Unit:
Office Solutions Development

Assignment title:
Home Improvements

Sample Marking Scheme

Markers are advised that, unless a task specifies that an answer be provided in a particular form, then an answer that is correct (factually or in practical terms) **must** be given the available marks. If there is doubt as to the correctness of an answer, the relevant NCC Education materials should be the first authority.

This marking scheme has been prepared as a **guide only** to markers and there will frequently be many alternative responses which will provide a valid answer.

Each candidate's script must be fully annotated with the marker's comments (where applicable) and the marks allocated for each part of the tasks.

Throughout the marking, please credit any valid alternative point.

Where markers award half marks in any part of a task, they should ensure that the total mark recorded for the task is rounded up to a whole mark.

Marker's comments:

Moderator's comments:

Mark:	Moderated mark:	Final mark:

Penalties applied for academic malpractice:

Task 1 – Application software and business processes (25 Marks)

a) Discuss how FOUR (4) types of application software could be used to market the company's products. **(12 Marks)**

0-3 marks	4 marks	5-6 marks	7 marks	8-12 marks
Basic understanding of at least one application software but with insufficient discussion to provide clarity.	*Limited understanding of at least 2 application software, a few features but missing important points.*	*Adequate understanding of at least 3 application software: Features included.*	*Consistent and insightful understanding of all application software: Essential features explained.*	*Critical and analytical understanding of all application software with the essential features comprehensively explained with justification.*
Basic discussion of how to market the company's products but leaving large gaps.	*Limited discussion of how to market the company's products leaving important parts incomplete and unexplained.*	*Adequate discussion of how to market the company's products, identifying essential components for the design.*	*Consistent and detailed discussion of how to market the company's products.*	*Critical and detailed discussion of how to market the company's products.*

b) Evaluate how Management Information Software (MIS) could assist in the day-to-day running of the home improvement store. **(13 Marks)**

0-3 marks	4 marks	5-7 marks	8 marks	9-13 marks
Basic evaluation of Management Information Software.	*Limited evaluation of Management Information Software.*	*Adequate evaluation of Management Information Software.*	*Consistent and detailed evaluation of Management Information Software.*	*Critical evaluation of Management Information Software.*
Basic explanation of the role of MIS in day-to-day work leaving large gaps.	*Limited explanation of the role of MIS in day-to-day work leaving important parts incomplete and unexplained.*	*Adequate explanation of the role of MIS in day-to-day work, which covers most important parts, but some areas may lack depth.*	*Consistent and detailed explanation of the role of MIS in day-to-day work.*	*Critical and detailed explanation of the role of MIS in day-to-day work.*

Task 2 – End-user development (25 Marks)

a) Discuss FIVE (5) success criteria that the member of staff developing the software should refer to in order to ensure that the aims of the software development are met.
(10 Marks)

0-2 marks	3 marks	4-5 marks	6 marks	7-10 marks
Basic explanation of at least one success criteria required for the software development.	*Limited explanation of at least two the success criteria required for the software development, leaving important parts incomplete and unexplained.*	*Adequate explanation of multiple success criteria required for the software development but lacking in-depth analysis*	*Consistent and detailed explanation of multiple success criteria required for the software development.*	*Consistent and detailed explanation of all the success criteria required for the software development.*
Basic linkage of the success criteria and the aims of the software development.	*Limited discussion linking the success criteria and the aims of the software development.*	*Adequate discussion of the link between the success criteria identified and the aims of the software development. Some areas may lack depth.*	*Consistent and detailed discussion of the link between the success criteria and the aims of the software development.*	*Critical and comprehensive discussion of the link between the success criteria and the aims of the software development with strong justification.*

Office Solutions Development © NCC Education Limited 2020

b) Justify how the company would benefit if an end user develops the company's software. **(15 Marks)**

0-3 marks	4-5 marks	6-8 marks	9-10 marks	11-15 marks
Basic understanding of the typical processes that this company's end user might develop.	*Limited understanding of the typical processes that this company's end user might develop.*	*Adequate understanding of the typical processes that this company's end user might develop. Full understanding is demonstrated, but lacks depth.*	*Consistent and insightful understanding of the typical processes that this company's end user might develop.*	*Critical and analytical understanding of the typical processes that this company's end user might develop.*
Basic evaluation of the benefits to the company from end-user development.	*Limited understanding of the benefits to the company from end-user development.*	*Adequate understanding of the benefits to the company from end-user development.*	*Consistent and insightful understanding of the benefits to the company from end-user development.*	*Critical and analytical understanding of the benefits to the company from end-user development.*

Task 3 – Advanced features and functions of Microsoft Word
(25 Marks)

a) Create a macro in a word document that will help the business save time when creating corporate communications. **(13 Marks)**

0-3 marks	4 marks	5-7 marks	8 marks	9-13 marks
Basic macro which contains missing or incorrect elements.	*Limited macro which may contain missing or incorrect elements. An attempt at including features. Macro purpose partially articulated / justified*	*Adequate macro which may have missing or incorrect elements. Some appropriate features included.* *Macro purpose articulated / justified*	*Working macro which may contain a few missing or incorrect elements. Most features included are appropriate and correct* *Macro purpose clearly articulated / justified*	*Fully working macro without significant error. Comprehensive correct and appropriate features* *Macro purpose Clearly articulated / justified in detail*

b) Produce a report that discusses THREE (3) potential security risks associated with word processed documents and macros **and** describe THREE (3) methods of protecting against these risks. **(12 Marks)**

0-3 marks	4 marks	5-6 marks	7 marks	8-12 marks
Basic understanding of at least one security risk associated with word processed documents and macros.	*Limited understanding of at least two security risks associated with word processed documents and macros.*	*Adequate understanding of multiple security risks associated with word processed documents and macros.*	*Good understanding of multiple security risks associated with word processed documents and macros.*	*Excellent understanding of three security risks associated with word processed documents and macros.*
Basic or vague rationale relating to methods of protection against security risks	*Limited rationale relating to methods of protection against security risks*	*Adequate rationale relating to methods of protection against security risks*	*Good rationale relating to methods of protection against security risks*	*Detailed and critical rationale relating to methods of protection against security risks*

Task 4 – Advanced features and functions of Microsoft Excel
(25 Marks)

a) a) The owners have requested that you construct an interactive form which staff can input product data. Using spreadsheet software, your interactive form should display THREE (3) pieces of product data. ONE (1) piece of data should be the Product ID, the other pieces of product data can be any data relating to the products. **(13 Marks)**

0-3 marks	4 marks	5-7 marks	8 marks	9-13 marks
Basic interactive form which contains missing or incorrect elements.	*Limited interactive form which contains missing or incorrect elements. An attempt at including features.*	*Adequate interactive form containing the majority of elements, but some of these may be incorrect. Some appropriate features included.*	*Working interactive form which contains few missing or incorrect elements. Most features included are appropriate and correct.*	*Fully working interactive form without errors. Comprehensive correct and appropriate features.*
Basic interactive form with at some pieces of product data displayed.	*Limited interactive form with at some pieces of product data displayed.*	*Adequate interactive form with at all pieces of product data displayed.*	*A sound interactive form with all pieces of product data displayed.*	*Comprehensive interactive form with all pieces of product data displayed.*

b) You need to enhance the interactive form that you produced for Task 4 a). You should edit the form to include questions with buttons for responses which will act as user interaction. **(12 Marks)**

0-3 marks	4 marks	5-6 marks	7 marks	8-12 marks
Enhancements are shown but the task is not fully addressed (e.g. not all points are shown).	*Enhancements are shown but there are some large errors (e.g. not all buttons displayed or don't work when clicked).*	*Enhancements are shown but there are some minor errors (e.g. incorrect wording of questions / buttons don't follow correct sequence).*	*Enhancements are shown with only trivial errors (such as formatting or misspelling of buttons).*	*Enhancements are shown for all points without error.* *Buttons are labelled meaningfully.*
Basic number of the enhancements are evident.	*Limited number of the enhancements are evident.*	*Adequate number of the enhancements are evident and effective.*	*Good number of the enhancements are evident and effective.*	*Comprehensive number of the enhancements are evident and are completely effective*

Learning Outcomes Matrix

Task	Learning Outcomes assessed	Marker can differentiate between varying levels of achievement
1	1	Yes
2	1, 2, 3	Yes
3	1, 2, 3	Yes
4	2, 3	Yes

Grade descriptors

Learning Outcome	Fail	Referral	Pass	Merit	Distinction
Understand how application software can support business processes	Has basic awareness of different perspectives or approaches within the area of study	Has limited awareness of different perspectives or approaches within the area of study	Has adequate awareness of different perspectives or approaches within the area of study	Has sound, informed awareness of different perspectives or approaches within the area of study	Has comprehensive, well-informed awareness of different perspectives or approaches within the area of study
Be able to design and implement office solutions	Can basically identify, adapt and use appropriate skills, methods and procedures to reach basic solutions.	In a limited way, can identify, adapt and use appropriate skills, methods and procedures to reach limited solutions.	Can adequately Identify, adapt and use appropriate skills, methods and procedures to reach appropriate solutions.	Can soundly identify, adapt and use appropriate skills, methods and procedures to reach supported and appropriate solutions.	Can coherently identify, adapt and use appropriate skills, methods and procedures to reach well supported and highly appropriate solutions.
Be able to demonstrate that business processes have been enhanced / improved	Demonstrates basic ability to review the effectiveness and appropriateness of actions methods and results	Demonstrates limited ability to review the effectiveness and appropriateness of actions methods and results	Demonstrates adequate ability to review the effectiveness and appropriateness of actions methods and results	Demonstrates sound ability to review the effectiveness and appropriateness of actions methods and results	Demonstrates comprehensive ability to review the effectiveness and appropriateness of actions methods and results