

Tonga School Certificate Computer Studies
Common Assessment Task – Word-processing
Marking Schedule

Section One

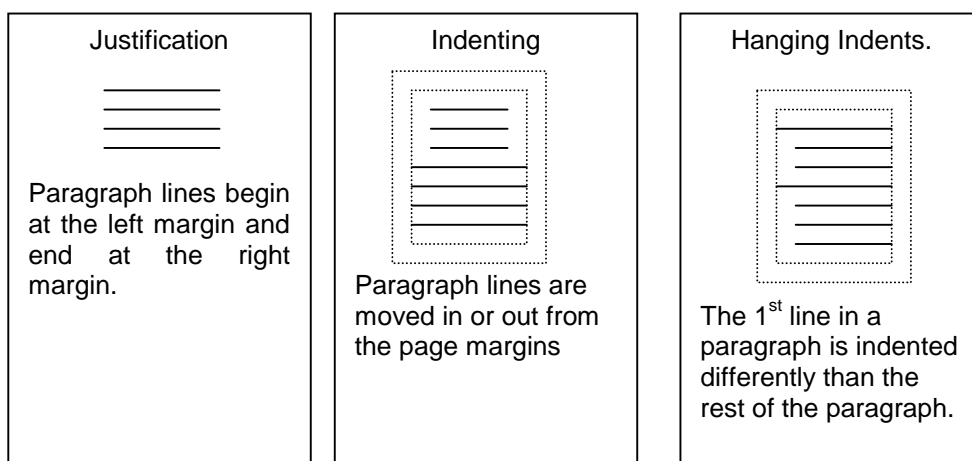
Question	Criteria	Mark
<p>1. Any of the following is worth two marks, ensuring that the question specifies two different advantages not one advantage phrased two different ways. The maximum mark for this section is 4.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Availability of a variety of fonts <input type="checkbox"/> Greater flexibility in the layout of text <input type="checkbox"/> Ability to incorporate graphics elements more conveniently <input type="checkbox"/> Flexibility for the use of a broader range of colours <input type="checkbox"/> Availability of composition tools such as spell-checkers, grammar-checkers. <input type="checkbox"/> Ability to edit documents, correct errors more readily <input type="checkbox"/> Ability to save documents for later retrieval, reuse. 	5.1.1	(4)
<p>2. Word-wrap is the ability in a word-processor to determine the fit of words to a line of text, where words not fitting on the line are automatically advanced to the next line of the paragraph. One example for "Bumping" or extending beyond a paragraph's margins may occur when typing as the insertion point (cursor position) approaches the right margin, when this occurs, the word-wrap facility automatically moves the 'word' being typed to the next line as the user continues to type.</p> <p>The major advantage, as opposed to using a type-writer, is the word-processor allows the typist to continue typing while the word-processor itself determines at which point during the text paragraph it will stop the existing line and continue on the next line. Likewise, inserting words into the middle of a paragraph, and the rest of the paragraph will be adjusted downward automatically. If the margins of a paragraph the lines are automatically adjusted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> One mark is given for explaining what word-wrap is (<i>explain the term</i>). The explanation must express the calculation of words fitting on a line or provide two separate examples as in the above definition. <input type="checkbox"/> One mark is given for mention of the automatic ability of a word-processor to perform this task (<i>usefulness</i>). 	5.1.2	(2)
<p>3. The most common measurement of a font's size for microcomputer users is the 'point', or point-size. The point is defined as 1/72 of an inch. The point has become the defacto measurement standard because of its adoption by graphical computer user interfaces such as the Macintosh and Windows.</p> <p>Point: A unit of typographic measure, the point comes in many forms. There are 72.27 standard Anglo-American points to the inch. For PostScript, this has been simplified to 72 points to the inch. In Europe, the Didot point is used, of which there are 67.54 to the inch.</p> <p>Point size: The size of a typeface in points. This does not refer to the size of the letters themselves, but, traditionally, to the size of the body on which they are carried.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two marks given for identifying the point is used as a measure of the distance between the font-face 'descender' and 'ascender' line. 	5.1.5	(4)

- ❑ Two marks given for identifying that a point is 1/72 of an inch.

4.

5.1.6

(6)

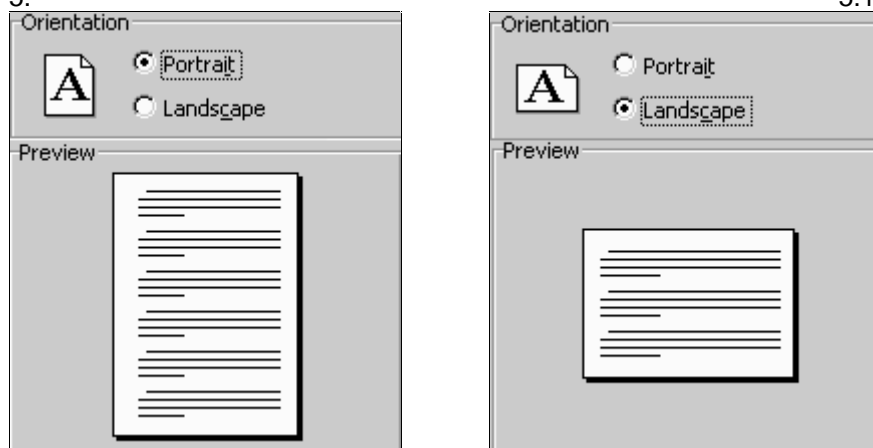


- ❑ One mark each for a clear diagram similar to shown in the sample solution.
- ❑ One mark each for a description accurate to the intentions of the solution answers.

5.

5.1.7

(4)



- ❑ One Mark for Label Portrait
- ❑ One Mark for Label Landscape
- ❑ One Mark for an accurate diagram of Portrait (either a sample as shown with the "A" text, or the Preview screen below it.)
- ❑ One Mark for an accurate diagram of Landscape (either a sample as shown with the "A" text, or the Preview screen below it.)

6.

5.1.8

(6)

Decimal Tab: This tab is used to align numbers by their decimal point. The number is right-justified before you press the period key and then left-justified on the decimal

Right Tab: The right tab causes text to line up right-justified at the tab stop.

Right Tab	Decimal Tab
Ane	\$12.50
Mele Hihifo	5.00
Sione	3.75
Kauseti Kulisi	.75
Michael	20

- ❑ Two marks for a correct description of the Decimal Tab. The description must include the number is right-justified before

- the decimal point and left-justified after the decimal point.
- ☐ Two marks for a correct description of the Right Tab
- ☐ One mark for an accurate supporting example for the Decimal Tab.
- ☐ One mark for an accurate supporting example for the Right Tab.

7. Word-processors may have different methodologies for performing this task than those specified below. Where your word-processor provides a solution different from those below, please specify this difference in your sample submission to ensure your students are not adversely effected during the moderation stage. 5.1.9 (4)

- (a)
- ☐ One mark for specifying that the text is to be selected. The answer must specify how the keyboard is used for selecting the text, or specify how the mouse is used to select the text.
 - ☐ One mark for specifying the execution of the command for turning the text bold. Possible answers may include, click the **B** button, hit "Ctrl+b", or selecting the menu command Format | Font | Style | Bold
- (b)
- ☐ One mark for specifying that the text is to be selected. The answer must specify how the keyboard is used for selecting the text, or specify how the mouse is used to select the text.
 - ☐ One mark for specifying the execution of the command for deleting the text. Possible answers may include, hitting the key combination "Ctrl+X", hitting the "Del" key, using the menu command Edit | Cut.

Sub-Total /30

Section Two

The CAT has to be assessed by using the student created word-processed document. The paper copy of the document is valid for only the printing portion of the marking schedule and is otherwise not applicable. Non-printable formatting characters and/or settings cannot be viewed on the printout itself.

Where the school has specified a different font for the CAT exercise this must be stated in a letter together with the submission of Sample papers and Candidate Result Sheet.

Activity	Criteria	Mark	Penalty
a. By observation, if there is evidence they did the work then a mark is given.	5.2.1	1	
assistance starting computer or word-processor			-1
b. assistance opening the examination file	5.2.4	0	-1
c. Evidence of saved document "kinder.doc" on the examination diskette	5.2.1	2	
assistance saving/renaming the document			-1
assistance saving to floppy diskette			-1
d. Evidence the document has been formatted to the below font specifications, <i>except where the rest of the CAT instructions has made changes:</i>			
Font-name: Times New Roman	5.2.2f	2	
Font-Size: 12pt	5.1.5	1	
assistance selecting specified text			-1
assistance selecting font-name			-1

<i>assistance selecting font-size</i>			-1
e. Evidence the document has been formatted to the below paragraph specifications, <i>except where the rest of the CAT instructions has made changes.</i>			
Justification as full (also termed Alignment as Justified)	5.2.2e	2	
<i>assistance selecting specified text</i>			-1
<i>assistance selecting paragraph formatting</i>			-1
f.			
1. Evidence of the specified changes to the top paragraph.			
Paragraph justification-full (aligned justified)	5.2.2e	1	
Line-spacing set to 1 line after (12 pt after)	5.2.2c	1	
Paragraph text set to Bold	5.2.2d	1	
Paragraph text set to font-size 14pt	5.2.2f	1	
Paragraph text set to Arial	5.1.5	1	
<i>assistance selecting specified text</i>			-1
<i>assistance specifying font-formatting</i>			-2
<i>assistance specifying paragraph formatting</i>			-1
2. Evidence the paragraph text is Italic		1	
Evidence the paragraph is indented left and right (2 cm or 0.75 inches)		1	
<i>assistance selecting specified paragraph</i>			-1
<i>assistance setting paragraph indentation</i>			-1
3. Evidence all four paragraphs have been formatted:			
Line-spacing set to 1 line before (12 pt before)		2	
Line-spacing set to ½ line after (6 pt after)		2	
Paragraph text set to Bold		2	
<i>assistance specifying line-spacing</i>			-2
<i>assistance selecting specified text</i>			-2
<i>assistance formatting font</i>			-2
4. Evidence "charlatans to promise a lot and deliver very little" text is set to Italic		1	
<i>assistance selecting specified text or</i>			-1
<i>assistance setting font formatting</i>			
5. Evidence of the changes:			
Paragraph 7 contains: five groups	5.1.3bc	1	
Paragraph 8 contains: five sites	5.2.3ab	1	
<i>assistance selecting specified text</i>			-1
6. Text "Kalianet offers a few Tonga based web sites with directed, specialised information." inserted after Paragraph 7.	5.2.3b	1	
<i>assistance locating insertion cursor</i>			-1
<i>entered text is not 100% correct (no penalty)</i>			0
7. Evidence the required text is:			
Inserted as a new paragraph (a line-space exists between the inserted text and the next paragraph "Neither one of ...")	5.2.3b	1	
<i>assistance locating insertion cursor</i>	5.2.2c		-1
<i>assistance creating a new paragraph</i>			-1
8. Evidence a page-break insertion has been used (not blank lines)	5.2.3e	1	
<i>assistance inserting a page-break</i>			-1
9. Evidence a new paragraph has been created where specified.	5.2.3d	1	
A blank line exists between the new and old paragraph.	5.2.2c	1	
<i>assistance creating a new paragraph</i>			-1
10. Evidence paragraph indentation is as specified:			
Left indent: 1 cm (0.4 inch)	5.1.6c	1	
First line indent: -1 cm (0.4 inch)		1	
<i>assistance setting left indent</i>			-1
<i>assistance setting first-line indent</i>			-1
<i>assistance selecting specified paragraphs</i>			-1

11.Evidence Page Margins set as specified	5.2.2a		
Left Margin: 2 cm (0.75 inch)		$\frac{1}{2}$	
Right Margin: 2 cm (0.75 inch)		$\frac{1}{2}$	
<i>assistance setting left/right page margins</i>			-1
12.Evidence Page Margins set as specified	5.2.2a		
Top Margin: 2 cm (0.75 inch)		$\frac{1}{2}$	
Bottom Margin: 2 cm (0.75 inch)		$\frac{1}{2}$	
<i>assistance setting top/bottom page margins</i>			-1
g. Evidence specified changes to the document (in f.) are saved onto the diskette	5.2.1, 5.2.4		
h. Evidence of print-out document			
i.			
Sub-Total		/37	/-37
Section Two Mark (Mark less Penalties)		/37	
Section One Mark		/30	
Raw Mark for Submission		/67	