Gross Pay</b>	<b>1</b>	
<b>Replication</b>	<b>1</b> <b>1</b>	<b>Saturday and Total Hours</b> <b>New Hourly Rate and Gross Pay</b>
<b>Formulae view - Print specific columns</b>	<b>1</b>	<b>Omit Sunday to Friday</b>
<b>TOTAL MARKS</b>	<b>11</b>	
<b>Notes:</b> <ul style="list-style-type: none"> <li>• Hourly rate not set to 2 decimal places lose formatting mark but not entry mark</li> <li>• DNA vlookup as will not work for those instructors who are on list twice</li> <li>• Accept cell reference used instead of sumif – award one mark for first cell reference and one for all others correct. Check all Saturday/Sunday figures in value view</li> <li>• If Saturday Hours answer is not a formulae then still award the mark for replication of the Total Hours.</li> </ul>		

- If new hourly rate has been calculated in the Hourly Rate column then
  - Award mark for importing new hourly rate if all correct (either by looking at value view or at the formula)
  - Lose the column heading mark
  - One mark awarded for the formulae used to calculate New Hourly Rate
  - The replication mark is then only awarded to the Gross Pay column

<b>GROSS PAY - WEEK ENDING SATURDAY 27 APRIL</b>															<b>1 CH</b>	
	<b>Hours Worked</b>															
<b>Instructor</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Total Hours</b>	<b>Hourly Rate</b>	<b>New Hourly Rate</b>	<b>Gross Pay</b>					
Jack Milliband	5	5	0	6	5	3	5	29	£20.00	£20.60	£597.40					
Maria Fyfe	4	2	5	0	7	7	5	30	£16.00	£16.48	£494.40					
Keith Osborne	2	0	6	4	4	6	2	24	£15.00	£15.45	£370.80					
Edward Heath	4	3	5	0	7	7	6	32	£12.00	£12.36	£395.52					
Donald McConnell	8	5	5	5	0	5	6	34	£12.00	£12.36	£420.24					
Angela Hewitt	3	0	0	0	0	0	5	8	£17.50	£18.03	£144.20					
Nicolas Dalglish	5	0	5	5	3	5	5	28	£16.00	£16.48	£461.44					
George Stevenson	6	7	7	5	0	7	4	36	£12.00	£12.36	£444.96					
Stephanie MacDonald	4	0	0	0	0	0	2	6	£15.00	£15.45	£92.70					
Lee Sung	4	0	2	6	0	6	4	22	£16.00	£16.48	£362.56					
Arnold Connor	6	4	0	8	4	4	6	32	£17.50	£18.03	£576.80					

**1 HR 1 £2D**

Instructor	Saturday <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>	Total Hours <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	Hourly Rate	New Hourly Rate <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>	Gross Pay <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>
Jack Milliband	=SUMIF(inst,A5,hours)	=SUM(B5:H5)	20	=(J5*3%)+J5	=I5*K5
Maria Fyfe	=SUMIF(inst,A6,hours)	=SUM(B6:H6)	16	=(J6*3%)+J6	=I6*K6
Keith Osborne	=SUMIF(inst,A7,hours)	=SUM(B7:H7)	15	=(J7*3%)+J7	=I7*K7
Edward Heath	=SUMIF(inst,A8,hours)	=SUM(B8:H8)	12	=(J8*3%)+J8	=I8*K8
Donald McConnell	=SUMIF(inst,A9,hours)	=SUM(B9:H9)	12	=(J9*3%)+J9	=I9*K9
Angela Hewitt	=SUMIF(inst,A10,hours)	=SUM(B10:H10)	17.5	=(J10*3%)+J10	=I10*K10
Nicolas Dagleish	=SUMIF(inst,A11,hours)	=SUM(B11:H11)	16	=(J11*3%)+J11	=I11*K11
George Stevenson	=SUMIF(inst,A12,hours)	=SUM(B12:H12)	12	=(J12*3%)+J12	=I12*K12
Stephanie MacDonald	=SUMIF(inst,A13,hours)	=SUM(B13:H13)	15	=(J13*3%)+J13	=I13*K13
Lee Sung	=SUMIF(inst,A14,hours)	=SUM(B14:H14)	16	=(J14*3%)+J14	=I14*K14
Arnold Connor	=SUMIF(inst,A15,hours)	=SUM(B15:H15)	17.5	=(J15*3%)+J15	=I15*K15

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=SUMIF('Activity Income'!\$C\$4:\$C\$21,A5,'Activity Income'!\$D\$4:\$D\$21)

Might use \$C\$4:\$D\$21- will work

**TASK 2c – PENSION**

<b>EVIDENCE</b>	<b>MARK</b>	<b>COMMENTS</b>
Pick-up Gross Pay from Gross Pay sheet	1	Must be formulae and all accurate
Pension Contribution (Nested If)	2	All or nothing
Replication	1	
Value print	1	Formatted for currency and 2 decimal places
<b>TOTAL MARKS</b>	<b>5</b>	
<b>Notes:</b> <ul style="list-style-type: none"><li>• If Gross Pay answer is not a formulae then still award the mark for replication of the Pension Contribution</li><li>• If pension contribution is accurate despite errors in Gross Pay column still award 2 marks for this formula if all correct.</li><li>• If both columns have formulae that are individually created then lose the replication mark.</li></ul>		



**PENSION CONTRIBUTION FOR WEEK ENDING SATURDAY 27 APRIL**

Instructor	Pension Code	Gross Pay	Pension Contribution
Jack Milliband	1	£597.40	£17.92
Maria Fyfe	2	£494.40	£29.66
Keith Osborne	0	£370.80	£0.00
Edward Heath	2	£395.52	£23.73
Donald McConnell	1	£420.24	£12.61
Angela Hewitt	1	£144.20	£4.33
Nicolas Dalgleish	0	£461.44	£0.00
George Stevenson	1	£444.96	£13.35
Stephanie MacDonald	1	£92.70	£2.78
Lee Sung	2	£362.56	£21.75
Arnold Connor	1	£576.80	£17.30

**1** £ 2D

**PENSION CONTRIBUTION FOR WEEK ENDING SATURDAY 27 APRIL**

Instructor	Pension Code	Gross Pay <b>1</b>	Pension Contribution <b>2</b>
Jack Milliband	1	= 'Gross Pay'!L5	=IF(B4=0,0,IF(B4=1,3%,6%))*C4
Maria Fyfe	2	= 'Gross Pay'!L6	=IF(B5=0,0,IF(B5=1,3%,6%))*C5
Keith Osborne	0	= 'Gross Pay'!L7	=IF(B6=0,0,IF(B6=1,3%,6%))*C6
Edward Heath	2	= 'Gross Pay'!L8	=IF(B7=0,0,IF(B7=1,3%,6%))*C7
Donald McConnell	1	= 'Gross Pay'!L9	=IF(B8=0,0,IF(B8=1,3%,6%))*C8
Angela Hewitt	1	= 'Gross Pay'!L10	=IF(B9=0,0,IF(B9=1,3%,6%))*C9
Nicolas Dalgleish	0	= 'Gross Pay'!L11	=IF(B10=0,0,IF(B10=1,3%,6%))*C10
George Stevenson	1	= 'Gross Pay'!L12	=IF(B11=0,0,IF(B11=1,3%,6%))*C11
Stephanie MacDonald	1	= 'Gross Pay'!L13	=IF(B12=0,0,IF(B12=1,3%,6%))*C12
Lee Sung	2	= 'Gross Pay'!L14	=IF(B13=0,0,IF(B13=1,3%,6%))*C13
Arnold Connor	1	= 'Gross Pay'!L15	=IF(B14=0,0,IF(B14=1,3%,6%))*C14

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### TASK 3 – LETTER

EVIDENCE	MARK	COMMENTS
Letterhead	1	
Reference, Date	1	Any error lose the mark – accept order reversed Accept date in any reasonable format
Inside address, Salutation	1	Any error lose the mark Do not award if Sir/Madam. Accept Dear Scott  <b>If order of ref/date and address mixed up lose one mark</b>
Insert paragraphs	2	First paragraph in correct place – 1 mark, all other paragraphs correct for second mark If numbers included do not award first mark.
Insertion of footnote in correct place	1	Accept at the end of word “assessment” <b>DNA if endnote</b>
Keying in of footnote	1	Must be accurate to gain marks.
<b>Accommodation table:</b> Insert in correct place	1	
Key in table	1	
Enhance table headings	1	
Create final paragraph	2	One mark for accuracy One mark for sense  If not at end then lose one mark
Complimentary close	1	Must be Jason Williams <b>with</b> Job Title If capital <b>S</b> then lose mark
Enc	1	
Logo as watermark	1	
Search and replace	1	6 occurrences – DNA if spelling error
Presentation	2	Appropriate page break If 2 pages then second page must be numbered (Ignore continuation sheet data)  Consistent font Appropriate line spacing Lose if not open punctuation (max one) <b>Lose one if address block right aligned</b>
<b>TOTAL MARKS</b>	<b>18</b>	
<b>Notes:</b> Ignore subject heading		

**The Great Outdoors**

Auchterarder Steadings  
Perthshire  
PH3 5LP



T: 01783303930  
E: enquiries@thegreatoutdoors.co.uk  
www.thegreatoutdoors.co.uk

JW/own initials }  
24 May 2013 }

Mr Scott Nesbitt }  
12 Finlay Street }  
ABERDEEN }  
AB11 5HY }

Dear Scott


Thank you very much for your enquiry. I am delighted to say that there are a number of activities that meet your specific requirements, details of which are enclosed.

The Great Outdoors will provide all the equipment you need to undertake our activities and the bonus is that it is all included in the price. You are, of course, also welcome to bring your own equipment.



Modern changing facilities are available for all of our activities and for your added convenience every facility has towels and hairdryers – both of which are provided free of charge.

The Great Outdoors prides itself on its safety record and all of our instructors are fully qualified for the activities that they undertake. In addition, every instructor has an up-to-date first aid certificate. If necessary we can provide you with details of our own risk assessment information.<sup>1</sup>

If you wish to stay for the weekend why not consider taking advantage of our accommodation? I have detailed some options below.



ACCOMMODATION TYPE	SLEEPS	PRICE PER NIGHT
Wigwam	4	£40
Large Wigwam	6	£55
Yurt	4	£60
Longhouse	20	£250

<sup>1</sup> Participants involved in water-based activities do not need to be able to swim.

2

Many of our activities take place in the beautiful countryside of Perthshire. We would like to recognise the benefit received by the business from our environment and as such we have decided to donate 5% of our earnings from all activities to the "Big Tree" project in Perthshire.

We look forward to hearing from you in the near future and if you have any further queries please contact us.

Yours sincerely

Jason Williams  
Operations Manager

Enc

1 W

2 P

## TASK 2B

### ALTERNATIVE GROSS PAY CALCULATION – IF SUNDAY INCLUDED

GROSS PAY - WEEK ENDING SATURDAY 27 APRIL					
Instructor	Saturday	Total Hours	Hourly Rate	New Hourly Rate	Gross Pay
Jack Milliband	8	32	£20.00	£20.60	£659.20
Maria Fyfe	7	32	£16.00	£16.48	£527.36
Keith Osborne	6	28	£15.00	£15.45	£432.60
Edward Heath	12	38	£12.00	£12.36	£469.68
Donald McConnell	12	40	£12.00	£12.36	£494.40
Angela Hewitt	10	13	£17.50	£18.03	£234.33
Nicolas Dalgleish	10	33	£16.00	£16.48	£543.84
George Stevenson	10	42	£12.00	£12.36	£519.12
Stephanie MacDonald	4	8	£15.00	£15.45	£123.60
Lee Sung	6	24	£16.00	£16.48	£395.52
Arnold Connor	10	36	£17.50	£18.03	£648.90

Instructor	Saturday
Jack Milliband	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A5,'Activity Income'!\$D\$4:\$D\$37)
Maria Fyfe	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A6,'Activity Income'!\$D\$4:\$D\$37)
Keith Osborne	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A7,'Activity Income'!\$D\$4:\$D\$37)
Edward Heath	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A8,'Activity Income'!\$D\$4:\$D\$37)
Donald McConnell	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A9,'Activity Income'!\$D\$4:\$D\$37)
Angela Hewitt	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A10,'Activity Income'!\$D\$4:\$D\$37)
Nicolas Dalgleish	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A11,'Activity Income'!\$D\$4:\$D\$37)
George Stevenson	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A12,'Activity Income'!\$D\$4:\$D\$37)
Stephanie MacDonald	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A13,'Activity Income'!\$D\$4:\$D\$37)
Lee Sung	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A14,'Activity Income'!\$D\$4:\$D\$37)
Arnold Connor	=SUMIF('Activity Income'!\$C\$4:\$C\$37,A15,'Activity Income'!\$D\$4:\$D\$37)

**If named cells used then cannot tell if the correct range has been used from formulae view – need to look at value view**

**PENSION CALCULATION IF SUNDAY INCLUDED IN HOURS WORKED**

PENSION CONTRIBUTION FOR WEEK ENDING SATURDAY 27 APRIL			
Instructor	Pension Code	Gross Pay	Pension Contribution
Jack Milliband	1	£659.20	£19.78
Maria Fyfe	2	£527.36	£31.64
Keith Osborne	0	£432.60	£0.00
Edward Heath	2	£469.68	£28.18
Donald McConnell	1	£494.40	£14.83
Angela Hewitt	1	£234.33	£7.03
Nicolas Dagleish	0	£543.84	£0.00
George Stevenson	1	£519.12	£15.57
Stephanie MacDonald	1	£123.60	£3.71
Lee Sung	2	£395.52	£23.73
Arnold Connor	1	£648.90	£19.47

[END OF MARKING INSTRUCTIONS]