

**MOUNT ALVERNIA HIGH SCHOOL**  
**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**  
**ASSIGNMENT# 1 – MANUSCRIPT**  
**MARK SCHEME**

**CANDIDATE NAME:** \_\_\_\_\_ **REGISTRATION #** \_\_\_\_\_

CRITERIA	MARKS ALLOCATED	MARKS AWARDED
<b>ACCURACY &amp; SPEED</b>		
• Communication of information in a logical way using appropriate grammar	1	
• Spelling	1	
• Punctuation	1	
• Capitalization	1	
• Appropriate margins	1	
• Appropriate layout	1	
• Appropriate line spacing	1	
• Appropriate font, font style, size	1	
• Appropriate use of bolding, underscoring or numbering	1	
• Appropriate alignment of work	1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>KNOWLEDGE AND COMPREHENSION</b>		
• Description of all components (Insert footnotes/endnotes appropriately)	2	
• Description of at least 50% of the components (Insert footnotes only)	(1)	
• Title page (Interpreting Manuscript Signs & Expanding Abbreviations)	1	
• Table of contents (Indentation)	1	
• Bibliography (Insert continuation page header)	1	
<b>TOTAL</b>	<b>5 MARKS</b>	
<b>PRESENTATION AND USE OF TECHNOLOGY</b>		
• Eyes on the copy	2	
• Eyes on copy but with some inconsistencies	1	
• Eyes consistently off copy	0	
• Body posture consistently incorrect	2	
• Body is correct but with some inconsistencies	1	
• Incorrect posture	0	
• Arm and hand positions are correct	2	
• Arm and hand positions are correct but with some inconsistencies	1	
• Incorrect arm and hand positions	0	
• Consistently correct key-stroking	2	
• Key stroking is correct but with some inconsistencies	1	
• Incorrect key-stroke	0	
• Organized and efficient work habits	2	
• Organized but not efficient work habits	1	
• Disorganized work habits	0	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>FINAL SCORE</b>	<b>25 MARKS</b>	

**MOUNT ALVERNIA HIGH SCHOOL**  
**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**  
**ASSIGNMENT# 2 – RESEARCH & E-MAIL**  
**MARK SCHEME**

**CANDIDATE NAME:** \_\_\_\_\_ **REGISTRATION #** \_\_\_\_\_

CRITERIA	MARKS ALLOCATED	MARKS AWARDED
<b>ACCURACY &amp; SPEED</b>		
<ul style="list-style-type: none"> <li>• Communication of information in a logical way using appropriate grammar</li> <li>• Spelling</li> <li>• Punctuation</li> <li>• Capitalization</li> <li>• Transposition</li> <li>• Contextual usage of words</li> <li>• Facts and details of information</li> <li>• References</li> <li>• Omitted or added words</li> <li>• Line ending hyphenation</li> </ul>	1 1 1 1 1 1 1 1 1 1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>KNOWLEDGE AND COMPREHENSION</b>		
<ul style="list-style-type: none"> <li>• Description of all components</li> <li>• Description of at least 50% of the components</li> <li>• Title page</li> <li>• Table of contents</li> <li>• Bibliography</li> </ul>	2 (1) 1 1 1	
<b>TOTAL</b>	<b>5 MARKS</b>	
<b>PRESENTATION AND USE OF TECHNOLOGY</b>		
<b>Presentation</b> <ul style="list-style-type: none"> <li>• Font styles, such as bold/italic, used appropriately for emphasis</li> <li>• Appropriate margins</li> </ul> <b>Use of Technology</b> <ul style="list-style-type: none"> <li>• Appropriate layout of document</li> <li>• Open a browser</li> <li>• Use a search engine</li> <li>• Generate screenshots using the snipping tool or print screen</li> <li>• Compose, edit and spell check</li> <li>• Add attachments and web links</li> <li>• Create and use an address book</li> <li>• Send e-mail, including multiple recipients</li> </ul>	1 1  1 1 1 1 1 1 1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>FINAL SCORE</b>	<b>25 MARKS</b>	

**MOUNT ALVERNIA HIGH SCHOOL**  
**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**  
**ASSIGNMENT# 3 – POWERPOINT**  
**MARK SCHEME**

CANDIDATE NAME: \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

CRITERIA	MARKS ALLOCATED	MARKS AWARDED
<b>ACCURACY &amp; SPEED</b>		
<ul style="list-style-type: none"> <li>• Communication of information in a logical way using appropriate grammar</li> <li>• Spelling</li> <li>• Punctuation</li> <li>• Capitalization</li> <li>• Transposition</li> <li>• Contextual usage of words</li> <li>• Facts and details of information</li> <li>• References</li> <li>• Omitted or added words</li> <li>• Line ending hyphenation</li> </ul>	1 1 1 1 1 1 1 1 1 1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>KNOWLEDGE AND COMPREHENSION</b>		
<ul style="list-style-type: none"> <li>• Description of all components</li> <li>• Description of at least 50% of the components</li> <li>• Title page</li> <li>• Table of contents</li> <li>• Bibliography</li> </ul>	2 (1) 1 1 1	
<b>TOTAL</b>	<b>5 MARKS</b>	
<b>PRESENTATION AND USE OF TECHNOLOGY</b>		
<ul style="list-style-type: none"> <li>• Create, open, modify and save presentation</li> <li>• Use templates or wizards to create a presentation</li> <li>• Add slides or cards</li> <li>• Insert text, format text or add text box</li> <li>• Use toolbar or menus to apply formatting changes</li> <li>• Navigate using scrollbar, slide sorter, menu, key commands</li> <li>• Apply backgrounds and objects appropriately</li> <li>• Use animations</li> <li>• Save presentation</li> <li>• Printing slides</li> </ul>	1 1 1 1 1 1 1 1 1 1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>FINAL SCORE</b>	<b>25 MARKS</b>	

**MOUNT ALVERNIA HIGH SCHOOL**  
**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**  
**ASSIGNMENT# 4 – PORTFOLIO**  
**MARK SCHEME**

**CANDIDATE NAME:** \_\_\_\_\_ **REGISTRATION #** \_\_\_\_\_

CRITERIA	MARKS ALLOCATED	MARKS AWARDED
<b>ACCURACY &amp; SPEED</b>		
• One mark for each of the ten (10) documents typed appropriately	10	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>KNOWLEDGE AND COMPREHENSION</b>		
• Description of all components	2	
• Description of at least 50% of the components	(1)	
• Title page	1	
• Table of contents	1	
• Bibliography	1	
<b>TOTAL</b>	<b>5 MARKS</b>	
<b>PRESENTATION AND USE OF TECHNOLOGY</b>		
• Two-Page Indented OR Blocked Style Letter	1	
• A Circular Letter OR Form with Tear-off Slip	1	
• Manuscript	1	
• Tabulation	1	
• A Notice with an Agenda	1	
• Chairman’s Agenda OR Minutes of a Meeting	1	
• Invitation with a Menu or Programme	1	
• Flowchart OR Organizational Chart	1	
• A Lease OR Hire Purchase OR Will with an Endorsement	1	
• A Contract of Employment	1	
<b>TOTAL</b>	<b>10 MARKS</b>	
<b>FINAL SCORE</b>	<b>25 MARKS</b>	