2022 Administration and IT

National 5

Finalised Marking Instructions

General marking principles for National 5 Administration and IT

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 detailed marking instructions, which identify the key features required in candidate responses.

(a) Marks for each candidate response must **always** be assigned in line with these general marking principles and the detailed marking instructions for this assessment.

(b) Marking should always be positive. This means that, for each candidate response, marks are accumulated for the demonstration of relevant skills, knowledge and understanding: they are not deducted from a maximum on the basis of errors or omissions.

(c) 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.

(d) Candidates will be awarded marks for specific skills and theory.

Marks will be awarded for demonstrating skills in using different IT applications and theory in the following areas:

Spreadsheet — 20 marks (+/-3 marks)
- entering and editing text
- using formulae and functions to perform calculations and summarise information
- using functions to manipulate information

Database — 10 marks (+/-3 marks)
- entering and editing text
- displaying information as a table or report
- manipulating information

Theory — 10 marks (+/-3 marks)
- marks will be awarded for providing relevant responses

Spreadsheet

If the value view is missing, marks can be awarded on the formula view as appropriate. New row/column headings/labels must be as instructed or consistent.

If the name for the named cell is given it must be keyed in accurately, however if names are not given, the name used must be relevant.

Candidates are expected to use the most appropriate formula. The use of the + sign when adding 3 or more adjacent cells, nor the use of =SUM and + in the same formula is not accepted.

For subtraction, multiplication or division =SUM at the start of the formula is not accepted.

Marks are not awarded if cells are truncated.

Database

The style of additional field headings must be consistent with existing fields and field names must not be truncated.

Where a logo is to be inserted at top/bottom right or left, it must be to the right or left of centre.

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Where a name is required it must include the Title, First Name and Surname unless specifically instructed to use only certain fields.

Candidate name should be inserted outwith the information on a printout.

Theory

In some instances 2 separate responses can be combined to be awarded 1 mark. In some instances one response covering 2 points can be awarded 2 marks. All keyboarding errors should be ignored.

Questions that ask candidates to **Outline**
Candidates must make a number of brief, relevant, factual points up to the total mark allocation. The points do not need to be in any particular order.

Up to the mark allocation for this question:
• 1 mark should be given for each accurate, relevant, brief point of knowledge

Questions that ask candidates to **Describe**
Candidates must make a number of relevant factual points, which may be characteristics and/or features, as appropriate to the question asked. These points may relate to a concept, process or situation.

Up to the mark allocation for this question:
• 1 mark should be given for each relevant factual point
• 1 mark should be given for any further development of a relevant point, including exemplification when appropriate

Questions that ask candidates to **Explain**
Candidates must make a number of points that relate cause and effect and/or make the relationships between things clear, for example by showing connections between a process/situation. These may include theoretical concepts. There is no need to prioritise the reasons.

Up to the mark allocation for this question:
• 1 mark should be given for each accurate relevant cause and effect
• 1 mark should be given for any further development of a relevant point, including exemplification when appropriate

Keying-in

Marks will be awarded for every block of text that is accurately keyed-in. This will be for approximately every 20 words. Flags may be included, where appropriate, to identify where marks are awarded. Inconsistent capitalisation is treated as one error within a question.

Dates must include a number, month and year for example 6 May 2022, unless specifically instructed otherwise. Accept any standard date format for example
- 6 May 2022/06 May 2022
- 6th May 2022/May 6th 2022
- 6/5/22
- 06/05/2022
- May 6, 2022
- Friday, 6 May 2022

DNA 'the 6th of May' or **American dates in number format.**

Headings should be enhanced in some way, for example:
- block capitals with or without bold
- initial capitals and bold
- initial capitals and underscore
- increased size of font

A change of alignment on its own is not acceptable.

When keying-in headings with initial capitals for example – 'Players with Unknown Golf Handicap' - conjunctions should not be capitalised.

Where a question requires specific information to be inserted in a footer, the candidates name and/or question number should always be below the footer information.

All comments must be actioned and deleted.

Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements for each question.

Marking instructions for each question

Question 1 (a)

Value View	Marks
Embolden rows 1 and 2 and increase font size in row 2	1SB
Insert new row correctly and in correct place	1I
Keyboarding - Tay Golf Course and ScotGolf Sponsorship and the amount, all in the correct place	1K
TOTAL	**3**

Award 1SB if:
- font size is increased and emboldened in rows 1 and 2
- font size is increased in row 2 only but both rows have been emboldened

Accept Tay Golf Course in initial capitals.

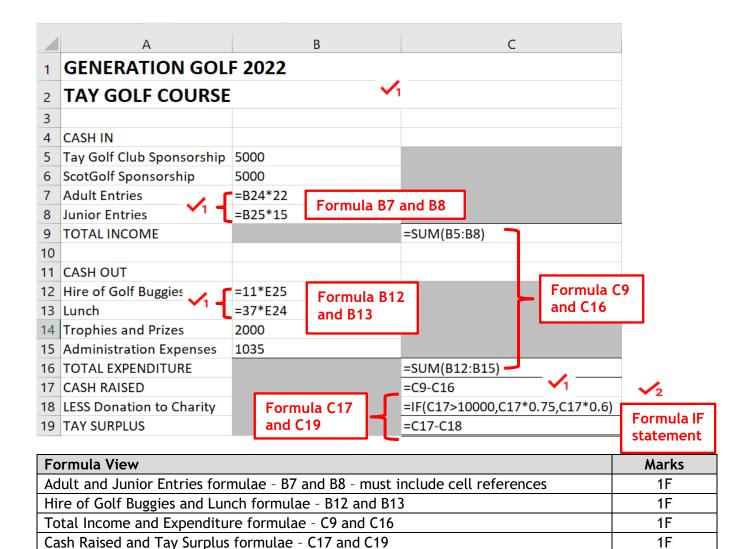DNA 1SB and 1K if Tay Golf Course is omitted.

Heading must be Tay Golf Course only, DNA 1K if additional text is included, but 1SB can be awarded.

DNA 1K if Tay Golf Course is not inserted in Row 2, column A.

Accept any appropriate label which must mention both ScotGolf and Sponsorship or DNA 1K.

DNA 1K if there is a space inserted in ScotGolf.

DNA 1I and 1K if the new row is not inserted.

Spreadsheet (Formula View)

	A	B	C
1	**GENERATION GOLF 2022**		
2	**TAY GOLF COURSE**	✓1	
3			
4	CASH IN		
5	Tay Golf Club Sponsorship	5000	
6	ScotGolf Sponsorship	5000	
7	Adult Entries	=B24*22 ✓1	*(Formula B7 and B8)*
8	Junior Entries	=B25*15	
9	TOTAL INCOME		=SUM(B5:B8) *(Formula C9 and C16)*
10			
11	CASH OUT		
12	Hire of Golf Buggies	=11*E25 ✓1	*(Formula B12 and B13)*
13	Lunch	=37*E24	
14	Trophies and Prizes	2000	
15	Administration Expenses	1035	
16	TOTAL EXPENDITURE		=SUM(B12:B15)
17	CASH RAISED		=C9-C16 ✓1
18	LESS Donation to Charity		=IF(C17>10000,C17*0.75,C17*0.6) ✓2 *(Formula IF statement)*
19	TAY SURPLUS	*(Formula C17 and C19)*	=C17-C18

Formula View	Marks
Adult and Junior Entries formulae – B7 and B8 – must include cell references	1F
Hire of Golf Buggies and Lunch formulae – B12 and B13	1F
Total Income and Expenditure formulae – C9 and C16	1F
Cash Raised and Tay Surplus formulae – C17 and C19	1F
Donation to Charity formula – all or nothing – C18	2F
TOTAL	6

Where the solution above has a cell reference this must be used every time - accept absolute cell references/named cells.
DNA formula marks if formula is truncated.
Watch for consequentiality if the new row is not inserted correctly.
B12 - accept =22/2*E25, with or without brackets.
Watch for consequentiality if B7, B8, B12 and B13 have not been multiplied. Accept: • C9 =B5+B6+(B7*22)+(B8*15)   • C16 =(B12*11)+(B13*37)+B14+B15
Watch for consequentiality if C18 has the percentage rather than the value. Accept =C17-(C17*C18).
Accept correct cell references for Adult and Junior Entries, Golf Buggies and Lunch – check figures are correct in the value printout.
IF statement must contain both conditions.
Accept =IF(C17<=10000,C17*0.60,C17*0.75).
Accept *75% and *60%.
If there is a space before the number in the IF statement marks can be awarded.
DNA 1F (max 1) if =SUM is used for multiplication, minus or percentage change.
DNA 1F (max 1) for incorrect use of SUM function for addition – across both worksheets.
DNA 1F (max 1) for incorrect use of SUM function for multiplication/division/subtraction – across both worksheets.
If value view is not included 1SB, II and 1K can be awarded on formulae view, but DNA 1P in Q1b.

Question 1 (b)

CHARITY GOLF TOURNAMENTS			
SUMMARY SHEET - TAY GOLF COURSE			
	2021	**2022**	**Percentage Increase**
Administration Expenses	£897.84	£1,035.00	15%
Donation to Charity	£4,714.05	£5,114.70	8%
Entry Fees	£2,015.00	£2,180.00	8%
Tay Surplus	£2,856.75	£3,409.80	19%

✓₁ Sort

✓₁ **Formatting both worksheets**

Value View	Marks
Data correctly sorted – must be in the order above	1S
Correct formatting applied over both worksheets	1FM
TOTAL	**2**

Currency must have £-sign and 2 decimal places, percentages must be in whole numbers.
DNA 1FM if there are no percentage change figures (you must be able to see that they have at least one figure changed to percentage with whole number to award the mark).
Award the FM mark if the formatting is consequentially correct, eg Q1a – Adult and Junior Entries are 22 and 15 (no of people) or Donation to Charity is a percentage.

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CHARITY GOLF TOURNAMENTS			
SUMMARY SHEET - TAY GOLF COURSE			

	A	B	C	D
3		2021	2022	Percentage Increase
4	Administration Expenses	897.84	='CASH STATEMENT'!B15	=(C4-B4)/B4
5	Donation to Charity	4714.05	='CASH STATEMENT'!C18	=(C5-B5)/B5
6	Entry Fees	2015	=SUM('CASH STATEMENT'!B7:B8)	=(C6-B6)/B6
7	Tay Surplus	2856.75	=TAY_SURPLUS	=(C7-B7)/B7

Formula C4 and C5 · Formula % change · Formula C6 · Named cell · Replication · Print

Formula View	Marks
2022 figures inserted correctly: Admin Expenses and Donation to Charity – both required Entry Fees	1F 1F
Named Cell – C7 – appropriate	1N
Percentage increase correctly calculated in cell D4 – all or nothing	2F
Replication of formula – D4:D7	1R
Printouts – no data in shaded cells and each on one page with gridlines: **1a** Value – portrait and gridlines, excluding Cost per Person details Formula – landscape with gridlines and row/column headings, excluding Cost per Person details **1b** Value – landscape and gridlines Formula – landscape with gridlines and row/column headings	1P
TOTAL	**7**

Watch for consequentiality if the new row is not inserted correctly.
DNA formula marks if formula is truncated.
If the sort is incorrect award the formulae marks in column C consequentially.
2022 formulae inserted correctly - accept any relevant name if cells are named, ignore keyboarding errors in named cells.
Award the Entry Fees formula mark in cell C6 if there is a link to another cell which calculates the entry fees together – check the value view.
Accept ='CASH STATEMENT'!B7+'CASH STATEMENT'!B8 for entry fees.
Accept for Percentage Change • =C4/B4-1 • =(C4+B4)/B4-2
If the percentage change formula is correct but the SUM function has been used incorrectly for the first time award 1F.
DNA 1F max for incorrect use of SUM function for addition – across both worksheets.
DNA percentage change mark if multiplied by 100.
DNA 1F max for incorrect use of SUM function for multiplication/division/subtraction – across both worksheets.
DNA 1P if: • any information across both **value printouts** is truncated • the value and formulae printouts don't match • cash statement includes Cost per Person information • any information is inserted in the shaded cells • any of the original figures are changed/deleted
If value view is not included only 1S can be awarded on formulae view, but DNA 1P.

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Question 2 (a)

Club Name	E-mail	Twitter	
Tee Drivers	td@mailit.co.uk	@teedrivers	✓₁ New Field
Fairway Ninjas	ninjas@yahaa.co.uk	@fairwayninjas	
Sand Bunkers	bunkers@yahaa.co.uk	@sandbunkers	
Putt Sinkers	ps@mymail.co.uk	@puttsinkers	
Green Troopers	troopers@mailit.co.uk	@greentroopers	
Silver Brae Golf	sbg@fastmail.co.uk	@silverbraegolf	✓₁ Keyboarding

✓₁ Print

	Marks
New field inserted (Twitter): capitalisation must be consistent	1F
Keyboarding - entries in new field correct – highlighted text	1K
Printout of Clubs table showing specific fields – Club Name, E-mail and Twitter fields in any order	1P
TOTAL	**3**

DNA 1F if field heading Twitter is not in initial capitals.
DNA 1K if: • there are any spaces in the twitter details • any twitter handle is capitalised
DNA 1K if Twitter field is truncated but P mark can be awarded.
DNA 1P if: • table is printed on more than one page • any field other than Twitter is truncated • any other field is included • a new record is inserted • any record is omitted • records are duplicated (both tables used) • candidate name is included in the table
Ignore query name if it is included at the top of the table.
Accept screenshot.
Accept printed as a report – DNA 1K if keyboarding errors.

ALTERNATIVE ORDER

Club Name	E-mail	Twitter
Green Troopers	troopers@mailit.co.uk	@greentroopers
Fairway Ninjas	ninjas@yahaa.co.uk	@fairwayninjas
Putt Sinkers	ps@mymail.co.uk	@puttsinkers
Sand Bunkers	bunkers@yahaa.co.uk	@sandbunkers
Silver Brae Golf	sbg@fastmail.co.uk	@silverbraegolf
Tee Drivers	td@mailit.co.uk	@teedrivers

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Question 2 (b)

HANDICAP UNKNOWN ✓1 Heading			GENERATION GOLF ✓1 Logo
Title	First Name	Surname	Mobile No
Mr	Colm	Keenan	07636321345
Miss	Ava-Rose	Ward	07187425259
Mr	Seb	Barker	07111224466
Mr	Branden	Guzman	07444221144
Mr	Ho	Barnard	07234587922
Mr	Raheem	Fleming	07222141432

✓1 Sort   ✓1 Criteria   ✓1 Print

6 Records

	Marks
Report heading – must have Handicap(s) and Unknown/Required/Needed etc	1H
Logo – top right-hand side of the report – must be to the right of centre	1L
Sort – club name	1S
Criteria – handicap – unknown	1C
Print report with correct fields	1P
TOTAL	**5**

DNA 1H if candidate name/question is included in the report header. However, accept if date and/or time are included automatically as part of the report header (report icon should be visible).
DNA 1L if logo is not at top right hand side, clipped or omitted.
Accept Player Mobile No as field heading.
Make sure the mobile number is not the club mobile number.
If not printed as a report only 1C and 1S marks are available.
If no records are shown in the report award 1C but DNA 1S, all other marks can be awarded.
Sort is on club name only – these can be transposed and might affect **their** order on the printout   **Mr Branden Guzman and Mr Ho Barnard** are in the same club   **Miss Ava-Rose Ward and Mr Seb Barker** are in the same club
DNA 1C if: • Fleming and Keenan are not shown but the other 4 are   • Any other records are shown
DNA 1P if: • player's name fields are not together in the correct order   • Club Mobile No is used   • other fields are included   • any fields or records are truncated   • report is printed on more than one page unless the search or fields are incorrect and it is too big to put on one page   • candidate name is included as a record
Mobile No field can be before or after the name.
Accept screenshot.

ALTERNATIVE CORRECT SORT ✓1 Sort

Title	First Name	Surname	Mobile No
Mr	Colm	Keenan	07636321345
Mr	Seb	Barker	07111224466
Miss	Ava-Rose	Ward	07187425259
Mr	Ho	Barnard	07234587922
Mr	Branden	Guzman	07444221144
Mr	Raheem	Fleming	07222141432

UNSORTED 0 Sort

Title	First Name	Surname	Mobile No
Mr	Colm	Keenan	07636321345
Mr	Ho	Barnard	07234587922
Mr	Seb	Barker	07111224466
Mr	Branden	Guzman	07444221144
Mr	Raheem	Fleming	07222141432
Miss	Ava-Rose	Ward	07187425259

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Play...

Title	First Name	Surname	Handicap
Ms	Kelly	Dillon	13
Ms	Leila	Hough	15
Mr	Tyson	Markham	9
Mrs	Nusaybah	McDaniel	10
Mr	Berat	Carty	12
Mr	Ruairi	Craft	5
Mr	Yousaf	Holman	20
Miss	Luisa	Richmond	8
Mr	Ho	Barnard	3
Miss	Latoya	Lennon	18
Miss	Tracy	Waller	15
Mr	Kaylan	Boyle	8
Miss	Jazmyn	Evans	21
Ms	Gracie-May	Lynch	14
Mr	Stewart	McKenna	10
Mrs	Frances	Bowen	16
Mr	Barry	Kouma	7
Miss	Chantelle	Santos	22
Mrs	Clay	Morse	6
Mrs	Isobelle	Pugh	21
Mr	Daanyaal	Rahman	14
Miss	Hajrah	Sullivan	8
Mrs	Lesley	John	7
Mr	Bryan	Rosa	23
Mr	Seb	Barker	6
Mrs	Shani	Barrett	9
Mr	Niki	Bond	18
Ms	Fahmida	Gonzales	14
Miss	Alana	Thomson	10
Miss	Ava-Rose	Ward	19
Mr	Callum	West	5
Mr	Branden	Guzman	15
Mr	Zayyan	Kelley	12
Ms	Hayley	Leal	16
Mr	Kieran	Pollard	15

35 Records

✓1 Delete

Fleming

Keenan

✓1 Keyboarding

✓2 Sort

✓1 Print

	Marks
Delete records – Fleming and Keenan	1D
Keyboarding – highlighted numbers	1K
Sort – earliest start time and surname alphabetically – all or nothing	2S
Printout of Players table showing specific fields – Title, First Name, Surname and Handicap fields	1P
TOTAL	**5**

If a search for the earliest time is printed (4 records), only the P mark can be awarded.
DNA 1D if more than 2 records have been deleted.
DNA 1P if: • player's name fields are not together in the correct order, but handicap field can be at the beginning or end • other fields are included • table is printed on more than one page • any field is truncated • there are more than 35 records • candidate name is included in the table
Accept screenshot.
Accept printed as a report – DNA 1K if keyboarding errors.

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UNSORTED

Title	First Name	Surname	Handicap	
Mr	Tyson	Markham	9	
Mr	Stewart	McKenna	10	
Mr	Zayyan	Kelley	12	
Miss	Luisa	Richmond	8	
Miss	Tracy	Waller	15	
Ms	Gracie-May	Lynch	14	**Keenan**
Mr	Berat	Carty	12	
Mr	Bryan	Rosa	23	
Miss	Jazmyn	Evans	21	
Mrs	Nusaybah	McDaniel	10	
Mrs	Shani	Barrett	9	
Miss	Latoya	Lennon	18	
Miss	Alana	Thomson	10	
Mr	Ruairi	Craft	5	**1D**
Mr	Callum	West	5	
Mr	Daanyaal	Rahman	14	**Fleming**
Miss	Hajrah	Sullivan	8	
Ms	Kelly	Dillon	13	
Mrs	Lesley	John	7	
Mr	Ho	Barnard	3	<
Mr	Yousaf	Holman	20	
Mr	Branden	Guzman	15	<
Mrs	Frances	Bowen	16	
Ms	Leila	Hough	15	
Mr	Barry	Kouma	7	
Mr	Seb	Barker	6	<
Mr	Kaylan	Boyle	8	
Miss	Chantelle	Santos	22	
Miss	Ava-Rose	Ward	19	<
Mr	Niki	Bond	18	
Mr	Kieran	Pollard	15	
Mrs	Clay	Morse	6	
Ms	Fahmida	Gonzales	14	
Ms	Hayley	Leal	16	
Mrs	Isobelle	Pugh	21	

0S   0S   1K   1P

SORTED – START TIME ONLY

Title	First Name	Surname	Handicap	
Mr	Tyson	Markham	9	
Ms	Leila	Hough	15	
Mrs	Nusaybah	McDaniel	10	
Ms	Kelly	Dillon	13	
Mr	Ruairi	Craft	5	
Mr	Yousaf	Holman	20	
Mr	Berat	Carty	12	
Miss	Luisa	Richmond	8	
Miss	Tracy	Waller	15	
Miss	Latoya	Lennon	18	
Mr	Ho	Barnard	3	<
Ms	Gracie-May	Lynch	14	
Miss	Jazmyn	Evans	21	
Mr	Kaylan	Boyle	8	
Mr	Stewart	McKenna	10	
Miss	Chantelle	Santos	22	
Mr	Barry	Kouma	7	
Mrs	Frances	Bowen	16	
Mr	Daanyaal	Rahman	14	
Miss	Hajrah	Sullivan	8	
Mrs	Clay	Morse	6	
Mrs	Isobelle	Pugh	21	
Mrs	Lesley	John	7	**1D**
Mr	Bryan	Rosa	23	
Mr	Niki	Bond	18	
Mr	Seb	Barker	6	<
Mrs	Shani	Barrett	9	
Mr	Callum	West	5	
Miss	Ava-Rose	Ward	19	<
Ms	Fahmida	Gonzales	14	**Fleming**
Miss	Alana	Thomson	10	
Mr	Kieran	Pollard	15	
Mr	Branden	Guzman	15	<
Mr	Zayyan	Kelley	12	**Keenan**
Ms	Hayley	Leal	16	

0S   0S   1K   1P

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SORTED – SURNAME ONLY

Title	First Name	Surname	Handicap	
Mr	Seb	Barker	6	<
Mr	Ho	Barnard	3	<
Mrs	Shani	Barrett	9	
Mr	Niki	Bond	18	
Mrs	Frances	Bowen	16	
Mr	Kaylan	Boyle	8	
Mr	Berat	Carty	12	
Mr	Ruairi	Craft	5	
Ms	Kelly	Dillon	13	
Miss	Jazmyn	Evans	21	
Ms	Fahmida	Gonzales	14	
Mr	Branden	Guzman	15	<
Mr	Yousaf	Holman	20	
Ms	Leila	Hough	15	
Mrs	Lesley	John	7	
Mr	Zayyan	Kelley	12	1D
Mr	Barry	Kouma	7	
Ms	Hayley	Leal	16	
Miss	Latoya	Lennon	18	
Ms	Gracie-May	Lynch	14	
Mr	Tyson	Markham	9	
Mrs	Nusaybah	McDaniel	10	
Mr	Stewart	McKenna	10	
Mrs	Clay	Morse	6	
Mr	Kieran	Pollard	15	
Mrs	Isobelle	Pugh	21	
Mr	Daanyaal	Rahman	14	
Miss	Luisa	Richmond	8	
Mr	Bryan	Rosa	23	
Miss	Chantelle	Santos	22	
Miss	Hajrah	Sullivan	8	
Miss	Alana	Thomson	10	
Miss	Tracy	Waller	15	
Miss	Ava-Rose	Ward	19	<
Mr	Callum	West	5	

Fleming

Keenan

0S   0S   1K   1P

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Question 3

Name	Marks
GDPR **Outline 3** principles of GDPR within the Data Protection Act. • Processed lawfully/fairly – (transparently) – max 1 • Collected for a specific purpose • Relevant/adequate/not excessive – max 1 • Must be accurate/up to date – max 1 • Stored only as long as is necessary/for a length of time • Kept securely	**3T**
E-MAIL **Describe 3** features of e-mail. • Attach file (document)/upload file/insert file – eg picture/spreadsheet/database/to be sent • Mark urgent/set priority - when the e-mail arrives a mark will appear to show that the message is urgent • Signature – will be included at the end of the e-mail/can include the sender's name, address, etc • Forward - allows the e-mail to be sent on to another recipient/keeps track of conversations • CC – allows same e-mail to be sent to numerous people • BCC – allows the same e-mail to be sent to other people without other recipients knowing • Reply - allows a response to be sent to an e-mail received/keeps track of conversations • Scheduling – allows e-mails to be sent at a specific/date • Contact list – a list of saved e-mail addresses • Alert/notification - when a message cannot be delivered if the e-mail address is inaccurate/attached file is too big • Alert/notification - set up to provide notification of incoming mail • Groups – can be set up to send e-mail to multiple people/groups instead of keying in multiple e-mails/addresses • Security - provided through the use of encryption • Folders – set up to organise e-mails • Search – for e-mails to/from a certain person/organisation/subject • Out of office reply - to automatically reply to messages • Read receipt - lets the sender know that the e-mail has been opened/read • Block sender – prevents the user receiving e-mails from specific people	**3T**

ELECTRONIC FILE MANAGEMENT **Explain 3** consequences of poor electronic file management. • Files can be damaged or corrupted meaning that data is incomplete/inaccurate • Unauthorised personnel can amend/edit files which means important information could be changed or deleted • If you don't secure files, unauthorised/other people may gain access to them • Old files can be taking up space on the network/server which could slow down computer systems/increase costs • Increased risk of duplicate files on the system which takes up valuable space on the network/server • Opening lots of files to find the correct file means time is wasted/is stressful • If you can't find a file it means you can't respond quickly • Orders or sales may not be completed in time meaning the business will lose money • Not making regular back-ups could mean that important information is lost if there is a virus or system breakdown	3T

	Marks
Outline 3 principles of GDPR within Data Protection Act	3T
Describe 3 features of e-mail	3T
Explain 3 consequences of poor electronic file management	3T
TOTAL	**9**

PART A – Must be an outline, more than identify
DNA an action to fulfil a principle eg read only files, obtain permission before using information, password protect, if the principle is not given eg secure, lawfully/fairly.
Award marks if the candidate outlines the principle without using the key term eg keep the smallest amount of data that is needed.
Accept - no one is allowed to view/use data if not authorised.
DNA rights of the data subject.
Award data is protected.
PART B – Must be a description, more than an outline – must name the feature
Accept the same description for different features.
DNA marks for benefits or uses on their own.
DNA to attach/send pictures/documents on its own (this is only an outline).
Need to have more than just attach a file, eg: • attach a spreadsheet – 0T • attach a file eg spreadsheet – 1T • attach a picture to be sent to people – 1T
DNA calendar
DNA to-do list
PART C – Each stem and explanation must be different
DNA you may lose files and not be able to retrieve them – this is the same thing.
Accept – information is out of date which means it is wrong.
Accept legal action which means the business will have bad reputation/lose customers.

[END OF MARKING INSTRUCTIONS]

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