

CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)
NORTHERN ZONE JOINT EXAMINATION SYNDICATES (NZ-JES)



FORM FOUR PRE- NATIONAL EXAMINATION AUGUST- 2026
INFORMATION AND COMPUTER STUDIES 2A
MARKING GUIDE

842/2

QUESTION 1: SPREADSHEET (MICROSOFT EXCEL) — 25 MARKS

1. File Management & Data Entry (4 Marks)

- Creating a workbook named exactly NG'AMBOMUND_RESULTS and saving it in the designated desktop folder. **[1 Mark]**
- Renaming Sheet1 to NG'AMBOMUND. **[1 Mark]**
- Accurate entry of all 10 student records (Names, Stream, and 6 subject scores) without spelling or data typographical errors. **[2 Marks]**

2. Formatting & Layout Specifications (8 Marks)

- **Main Heading ("NG'AMBOMUND SECONDARY SCHOOL"):** Font size 16, Bold, uppercase, centered across selection/merged, light grey background fill. **[2 Marks]**
- **Subheading ("STUDENT RESULTS ANALYSIS"):** Font size 14, Bold, Centered, light grey background fill. **[1 Mark]**
- **Column Headings:** Bold, Font size 12, light grey background fill, and center-aligned. **[1.5 Marks]**

- **Borders:** Internal gridlines use thin borders; the entire outer table border uses a thick black line. [1.5 Marks]
- **Alignment & Column Widths:** Student names left-aligned; all streams and numerical values center-aligned. Column widths adjusted properly to avoid content clipping/truncation. [2 Marks]

3. Data Sorting & Arrangement (3 Marks)

- Primary sort executed by **Stream** (A to Z) so students in the same stream appear together. [1.5 Marks]
- Secondary sort executed within each stream by **Average** from highest to lowest (Descending order). [1.5 Marks]

4. Formulas and Functions (7 Marks)

- **Subject Statistics:** Accurate use of =MIN () and =MAX () functions across all 6 subject columns. [2 Marks]
- **Totals:** Correct use of =SUM () function for subject totals (row 18) and individual student totals (Column J). [2 Marks]
- **Average:** Correct use of =AVERAGE () function for each student in Column K. [1 Mark]
- **Grading System:** Correct nested logical formula (e.g., =IF(K6>=75,"A", IF(K6>=65,"B",IF(K6>=50,"C","F")))) implemented in Column L. [2 Marks]

5. Conditional Formatting & Charting (2 Marks)

- **Conditional Formatting:** Rules applied correctly where cells with Average turn green and Average turn red. [1 Mark]
- **2-D Pie Chart:** Created on a separate sheet renamed OVERALL RESULTS using Subject Names and their corresponding Totals, showing percentage/value contributions clearly. [1 Marks]

6. Page Setup & Printing (1 Marks)

- Header configured with the Examination Number at the center; Footer configured with the Page Number on the left side.
- Page orientation set to Landscape; successful hardcopy printout produced. **[1 Mark]**

QUESTION 2: DESKTOP PUBLISHING (MICROSOFT PUBLISHER) — 25 MARKS

1. Document Setup & File Management (2 Marks)

- Publication initialized with standard flyer/poster dimensions and saved as CHUNGWACHAI_ADVERT. **[2 Marks]**

2. Header and Typography Control (8 Marks)

- **Main Banner Text:** "CHUNGWACHAI" (Book Antiqua, size 40) and "SECONDARY SCHOOL" (Book Antiqua, size 22) styled precisely. **[2 Marks]**
- **Header Background:** Filled with a solid dark blue banner color block matching the sample. **[2 Marks]**
- **Subheadings:** "Quality Education for Better Future" (Cambria, size 14) and "ADMISSION IS OPEN" (Bauhaus 93, size 18, inside a rounded crimson container banner). **[2 Marks]**
- **Body Text:** All other informational text formatted uniformly in Calibri, size 14. **[2 Marks]**

3. Content Completeness & Layout Accuracy (7 Marks)

- **School Details:** Inclusion of the school motto ("Education for Progress") and the footer slogan ("Shaping Minds, Building the Future"). **[2 Marks]**
- **Available Combinations:** Bulleted list containing all 6 combinations (PCM, PCB, CBG, HGK, HGL, CME) nested inside a distinct light-yellow background container. **[2 Marks]**
- **Why Choose Us:** Structured list using checkmark symbols (✓) for bullets highlighting the 5 key selling points. **[1.5 Marks]**
- **Contact Information Box:** Enclosed inside a clear rounded rectangle boundary containing phone numbers, email, and P.O. Box info. **[1.5 Marks]**

4. Graphics, Icons, and Borders (6 Marks)

- **Image Frames:** Implementation of hexagonal/geometric borders framing school-related pictures on the left sidebar. [2 Marks]
- **Icons & Badges:** Integration of a starburst/explosion shape badge ("JOIN US TODAY!"), a school logo placeholder, and a telephone receiver icon inside the contact box. [2 Marks]
- **Page Border & Color Palette:** Page-wide clean borders with a two-tone layout contrast background (light yellow sidebar vs. light blue main column). [2 Marks]

5. Professionalism & Printing (2 Marks)

- Overall design alignment, balance of white space, visual contrast, and clean layout presentation. [1 Mark]
- Successful print output alignment match with the prompt requirements. [1 Mark]

QUESTION 3: WEB DESIGN (HTML) — 25 MARKS

1. File Infrastructure & Hyperlinking (5 Marks)

- Creation of three distinct interlinked files saved precisely as home.html, info.html, and form.html. [2 Marks]
- **Hyperlink Routing:**
 - home.html correctly targets info.html and form.html via <a> tags. [1.5 Marks]
 - Both secondary pages feature an operational "Back to Home" navigation link targeting home.html. [1.5 Marks]

2. Home Page (home.html) Structural Styling (10 Marks)

- **Table Container:** Main layout bounded by <table width="750" height="500" bgcolor="lightgrey"> (or equivalent CSS) to structuralize interface sections. [2 Marks]

- **System Title Header:** Background cell set to darkred, containing "PRISON VISITATION INFORMATION SYSTEM" set to font style Verdana, size 6, color white. [3 Marks]
- **Motto Row:** Text "Security, Discipline and Rehabilitation" styled in Georgia, size 4, color yellow. [1.5 Marks]
- **Image Embedding:** Embedded image named prison rendering precisely with dimensions width="500" and height="400". [2.5 Marks]
- **Footer Links Layout:** Centered hyperlinks block aligned neatly at the bottom region of the table layout. [1 Mark]

3. Info Page (info.html) Evaluation (4 Marks)

- Centered bold page title header reading "Prison Information". [1 Mark]
- **Unordered List Execution:** Proper deployment of and tags capturing the exact 5 programmatic bullet definitions (Establishment, Mission, Vision, Rules, Rehabilitation). [3 Marks]

4. Registration Form Page (form.html) Layout & Input Elements (6 Marks)

- Centered page heading title reading "Visitor Registration Form". [1 Mark]
- **Form Table Layout:** Inner layout table aligning text descriptive labels cleanly on the left, and corresponding field inputs on the right. [1 Mark]
- **Form Fields Integration:**
 - Text input fields (<input type="text">) for: Visitor Full Name, ID Number, Phone Number, Name of Inmate, and Relationship. [2 Marks]
 - Date field input component (<input type="date">) mapped alongside the "Date of Visit" descriptor label. [1 Mark]
 - Functional standard form control action buttons: <input type="submit" value="Submit"> and <input type="reset" value="Reset">. [1 Mark]