


Individual Student Marking Sheet Paper C		Spreadsheet Methods (B295028) Practical Examination Weighting 50%
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Candidate Name: _____ NCVA Examination No.: _____

School Centre: _____ Roll No.: _____ Date: _____

Performance Criteria		Max. Mark	Candidate Result
Task 1			
Insert main and second headings	[1.1]	2*	
Insert column and side headings	[1.1]	4*	
Insert column contents	[1.1]	4#	
Premium figures	[1.2]	3	
Gross Profit figures	[1.3]	3	
Total Claims Provision using SUM function	[1.4]	4	
Total Gross Profit using SUM function	[1.5]	4	
Student Name and Exam No.	[1.6]	1	
Align main and second heading centrally	[(i)]	1	
Set appropriate column widths	[(ii)]	1	
Align column and side headings	[(iii) (iv)]	1	
Align column contents	[(v) (vi) (vii)]	1	
Format of all monetary values (£ with <u>one</u> decimal place)	[(vii)]	1	
Sub total:		30	
Task 2			
Insert three extra columns	[2.1]	1	
Insert column headings Prem. Rate, Out. Claims & Avg.Cl.	[2.1]	1	
Insert Outstanding Claims figures	[2.1]	1	
Insert three extra rows	[2.1]	1	
Insert table side headings Category & Avg. Claim:	[2.1]	1	
Insert the values in the table	[2.1]	1	
Move Total Claims Provision side heading	[2.1]	1	
Hide two columns	[2.2(b)]	1	
Insert Premium Rate using the IF function	[2.3(a)]	3	
Premium Rate displayed as percentage & centre align	[2.3(b)]	1	
Formula for Premium	[2.4(b)]	2	
Insert Average Claim using LOOKUP function	[2.5]	5	
Formula for Claim Provision	[2.6(b)]	2	
Printout of specified area only (performed by student)	[2.7]	2	
Right align table side headings	[(iv)]	1	
Centre align table figures	[(vi)]	1	
Sub total:		25	

Performance Criteria		Max. Mark	Candidate Result
Task 3			
Insert two columns	[3.1]	1	
Insert column headings Fixed Costs & Comm.	[3.1]	1	
Centre align new column headings	[(iii)]	1	
Insert Fixed Costs figures	[3.1]	1	
Fixed Cost figures - currency with <u>two</u> decimals	[(vii)]	1	
Insert three rows	[3.1]	1	
Insert side headings Fix.Asts.; Dep.; Prof.-Dep. & Div.	[3.1]	1	
Right align new side headings	[iv]	1	
Insert Fixed Assets figure (currency with <u>two</u> decimals)	[3.1]	1	
Move side headings Total Gross Profit	[3.1]	1	
Insert Comm. using IF function	[3.2]	6	
New formula for Gross Profit	[3.3(b)]	4	
Formula for Depreciation (Straight Line function)	[3.4]	5	
Formula for Profit after depreciation	[3.5]	2	
Sort the spreadsheet on Premium	[3.6]	2	
Formula for Dividend	[3.7]	6	
Sub total:		35	
Task 4			
Produce Pie Chart with correct values	[4.1(a)]	5	
Heading Profit Distribution	[4.1(b)]	2	
Type at each section	[4.1(b)]	2	
Percentage at each section	[4.1(c)]	1	
Sub total:		10	
Total Mark		100	
Weighted Total (= Total x 0.5)		50	

Penalties for incorrect data entries:

Items indicated with an asterisk (*): One or two characters/digits incorrect - half marks.
More than two characters/digits incorrect - no marks.

Items indicated with Cardinal No. (#): One mark for each column correct.

All other items: Correct - full marks,
Incorrect - no marks

Signed Teacher: _____ Date: _____

Signed External Examiner: _____ Date: _____