

Marking Scheme
Strictly Confidential
(For Internal and Restricted use only)
Secondary School Examination, 2026 (2nd Board Examination)
SUBJECT NAME : Information Technology
(Q.P. CODE / Set No. 402/89)

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 Newspaper/Website, etc. may invite action under various rules of the Board and 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 due 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, due marks should be awarded.
4	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
5	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. If there is any variation, the same should be zero after deliberation and discussion. 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.
6	Evaluators will mark (✓) wherever answer is correct. For wrong answer CROSS ‘X’ be marked. Evaluators will not put right (✓) while evaluating which gives an impression that answer is correct and no marks are awarded. This is most common mistake which evaluators are committing.
7	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.
8	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.
9	If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out with a note “Extra Question” .
10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.

11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	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). This is in view of the reduced syllabus and number of questions in question paper.
13	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 an answer. • 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/not same. • 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.
14	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.
15	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.
16	The Examiners should acquaint themselves with the guidelines given in the “Guidelines for Spot Evaluation” before starting the actual evaluation.
17	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.
18	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.
19	If a candidate attempts both alternatives/options in a question where only one option/alternative is required to be attempted, the Evaluator shall award marks in both the options. The system will take the higher of two scores and disregard the other response.
20	In a question having two options/alternatives, if a candidate has attempted only one, then the evaluator shall mark “NA” (Not attempted) against the option that has not been attempted by the candidate.

MARKING SCHEME
Information Technology (Subject Code - 402)
(PAPER CODE : 89) (M890402)

Q. No.	EXPECTED OUTCOMES/VALUE POINTS	Marks
	SECTION-A (Objective Type Questions)	
1.	Answer any 4 out of the given 6 questions on Employability skills. (i) (C) Set a SMART goal (ii) (C) A customer is asking a question and the cashier responding. (iii) (C) Increase in use of fuel for making tea. (iv) (D) Google Android (v) (D) Patient (vi) (C) 17	4x1=4 1 1 1 1 1 1
2.	Answer any 5 out of the given 6 questions.	5x1=5
(i)	Which of the following is NOT a style category in LibreOffice Writer ? (A) Page (B) Paragraph (C) Chart (D) Frame	1
Ans :	(C) Chart	
(ii)	In LibreOffice Writer, _____ Image Filter tool is used in photographs to reverse the tone. (A) Solarisation (B) Sharpen (C) Invert (D) Aging	1
Ans :	(A) Solarisation	
(iii)	LibreOffice Writer provides _____ style categories. (A) Four (B) Six (C) Eight (D) Ten	1
Ans :	(B) Six	

(iv)	What is the main purpose of the Table of Contents feature in LibreOffice Writer ? (A) Create a list of all images in the document. (B) Check spelling and grammar in headings. (C) Insert hyperlinks only. (D) Automatically generate a list of headings along with their page numbers.	1
Ans :	(D) Automatically generate a list of headings along with their page numbers.	
(v)	GIF, JPEG and PNG are examples of : (A) Audio file formats (B) Video file formats (C) Graphics file formats (D) Text file formats	1
Ans :	(C) Graphics file formats	
(vi)	In LibreOffice Writer, where does the comment box appear after inserting a comment ? (A) At the top of the document (B) At the bottom of the page (C) On the left side of the window (D) On the right side of the window	1
Ans :	(D) On the right side of the window	
3.	Answer any 5 out of the given 6 questions.	5x1=5
(i)	In LibreOffice Calc, to refer to a cell in another sheet of the same file precede the cell reference with a _____ sign. (A) \$ (B) # (C) . (dot) (D) !	1
Ans :	(A) \$	
(ii)	Consolidating data is useful for identifying : (A) Errors and spelling mistakes (B) Trends and relationships (C) File size (D) Cell colors	1
Ans :	(B) Trends and relationships	

(iii)	In LibreOffice Calc, _____ tool is used to predict the output while changing the inputs which reflects the output and thus one can choose the best plan of action based on it. (A) Scenario (B) Subtotal (C) Consolidate (D) Relative	1
Ans :	(A) Scenario	
(iv)	Goal Seek feature is available under _____ menu in LibreOffice Calc. (A) Data (B) Tools (C) Insert (D) Functions	1
Ans :	(B) Tools	
(v)	The extension of the file created in LibreOffice Calc is : (A) .odg (B) .odt (C) .odc (D) .ods	1
Ans :	(D) .ods	
(vi)	A school principal wants all teachers to record their monthly attendance in a single spreadsheet so that the total attendance can be calculated automatically. Which option in LibreOffice Calc is most suitable to allow multiple users to update the spreadsheet at the same time ? (A) Ask each teacher to email their attendance and update manually. (B) Use separate copies of the spreadsheet for each teacher. (C) Use the shared spreadsheet feature for collaborative editing. (D) Use formulas to automatically fill the attendance.	1
Ans :	(C) Use the shared spreadsheet feature for collaborative editing.	
4.	Answer any 5 out of the given 6 questions.	5x1=5
(i)	The data values for all the fields related to a person or object is called a _____. (A) Data (B) Query (C) Record (D) Form	1
Ans :	(C) Record	

(ii)	In the event of requiring the same data field in several tables the data field might get repeated in number of tables. This is called as _____. (A) Data privacy (B) Data redundancy (C) Data inconsistency (D) Data sharing	1
Ans :	(B) Data redundancy	
(iii)	Which of the following is NOT true about LibreOffice Base ? (A) It is an open source application. (B) It explains the concept of primary key and foreign key (C) It is owned by Microsoft company (D) It is a type of RDBMS	1
Ans :	(C) It is owned by Microsoft company	
(iv)	Which of the following is not a valid way to create a query in LibreOffice Base software ? (A) Using a Wizard (B) In Design View (C) In SQL View (D) In Datasheet View	1
Ans :	(D) In Datasheet View	
(v)	With reference to the form object of LibreOffice Base, a _____ is a small piece of text that is displayed when the mouse pointer is placed over a particular control. (A) tool-hint (B) tool-tip (C) tool-text (D) tool-msg	1
Ans :	(B) tool-tip	
(vi)	In LibreOffice Base, which of the following is the default option used to maintain referential integrity in a database ? (A) Set NULL (B) Set Default (C) No Action (D) Update Cascade	1
Ans :	(C) No Action	

5.	Answer any 5 out of the given 6 questions.	5x1=5
(i)	Which of the following is true about first Aid in the workplace ? (A) Only for managers (B) Quickly accessible with items for cuts, burns, headaches, cramps. (C) Optional if hospital is nearby (D) Used only for major accidents	1
Ans :	(B) Quickly accessible with items for cuts, burns, headaches, cramps.	
(ii)	Which of the following is an example of a chemical hazard ? (A) Exposure to toxic cleaning agents (B) Slippery floors in the workplace (C) Excessive noise form machinery (D) Poor lighting in the office	1
Ans :	(A) Exposure to toxic cleaning agents	
(iii)	Which of the following is NOT a recommended step to reduce the risks of visual problems while using a computer ? (A) Adjusting screen brightness to reduce eye strain (B) Taking periodic breaks and looking at distant objects (C) Keeping the monitor between 18 to 24 inches away (D) Increasing screen glare to make the display brighter	1
Ans :	(D) Increasing screen glare to make the display brighter	
(iv)	Which of the following best defines a risk ? (A) A measure taken to prevent accidents (B) A probability of causing harm to people (C) A type of workplace hazard (D) A safety rule for employees	1
Ans :	(B) A probability of causing harm to people	
(v)	In case of any accident, if required, a victim should be given CPR immediately as a first-aid measure. CPR stands for _____ Pulmonary Resuscitation. (A) Computer (B) Calculator (C) Cardio (D) Co-axial	1
Ans :	(C) Cardio	

(vi)	To prevent injuries, escalators and elevators should be : (A) Painted regularly (B) Checked regularly for safe functioning (C) Used only by adults (D) Kept locked	1
Ans :	(B) Checked regularly for safe functioning	
	SECTION – B Subjective Type Questions	(26 Marks)
	Answer any 3 out of the given 5 questions on Employability skills in 20-30 words each.	3x2=6
6.	(a) Linguistic barriers – Use simple language or (b) Cultural barriers – Be respectful of cultural differences or (c) Physical barriers – Communicate in person when possible or (d) Interpersonal barrier – Use visuals to aid communication (1 mark for correct barrier and 1 mark for explanation)	2
7.	No, this is not addressable. If we leave the device plugged in for long time, it can overheat the battery. This reduces the battery life. (1 mark for correct Yes/No) (1 mark for justification)	2
8.	Misconception 1 : Every business ideas needs to be unique. Misconception 2 : Need lots of money to start business. Misconception 3 : Only a person having big business is an entrepreneur. Misconception 4 : An entrepreneur is born not made. (1 mark for each correct answer)	2
9.	(a) Organize – Plan daily activities and make timetable. (b) Prioritize – Rank tasks in order of importance. (c) Control – Avoid time wasters and focus on important things. (d) Track – Monitor how time is spent to identify improvements. (1/2 mark for each correct step)	2

10.	(a) Reuse Paper, Glass, Plastic, Water. (b) Take cloth bags for shopping. (c) Donate unused items like clothes, books, furniture. (d) Buy and eat seasonal fruits and vegetables from local growers. (e) Repair leaking pipes and taps to avoid wastages of water. (f) Sort and treat garbage before disposing. (1/2 mark for each correct way) (any four)	2
	Answer any 4 out of the given 6 questions in 20-30 words each.	4x2=8
11.	Riya inserted a photograph in her LibreOffice Writer document. The image looks too large and also has unwanted background on the sides. Which two features of LibreOffice writer should she use to adjust the image size and remove the unwanted parts ?	2
Ans :	Riya should use the - Resize option to adjust the images size - Crop option to remove the unwanted background.	
12.	Suppose you are watching a movie in a cinema hall and suddenly thick smoke starts coming out due to a short circuit. The management announces evacuation. Mention any two general evacuation steps you would follow in this situation.	2
Ans :	• Leave the premises immediately and start moving towards the nearest emergency exit. • Guide everybody in the cinema hall to the emergency exits. • If possible, assist the person with disability to move towards the emergency exit. • You may carry your hand – held belongings, as you move towards the emergency exit. Do not come back to pick up your belongings unless the area is declared safe. • Do not use the escalators or elevators (lifts) to avoid overcrowding and getting trapped, in case there is a power failure. Use the stairs instead. • Go to the emergency assembly area. Check if any of your colleagues are missing and immediately inform the person concerned. (Any two)	

13.	What is the role of the External Data Dialog box in LibreOffice Calc ? Briefly discuss.	2
Ans :	The External Data Dialog box in LibreOffice Calc is used to import or link tables from external sources, such as HTML documents or web pages, into a spreadsheet. It allows the user to select the specific table or data range from the external document and insert it into Calc, making it easy to work with up-to-date information without manually copying and pasting data.	
14.	List two important features of the Network Data Model in a Database.	2
Ans :	• In this model, multiple records are linked to the same master file. • It is also considered as an inverted tree where master is present in the bottom of the tree and the branches contain information linked to the master.	
15.	Briefly discuss the significance of using a Macro as a function in LibreOffice Calc.	2
Ans :	The significance of using a Macro as a function in LibreOffice Calc is that it allows users to perform repetitive and complex calculations efficiently when no predefined function is available. It helps save time and effort by eliminating the need to repeatedly type and remember formulas. A macro function can accept arguments, perform calculations on different data across multiple sheets and return results, making data processing more flexible, consistent and accurate.	
16.	List any two reasons for Health, Safety and Security Programs or Policies in workplace.	2
Ans :	• It clearly indicates the company's commitment for their employee's health and safety. • It shows the performance of the business and the safety performance are compatible with each other. • It clearly states that the company is not only doing the business for profits but it is taking care of all stakeholders. • The accountability of every one working for the company is outlined for the workplace health, safety and security. • Company can comply national policy on Occupational Health and safety (OH & S) of Government of India. • Injuries and illness of the employees is prevented through such policy. (any two)	

	Answer any 3 out of the given 5 questions in 50-80 words each.	4x3=12
17.	(a) What is meant by exporting a template ? How is it different from moving a template from one category folder to another ? (b) Describe the step-by-step procedure to export a template using the Templates dialog box.	4
Ans :	(a) Exporting a template means saving a template file to any desired folder or location on the computer using the Export template feature. It allows the template to be shared easily with other users or stored outside the default template categories. Exporting a template is different from moving a template from one category folder to another because moving only changes the category of the template within LibreOffice, whereas exporting creates a copy of the template at a selected location on the computer. (b) Step-by-step procedure to export a template : (1) Open the Templates dialog box and select the template that you want to export. (2) Click on the export button located at the bottom right of the dialog box. (3) The select Path dialog box appears. Choose the folder where you want to export the template. (4) Click the OK button. The template is exported to the selected folder and a confirmation dialog box is displayed.	
18.	Mr. Rakesh owns a small grocery shop. One of his friends suggested that he should use LibreOffice Calc, which includes What-if Analysis tools such as Multiple Operations. This will help him manage the details of his shop's stock and analyze the stock data effectively. Help him understand these by answering the following questions : (a) What is the use of What-if Analysis tools ? (b) What is the use of the Multiple Operations tool in LibreOffice Calc ? (c) Select the _____ menu → Multiple Operations to use this tool. (d) This tool uses _____ (one/two/three) arrays of cells.	4
Ans :	(a) What-if Analysis tool is very helpful when we want to know how much profit we earn for a particular product for a series of selling units. (b) The Multiple Operations tool creates a formula array to display the list of results applying the formula on a list of alternative values used in the formula. (c) Data (d) Two	

19.	Sheena wanted to maintain the details of her boutique's customers in a DBMS named LibreOffice Base. She is totally new to the software. Help her understand it by answering the following questions : (a) What is the full form of DBMS ? (b) Why should she choose a database to maintain the details ? Mention any two points to support your answer. (c) What is the difference between char and Varchar datatypes in LibreOffice Base ? (d) She wants to enter data into a table in an easy and user-friendly manner using a form object. Mention any two control names that can be used with it.	4
Ans :	(a) Database Management System (b) - Organised Storage – The data in the database is stored in an organised manner, so that retrieval of the required data is fast and accurate. - Data Analysis – A database helps in analysis of data based on certain criteria. It is easy to find out maximum or minimum value, average or mean using a database. - Data Sharing – If the same data set is required for different applications then the database can be shared with other applications. Hence using a database means making it once and using it repeatedly for multiple applications. (c) Char – Stores exactly the length specified by the user. Character data type is used to enter a fixed number of characters. Varchar – Stores upto the specified length. The number of bytes allocated depends on the number of characters entered by the user. (d) Text Box Label or any other two valid controls.	
20.	Proper guidelines may be followed by an organisation to keep the surrounding air and water clean. Mention any four such guidelines.	4
Ans :	Guidelines for clean Air and Clean Water are as follows : (1) Air pollution is mostly caused by production of the dust, mixture of solid particles and gases in the surrounding air. So avoid dust production, generation of solid particles and gases in the air. (2) Extensive use of automobile vehicles in the campus can lead to the air pollution. So organisation must use limited number of vehicles to avoid air pollution. Practice a no vehicles day in every week. (3) Ozone produced in the air can pollute the air. Many times it is called as a smog. The generation of ozone gas must be kept at low level by the organisation. (4) Most of the human activities pollute the surrounding water. The sewage or the waste water can also cause the water pollution. Take care that their waste is not mixed with the surrounding water. (5) Extensive use of fertilizers and pesticide must be avoided as it can make the ground water polluted. (any four)	

21.	Consider the table CUSTOMERS given below and answer the questions that follow : <u>CUSTOMERS</u> <table><tr><th>Customer ID</th><th>Customer Name</th><th>City</th><th>Contact Number</th></tr><tr><td>111</td><td>Amita</td><td>Delhi</td><td>1122334455</td></tr><tr><td>222</td><td>Rehana</td><td>Chennai</td><td>5432112345</td></tr><tr><td>333</td><td>Shailja</td><td>Delhi</td><td>1212334344</td></tr></table> (a) What is an entity ? Name the entity shown above. (b) How many data values are present in the above shown table CUSTOMER ? (c) List two different ways of creating the CUSTOMER table in LibreOffice Base. (d) A new column, bill_datetime, needs to be added to the table shown above to store the billing date and time in a single field. Suggest a suitable data type and provide justification for your choice.	Customer ID	Customer Name	City	Contact Number	111	Amita	Delhi	1122334455	222	Rehana	Chennai	5432112345	333	Shailja	Delhi	1212334344	4
Customer ID	Customer Name	City	Contact Number															
111	Amita	Delhi	1122334455															
222	Rehana	Chennai	5432112345															
333	Shailja	Delhi	1212334344															
Ans :	(a) Entity : It is a real world object about which information is to be stored in a database. Entity Name in the given example : CUSTOMERS (b) There are 12 data values present in the above shown table. (c) Two ways to create the above table are : • Creating Table in Design View • Use Wizard to Create Table (d) Timestamp as it is a type of date data type that stores date and time information at once.																	
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