

Marking Scheme-2020-21

Class X

Strictly Confidential: (For Internal and Restricted use only)

Secondary School Examination Comptt-2021

Marking Scheme – INFORMATION TECHNOLOGY

(SUBJECT CODE : 402)

(PAPER CODE : 89)

Time: 2 Hrs

Maximum Marks: 50

General Instructions: -

1. You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
2. **“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, Evaluation done and several other aspects. Its’ leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in News Paper/Website etc may invite action under IPC.”**
3. Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one’s own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. **However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and marks be awarded to them. In class-X, while evaluating two competency based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, marks should be awarded.**
4. The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
5. Evaluators will mark($\sqrt{\quad}$) wherever answer is correct. For wrong answer ‘X’ be marked. Evaluators will not put right kind of mark while evaluating which gives an impression that answer is correct and no marks are awarded. **This is most common mistake which evaluators are committing.**

6. If a question has parts, please award marks on the right-hand side for each part. Marks awarded for different parts of the question should then be totaled up and written in the left-hand margin and encircled. This may be followed strictly.
7. If a question does not have any parts, marks must be awarded in the left-hand margin and encircled. This may also be followed strictly.
8. If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out.
9. No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
10. A full scale of marks _____(example 0-100 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
11. Every examiner has to necessarily do evaluation work for full working hours i.e. 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines).
12. Ensure that you do not make the following common types of errors committed by the Examiner in the past:-
 - Leaving answer or part thereof unassessed in an answer book.
 - Giving more marks for an answer than assigned to it.
 - Wrong totaling of marks awarded on a reply.
 - Wrong transfer of marks from the inside pages of the answer book to the title page.
 - Wrong question wise totaling on the title page.
 - Wrong totaling of marks of the two columns on the title page.
 - Wrong grand total.
 - Marks in words and figures not tallying.
 - Wrong transfer of marks from the answer book to online award list.
 - Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.)
 - Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
13. While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0)Marks.
14. Any unassessed portion, non-carrying over of marks to the title page, or totaling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also of the Board. Hence, in order to uphold the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.

15. The Examiners should acquaint themselves with the guidelines given in the Guidelines for spot Evaluation before starting the actual evaluation.
 16. Every Examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totaled and written in figures and words.
 17. The Board permits candidates to obtain photocopy of the Answer Book on request in an RTI application and also separately as a part of the re-evaluation process on payment of the processing charges.
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General Instructions :

- (a) Please read the instructions carefully.
- (b) This question paper consists of 21 questions in two sections Section A and Section B.
- (c) Section A has Objective Type Questions whereas Section B contains Subjective Type Questions.
- (d) Out of the given ($5 + 16 = 21$) questions, a candidate has to answer ($5 + 10 = 15$) questions in the allotted (maximum) time of 2 hours.
- (e) All questions of a particular section must be attempted in the correct order.
- (f) Section A : Objective Type Questions (24 Marks)
 - (i) This section has 5 questions.
 - (ii) There is no negative marking.
 - (iii) Do as per the instructions given.
 - (iv) Marks allotted are mentioned against each question/part.
- (g) Section B : Subjective Type Questions (26 Marks)
 - (i) This section contains 16 questions.
 - (ii) A candidate has to do 10 questions.
 - (iii) Do as per the instructions given.
 - (iv) Marks allotted are mentioned against each question/part.

| SECTION A (Objective Type Questions) | | | |
|--|------------|---|----------|
| S.NO | Sub Part | Question | Marks |
| 1. Answer any 4 out of the given 6 questions on Employability Skills. | | | |
| 1 | (i) | Which of the following is not a type of feedback? (A) Positive feedback (B) Negative feedback (C) No feedback (D) None of the above | 1 |
| | Ans | (D) None of the above 1 mark for the correct answer. | |
| | (ii) | In SMART goals, what does “A” stand for:- (A) Artificial (B) Aim (C) Alignment (D) Achievable | 1 |
| | Ans | (D) Achievable 1 mark for the correct answer. | |
| | (iii) | Neha works hard to get the best student award at the end of the year. What type of motivation is this ? (A) Internal (B) External (C) Both (Internal & External) (D) None of the above | 1 |
| | Ans | (B) External 1 mark for the correct answer. | |
| | (iv) | Which of the following shortcut keys is used to select all content of a file? (A) Ctrl + A (B) Ctrl + X (C) Ctrl + V (D) Ctrl + Y | 1 |
| | Ans | (A) Ctrl + A 1 mark for the correct answer. | |
| | (v) | _____ means a product or service that people want. | 1 |
| | Ans | Demand/Need 1 mark for the correct answer. | |
| | (vi) | Full form of SDGs is _____ . | 1 |
| | Ans | Sustainable Development Goals 1 mark for the correct answer. | |
| 2. Answer any 5 out of the given 6 questions | | | |
| 2 | (i) | _____ includes margins, headers and footers, borders and backgrounds. (A) Page style (B) Paragraph style (C) Character style (D) Frame style | 1 |

| | | | |
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| | Ans | (A) Page style 1 mark for the correct answer. | |
| | (ii) | _____ is used to format graphic and text frames, including wrapping type, borders and backgrounds. (A) Paragraph style (B) Cell style (C) Frame style (D) Character style | 1 |
| | Ans | (C) Frame style 1 mark for the correct answer. | |
| | (iii) | _____ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. (A) Arrangement (B) Anchoring (C) Text wrapping (D) Alignment | 1 |
| | Ans | (D) Alignment 1 mark for the correct answer. | |
| | (iv) | A/An _____ is a model that you use to create other documents. (A) page (B) template (C) format (D) anchoring | 1 |
| | Ans | (B) template 1 mark for the correct answer. | |
| | (v) | Character style is used to format graphics and text frames. (True/False) | 1 |
| | Ans | False 1 mark for the correct answer. | |
| | (vi) | _____ refers to the reference point for the graphic. (A) Alignment (B) Anchoring (C) Arrangement (D) Text wrapping | 1 |
| | Ans | (B) Anchoring 1 mark for the correct answer. | |
| Answer any 5 out of the given 6 questions | | | |
| 3 | (i) | A/An _____ link will stop working only if the target is moved. | 1 |
| | Ans | Absolute 1 mark for the correct answer. | |
| | (ii) | Which of the following options is not available in the hyperlink dialog box? (A) Internet (B) Document (C) New document (D) Download | 1 |
| | Ans | (D) Download 1 mark for the correct answer. | |

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| | (iii) | You can access a variety of _____ and other data sources and link them into Calc worksheets. | 1 |
| | Ans | Databases/Tables 1 mark for the correct answer. | |
| | (iv) | A macro is a saved sequence of commands or keystrokes that are stored for later use. (True/False) | 1 |
| | Ans | True 1 mark for the correct answer. | |
| | (v) | The file name extension of OpenOffice database is .odb. (True/False) | 1 |
| | Ans | True 1 mark for the correct answer. | |
| | (vi) | We can arrange our data in ascending or descending order with the help of _____ . | 1 |
| | Ans | Sorting 1 mark for the correct answer. | |
| Answer any 5 out of the given 6 questions | | | |
| 4 | (i) | A _____ is an organized collection of data. You can visualize it as a container of information. . | 1 |
| | Ans | Database/Table 1 mark for the correct answer. | |
| | (ii) | Which one of the following options is different from the other options? (A) Columns (B) Attributes (C) Tuples (D) Fields | 1 |
| | Ans | (C) Tuples 1 mark for the correct answer. | |
| | (iii) | In this relationship, both the tables must have primary key columns. (A) One-to-many (B) One-to-one (C) Many-to-many (D) None of the above | 1 |
| | Ans | (B) One-to-one 1 mark for the correct answer. | |
| | (iv) | _____ data types are used for describing numeric values for the field used in the table of a database. | 1 |
| | Ans | Numeric/Number/Int/ Float/ Decimal/Double 1 mark for any of the above correct answer. | |

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| | (v) | A _____ is a set of data values of a particular simple type, one for each row of the table. | 1 |
| | Ans | Column/Field/Attribute 1 mark for the correct answer. | |
| | (vi) | Which of the following is/are the advantage of database? (A) Recovery (B) Backup (C) Data security (D) All of the above | 1 |
| | Ans | (D) All of the above 1 mark for the correct answer. | |
| Answer any 5 out of the given 6 questions | | | |
| 5 | (i) | _____ is an accessibility feature that assists people that have difficulty using a keyboard or a mouse (or both). (A) Toggle key (B) Filter key (C) Sticky key (D) Serial key | 1 |
| | Ans | (D) Serial key 1 mark for the correct answer. | |
| | (ii) | _____ is an accessibility function which is designed for people who have vision impairment or cognitive disabilities. (A) Toggle key (B) Filter key (C) Sticky key (D) Serial key | 1 |
| | Ans | (A) Toggle key 1 mark for the correct answer. | |
| | (iii) | Full form of ISP is _____ . | 1 |
| | Ans | Internet service provider 1 mark for the correct answer. | |
| | (iv) | Which of the following is not a wireless technology? (A) DSL (B) 3G (C) WiMAX (D) WiFi | 1 |
| | Ans | (A) DSL 1 mark for the correct answer | |
| | (v) | Mouse key is an accessibility feature that assists people who have difficulty using a mouse. (True/False) | 1 |
| | Ans | True 1 mark for the correct answer | |
| | (vi) | To create a strong password, we should use numbers, capital and small letters and some symbols (if allowed). (True/False) | 1 |

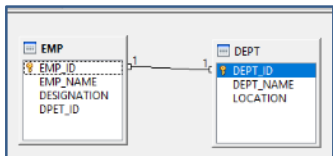
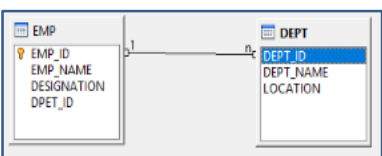

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| | Ans | True | |
| 1 mark for the correct answer | | | |
| SECTION B | | | |
| (Subjective Type Questions) (26 Marks) | | | |
| Answer any 3 out of the given 5 questions on Employability Skills. Answer each question in 20 30 words. | | | |
| 6 | | What do you mean by visual communication? | 2 |
| Ans | | <p>When a person expresses ideas, views or thoughts through pictures, posters, charts, animations etc. it is known as visual communication.</p> <p style="text-align: center;">OR</p> <p>The conveyance of ideas and information in forms that can be seen through the eye is referred to as visual communication.</p> <p style="text-align: center;">OR</p> <p>Visual communication proves to be effective since it involves interchanging messages only through images or pictures and therefore, you do not need to know any particular language for understanding it. It is simple and remains consistent across different places.</p> <p style="text-align: center;">OR</p> <p>Exchanging Information through Images</p> <p style="text-align: center;">OR</p> <p>Draw some images related to communication</p> | |
| 7 | | What is “self motivation”? | 2 |
| Ans | | <p>Self-motivation is simply the force within you that drives you to do things. Self-motivation is what pushes us to achieve our goals, feel happy and improve our quality of life.</p> <p style="text-align: center;">OR</p> <p>Self-motivation is our ability to do the things that need to be done without someone or something influencing us.</p> <p style="text-align: center;">OR</p> <p>Self-motivation drives a person to attempt and accomplish tasks. It occurs when a person independently uses one or more strategies to keep himself on track towards achieving a goal.</p> <p style="text-align: center;">2 marks for any correct explanation/any relevant answer</p> | |

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| 8 | | Define worms. | 2 |
| Ans | | <p>Worms: These are viruses that replicate themselves and spread to all files once they attack a computer. This makes it very difficult to remove them.</p> <p style="text-align: center;">OR</p> <p>A worm is a self replicating computer program. It replicates continuously until the entire hard disk space and memory are eaten up and it may do so without any user intervention.</p> <p style="text-align: center;">2 marks for any correct definition/any relevant answer</p> | |
| 9 | | Define entrepreneurship. | 2 |
| Ans | | <p>Entrepreneurship is the type of self-employment where one is running a business to satisfy the needs of people and looking for ways to make the business better to make profits.</p> <p style="text-align: center;">OR</p> <p>Entrepreneurship can be described as starting a business by using the resources available to a person.</p> <p style="text-align: center;">2 marks for the correct definition/any relevant answer</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">1 mark for writing the quality of successful entrepreneur</p> | |
| 10 | | What do you mean by organic farming ? | 2 |
| Ans | | <p>Organic farming is where farmers do not use chemical pesticides and fertilisers to increase their production.</p> <p style="text-align: center;">OR</p> <p>In organic farming we use organic and natural fertilisers, such as cow dung to help in growing crops. This helps in better quality chemical free crops while at the same time maintaining the soil quality for future use.</p> <p style="text-align: center;">2 marks for any correct explanation/any relevant answer</p> | |

| Answer any 4 out of the given 6 questions. Answer each question in 20-30 words. 4*2=8 | | | |
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| 11 | | What do you understand by styles ? | 2 |
| Ans | | <p>A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. Styles help improve consistency in a document.</p> <p style="text-align: center;">OR</p> <p>Styles are logical attributes. Using styles means that you stop saying “font size 14pt, Times New Roman, bold, centered”, and you start saying “Title” because you have defined the “Title” style to have those characteristics.</p> <p style="text-align: center;">OR</p> <p>Style means that we shift the emphasis from what the text (or page, or other element) looks like, to what the text is.</p> <p style="text-align: center;">2 marks for any correct explanation/any relevant answer</p> | |
| 12 | | Define cell reference. | 2 |
| Ans | | A cell reference refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want a formula to calculate. | |
| 13 | | Differentiate between relative and absolute hyperlink. | 2 |
| Ans | | <p>An absolute link will stop working only if the target is moved. A relative link will stop working only if the start and target locations change relative to each other. For instance, if you have two spreadsheets in the same folder linked to each other and you move the entire folder to a new location, a relative hyperlink will not break but the absolute hyperlink won't work.</p> <p style="text-align: center;">2 marks for the correct explanation/any relevant answer</p> | |
| 14 | | Define RDBMS. | 2 |
| Ans | | <p>The RDBMS (Relational Database Management System) is a software that handles/manages relational databases.</p> <p style="text-align: center;">OR</p> <p>The RDBMS (Relational Database Management System) is a computerised record keeping system or a software that enables us to create, store, modify and extract information from a database.</p> <p style="text-align: center;">OR</p> | |

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| | | <p>A relational database is a collective set of multiple data sets organized by tables, records and columns. Relational databases establish a well-defined relationship between database tables.</p> <p style="text-align: center;">OR</p> <p>A relational database is a type of database. It uses a structure that allows us to identify and access data in relation to another piece of data in the database. Often, data in a relational database is organized into tables.</p> <p style="text-align: center;">2 marks for the correct definition/any relevant answer</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">1 mark for only correct full form</p> | |
| 15 | | What is client-server architecture? | 2 |
| Ans | | <p>Client server architecture: Network in which certain computers have special dedicated tasks, providing services to others computers (in the network) are called client server networks.</p> <p style="text-align: center;">OR</p> <p>The computers which provide services are called servers and the ones that use these services are called clients.</p> <p style="text-align: center;">OR</p> <p>The model of interaction between two application programs in which a program (client) request a service from a program at the other end(server).</p> <p style="text-align: center;">OR</p> <p>Networks in which certain computers have special dedicated tasks, providing services to other computers (in the network) are called client server networks. The computer(s) which provide services are called servers and the ones that use these services are called clients.</p> <p style="text-align: center;">2 marks for any correct explanation/any relevant answer</p> | |
| 16 | | What do you mean by high contrast? | 2 |
| Ans | | <p>High Contrast is an accessibility feature to assist people with vision impairment. You can change the size and color of fonts and the background for ease of viewing.</p> <p style="text-align: center;">OR</p> <p>High contrast amplifies the colour contrast of some text and images on the computer screen to reduce eye strain and makes the item more distinct and easier to identify.</p> <p style="text-align: center;">OR</p> | |

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|---|--|---|----------|
| | | High contrast images display a full range of tones from bright highlights to dark shadows. 2 marks for any correct explanation/any relevant answer | |
| Answer any 3 out of the given 5 questions. Answer each question in 50-80 words. 3*4=12 | | | |
| 17 | | Write down the process for resizing an image. | 4 |
| Ans | | Process/Steps for resizing an image 1. Click the picture, if necessary, to show the green resizing handles. 2. Position the pointer over one of the green resizing handles. The pointer changes shape giving a graphical representation of the direction of the resizing. 3. Click and drag to resize the picture. 4. Release the mouse button when satisfied with the new size. 1 mark for each correct step | |
| 18 | | How can an original and edited worksheet be compared? | 4 |
| Ans | | 1. Open the edited worksheet that you want to compare with the original worksheet. 2. Select Edit > Compare Document. 3. An open worksheet dialog appears. Select the original worksheet and click Insert. Calc finds and marks the changes as follows: <ul style="list-style-type: none"> ● All data that occurs in the edited worksheet but not in the original is identified as inserted. ● All data that is in your original worksheet but is not in the edited worksheet is identified as deleted. ● All data that is changed, is marked as changed. 4 marks for the correct explanation/any relevant answer | |
| 19 | | What do you mean by relationship? Explain the different types of relationships. | 4 |
| Ans | | A relationship refers to an association or connection between two or more tables. 1. ONE to ONE:- In this relationship, both the tables must have primary key columns. 2. ONE to MANY OR MANY to ONE:- In this relationship, one of the tables must have a primary key column. It signifies that one column of the primary key table is associated with all the columns of the associated table. 3. MANY to MANY:- In this relationship, no table has the primary key column. It signifies that all the columns of primary key table are associated with all the columns of the associated table. | |

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| | | <p style="text-align: center;">OR</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>One-to-One</p>  </div> <div style="text-align: center;"> <p>One-to-Many</p>  </div> <div style="text-align: center;"> <p>Many-to-Many</p>  </div> </div> <p style="text-align: center;">1 marks for the correct explanation of a relationship. 1 mark for each correct relationship type explanation</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">1 mark for each correct relationship type diagram</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">1/2 mark for each correct relationship name only</p> | |
| 20 | | Write short notes on the following : (a) Privacy (b) Data Consistency | 4 |
| Ans | | <p>Privacy: The privacy rule in a database states that only the authorized users can access a database according to its privacy constraints. To secure data levels are set in the database and a user can only view the data which is allowed to be seen.</p> <p style="text-align: center;">OR</p> <p>Privacy is setting any security feature like user name/password to restrict the accessibility to authorized person only.</p> <p>Data Consistency: Data consistency is ensured in a database because there is no data redundancy. Data Consistency means there should be multiple mismatching copies of the same data. All data appears consistently across the database and must be the same for all the users viewing the database.</p> <p style="text-align: center;">OR</p> <p>Data Consistency means all data appears consistently across the database and must be the same for all the users viewing the database. Moreover, any changes made to the database are immediately reflected to all the users and there is no data inconsistency.</p> <p style="text-align: center;">2 mark for each correct explanation/any relevant answer</p> | |
| 21 | | State any four rules or etiquettes to be followed while chatting on the Internet. | 4 |
| Ans | | <p>Rules or etiquettes to be followed while chatting on the Internet:-</p> <ul style="list-style-type: none"> • Messages should be short and to the point. • Always introduce yourself by name if your screen name doesn't reflect it. | |

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| | <ul style="list-style-type: none"> • Always ask if the other person has time to chat first - regardless of how important you think what you have to say is. • In a business environment, know exactly what you want to discuss. • Typing your messages in uppercase is extremely rude - it's considered shouting and very aggressive. • Give people time to respond • It's important to properly end an IM conversation - you may think the chat is over, but the other person may not. <p>1 mark for each correct rule or etiquette/any relevant answer</p> | |
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