Appendix 14 – Legal Information Processing – Marking Scheme

Failure to submit all printouts as required will result in an automatic Fail.
No penalty is incurred for candidate's failure to include their name, enrolment number and task reference on each document (header, footer or hand written) – but this is strongly encouraged.

Unit 224 – Legal Spreadsheet Processing

Fault		Penalty
Automatic fail		
1a	Incomplete work	Fail
1b	one or more incorrect formulae	Fail
1c	Row or column omitted	Fail
1d	Failure to sort	Fail
1e	Incorrect sort (eg only one column sorted)	Fail
Accuracy		
2a	Incorrect chart produced	1
2b	Missing or incorrect header or footer (per instruction)	1
2c	Each word omitted	1
2d	Incorrect case (row/column)	1
2e	Incorrect case (each proper noun)	1
2f	Typographical error (per error)	1
Document layout		
3a	Incorrect sort order data (eg ascending instead of descending)	1
3b	Incorrect orientation – portrait or landscape (per printout)	1
3c	Incorrect alignment (per instruction)	1
3d	Narrow columns (per column)	1
Following instructions		
4a	Incorrect chart/graph formatting (per instruction)	1
4b	Failure to save chart/graph to new sheet	1
4c	Incorrect filename	1
4d	Incorrect formatting (per instruction)	1
4e	First incorrect formula	1
4f	Replication of incorrect formula	1

Unit 225 – Legal Database Processing

Fault		Penalty
Automatic fail		
1a	Incomplete work	Fail
1b	Field or record omitted	Fail
1c	Non-use of data entry form	Fail
1d	Failure to sort	Fail
1e	Incorrect query	Fail
1f	Report based on incorrect data	Fail
Accuracy		
2a	Incorrect data type	1
2b	Typographical error (per error)	1
2c	Each word omitted	1
2d	Incorrect case (each proper noun)	1
2e	Incorrect case (field or record)	1
Document layout		
3a	Incorrect sort order (eg ascending instead of descending)	1
3b	Incorrect formatting (per instruction)	1
3c	Narrow columns (per column)	1
3d	Incorrect order of field names in query or report	1
3e	Incorrect use of primary key (per task)	1
3f	Omitted/superfluous fields in query or report (per field)	1
Following instructions		
4b	Incorrect filename	1

Unit 226 – Legal Presentation Processing

Fault		Penalty
Automatic fail		
1a	Incomplete work	Fail
1b	Graphic not inserted	Fail
1c	Speaker notes not added	Fail
Accuracy		
2a	Each word /bulleted point omitted	1
2b	Typographical error (per error)	1
2c	Incorrect case (per task)	1
2d	Slide numbers not inserted	1
Document layout		
3a	Incorrect slide layout	1
3b	Bullet symbol not inserted (per task)	1
3c	Incorrect formatting (per instruction)	1
3d	Incorrect alignment (per instruction)	1
3e	Incorrect print format (per printout)	1
3f	Timings not used or incorrect	1
3g	Background not added or incorrect	1
Following instructions		
4a	Failure to animate graphic	1
4b	Slide not deleted	1
4c	Slide order not amended	1
4d	Speaker notes added to incorrect slide	1
4e	Action button not used	1