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**Published**

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This document consists of **7** printed pages.

## Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptions for a question. Each question paper and mark scheme will also comply with these marking principles.

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|---|
| GENERIC MARKING PRINCIPLE 1:<br><br>Marks must be awarded in line with:<br><br>• the specific content of the mark scheme or the generic level descriptors for the question<br>• the specific skills defined in the mark scheme or in the generic level descriptors for the question<br>• the standard of response required by a candidate as exemplified by the standardisation scripts. |
| GENERIC MARKING PRINCIPLE 2:<br><br>Marks awarded are always **whole marks** (not half marks, or other fractions). |
| GENERIC MARKING PRINCIPLE 3:<br><br>Marks must be awarded **positively**:<br><br>• marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate<br>• marks are awarded when candidates clearly demonstrate what they know and can do<br>• marks are not deducted for errors<br>• marks are not deducted for omissions<br>• answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous. |
| GENERIC MARKING PRINCIPLE 4:<br><br>Rules must be applied consistently, e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors. |
| GENERIC MARKING PRINCIPLE 5:<br><br>Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen). |
| GENERIC MARKING PRINCIPLE 6:<br><br>Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind. |

**Annotations guidance for centres**

Examiners use a system of annotations as a shorthand for communicating their marking decisions to one another. Examiners are trained during the standardisation process on how and when to use annotations. The purpose of annotations is to inform the standardisation and monitoring processes and guide the supervising examiners when they are checking the work of examiners within their team. The meaning of annotations and how they are used is specific to each component and is understood by all examiners who mark the component.

We publish annotations in our mark schemes to help centres understand the annotations they may see on copies of scripts. Note that there may not be a direct correlation between the number of annotations on a script and the mark awarded. Similarly, the use of an annotation may not be an indication of the quality of the response.

The annotations listed below were available to examiners marking this component in this series.

**Annotations**

| Annotation | Meaning |
|---|---|
| Off-page comment | Allows comments to be entered at the bottom of the RM marking window and then displayed when the associated question item is navigated to. |

| Question | Answer | Marks |
|---|---|---|
| **Finder_** | | |
| 1(a) | ***Naming***<br>New worksheet **Finder** in **Finder_**ZZ999_9999 | 1 |
| 1(b) | ***Formatting headers***<br>Cells *A1:E1* & *A11:E11* merged and centred<br>Cells *A1:E1* & *A11:E11* with accurate large white sans-serif text on black backgd | 2 |
| 1(c) | ***Formatting body***<br>Row 12 centre aligned<br>Cells in column A right aligned<br>Cells A3 and A4 bold | 3 |
| 2(a) | ***Formatting date***<br>Cell B3 has date 13 March 2025 - formatted as dd mmmm yyyy | 1 |
| 2(b) | ***Data validation***<br>Data validation set as Date between 1/1/2025 and 31/12/2026<br>Data validation has appropriate error message…<br>… with instructions as to correct data range | 3 |
| 3 | ***Cell B4***<br>Data validation set as List<br>Data validation with source set to **Teacher**!$B$2:$B$29 | 2 |
| 4 | ***Cell B6***<br>=XLOOKUP (…)<br>… B4,<br>… Teacher!B2:B29,<br>… Teacher!A2:A29,<br>Teacher code correct when tested | 5 |
| 5 | ***Cell B7***<br>=WEEKDAY(B3) | 1 |
| 6 | ***Cell B8***<br>=TEXT(B3, … )<br>… "dddd" | 2 |
| 7(a) | ***Cell B9 INDEX***<br>=INDEX( … )<br>Data!B4:H31, | 2 |
| 7(b) | ***Cell B9 MATCH 1***<br>… MATCH( … )<br>… Finder!B6,<br>… Data!A4:A31<br>… ,0 | 4 |

    

| Question | Answer | Marks |
|---|---|---|
| 7(c) | ***Cell B9 MATCH 2***<br>… MATCH( … )<br>… Finder!B7,<br>… Data!B3:H3<br>… ,0 | **4** |
| 8(a) | ***Cell B13***<br>=VLOOKUP( … )                =XLOOKUP( … )<br>… MID($B$9,1,1)<br>… ,Data!$K$4:$L$13         … ,Data!$K$4:$K$13<br>… ,2,0                     … ,Data!$L$4:$L$13 | **4** |
| 8(b) | ***Replication***<br>Replicated into C13, D13, E13 with MID($B$9,1 and 4,7,10 | **1** |
| 9(a) | ***Cell B14***<br>=VLOOKUP( … )      =XLOOKUP( … )       =LOOKUP( … )<br>… VALUE(MID($B$9,2,1)… VALUE(MID($B$9,2,1) … VALUE(MID($B$9,2,1)<br>… ,Data!$N$4:$O$7     … ,Data!$N$4:$N$7     … ,Data!$N$4:$N$7<br>…,2,0                … ,Data!$O$4:$O$7     … ,Data!$O$4:$O$7 | **4** |
| 9(b) | ***Replication***<br>Replicated into C14, D14, E14 with MID($B$9,2 and 5,8,11 | **1** |
| 10 | ***Cell B15***<br>MID($B$9,3,1)<br>… replicated into C15, D15, E15 with MID($B$9,3 and 6,9,12 | **2** |
| 11(a) | ***Row 13***<br>IFNA( … ) IFERROR( … )<br>… selects null string or blank | **2** |
| 11(b) | ***Row 14***<br>IFERROR( … )<br>… selects null string or blank | **2** |
| 12 | ***Cell B12***<br>=IF(B13="","","Class 1")<br>… with other labels set to Class 2, Class 3 and Class 4 | **2** |

| Question | Answer | Marks |
|---|---|---|
| **Test_Plan_** | | |
| 13(a) | ***Location & Test correct*** <br> Test type identified as **validation** <br> Location B3 identified | **2** |
| 13(b) | ***Columns*** <br> Column created for data <br> Column created for data type <br> Columns created for expected and actual results | **3** |
| 13(c) | ***Extreme data*** <br> 1/1/25 and 31/12/2026 selected … <br> … both identified as extreme data | **2** |
| 13(d) | ***Normal data*** <br> 2 appropriate dates selected for normal data … <br> … both identified as normal data | **2** |
| 13(e) | ***Abnormal data*** <br> 2 appropriate entries selected for abnormal data … <br> … both identified as abnormal data | **2** |
| 13(f) | ***Evidence*** <br> Screenshot evidence of actual results | **1** |

| Question | Answer | Marks |
|---|---|---|
| **Clown_** | | |
| 14(a) | ***Aspect ratio*** <br> Aspect ratio set to 16:9 | **1** |
| 14(b) | ***Editing*** <br> J25clownfish.mp4 trimmed to first 8 seconds <br> Zoom in used and starts at 3 seconds to end of clip … <br> … anemone and clownfish always fully visible | **3** |
| 14(c) | ***Export2*** <br> Exported as **Clown_**ZZ999_9999 … <br> … with a resolution of 854 x 480 | **2** |

| Question | Answer | Marks |
|---|---|---|
| **Intro_** | | |
| 15(a) | ***Splicing***<br>*J25divers.mp4* placed first<br>*Clown* spliced on end… | **2** |
| 15(b) | ***Transition***<br>… with transition added<br>… using a dissolve style | **2** |
| 15(c) | ***Speed***<br>Slowed to 0.5 x speed …<br>… for both clips | **2** |
| 15(d) | ***Export***<br>Exported as **Intro_**ZZ999_9999 with a resolution of 854 x 480 | **1** |

| Question | Answer | Marks |
|---|---|---|
| **TSSVideo_** | | |
| 16(a) | ***0 Seconds***<br>Title background set to first frame of Intro file | **1** |
| 16(b) | ***2 Seconds***<br>Correctly starts at 2 seconds …<br>… Title **Tawara Scuba School** top left of screen with no transition | **2** |
| 16(c) | ***5 Seconds***<br>Correctly starts at 5 seconds …<br>… Title and background retained with no adjustment/movement<br>… **Learn to dive or enhance your diving skills** below title placeholder<br>… Set as an appropriate subtitle | **4** |
| 16(d) | ***8 Seconds***<br>Correctly starts at 8 seconds …<br>… Title removed and subtitle remains with no adjustment/movement<br>… Video file *Intro* plays …<br>… with no transition into video file | **4** |
| 16(e) | ***12 Seconds***<br>Correctly starts at 12 seconds …<br>… Text removed but video continues | **2** |
| 16(f) | ***30 Seconds***<br>Correctly starts at 30 seconds<br>Credits scroll up the screen<br>Credits include **Video edited by:** Candidate details | **3** |
| 16(g) | ***Entire video***<br>All text has appropriate colour selection, in an easily read font with good contrast with appropriate speed to enable readability. | **1** |