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 324 – 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
1f	Non-use/incorrect use of absolute cell references	Fail
1g	Non-use/incorrect use of links	Fail
1h	Non-use/incorrect IF statement	Fail
1i	Incorrect chart/graph produced	Fail
Accuracy		
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 alignment (per instruction)	1
3c	Incorrect header/footer information (per instruction)	1
3d	Incorrect orientation – portrait or landscape (per printout)	1
3e	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

Unit 325 – 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
1g	Non-use of look-up table	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 alignment (per instruction)	1
3b	Incorrect formatting (per instruction)	1
3c	Incorrect sort order (eg ascending instead of descending)	1
3d	Incorrect order of field names in query or report	1
3e	Non-use/Incorrect use of primary key (per task)	1
3f	Omitted/superfluous fields in query or report (per field)	1
3g	Narrow columns (per column)	1
3h	Data entry form not in required format	1
Following instructions		
4a	Failure to print in landscape/portrait as instruction (per printout)	1
4b	Incorrect filename	1
4c	Non-use of find and replace	1

Unit 326 – Legal Presentation Processing

Fault		Penalty
Automatic fail		
1a	Incomplete work	Fail
1b	Speaker notes not added	Fail
1c	Graphic not inserted	Fail
1d	Hyperlink not added	Fail
1e	Sound file/video clip/chart not inserted	Fail
1f	Transitions not applied	Fail
1g	Master slide not used	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	Failure to print in landscape/portrait as instructed (per printout)	1
3f	Timings not used or incorrect	1
3g	Background not added or incorrect	1
3h	Incorrect graphic size	1
3i	Speaker notes not formatted	1
Following instructions		
4a	Failure to animate graphic	1
4b	Slide not deleted	1
4c	Slide order not amended	1
4d	Incorrect filename	1
4e	Speaker notes added to incorrect slide	1
4f	Action button not used	1
4g	Sound file not as specified	1
4h	Transitions not specified	1
4i	Commend not added	1