

| <b>Marking Scheme</b><br><b>Strictly Confidential</b><br><b>(For Internal and Restricted use only)</b><br><b>SECONDARY SCHOOL SUPPLEMENTARY EXAMINATION, 2025</b><br><b>SUBJECT NAME : INFORMATION TECHNOLOGY (SUB. CODE-402)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>General Instructions: -</b>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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.                                                                                                                                                                                                                                | <b>“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.”</b>                                                                                                                                                                                               |
| 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. <b>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.</b> |
| 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. <b>This is most common mistake which evaluators are committing.</b>                                                                                                                                                                                                                                                                                                                                                                                               |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <b>“Extra Question”</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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. | <p>Ensure that you do not make the following common types of errors committed by the Examiner in the past:-</p> <ul style="list-style-type: none"> <li>• Leaving answer or part thereof unassessed in an answer book.</li> <li>• Giving more marks for an answer than assigned to it.</li> <li>• Wrong totaling of marks awarded on an answer.</li> <li>• Wrong transfer of marks from the inside pages of the answer book to the title page.</li> <li>• Wrong question wise totaling on the title page.</li> <li>• Wrong totaling of marks of the two columns on the title page.</li> <li>• Wrong grand total.</li> <li>• Marks in words and figures not tallying/not same.</li> <li>• Wrong transfer of marks from the answer book to online award list.</li> <li>• 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.)</li> <li>• Half or a part of answer marked correct and the rest as wrong, but no marks awarded.</li> </ul> |
| 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 <b>“Guidelines for Spot Evaluation”</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

# MARKING SCHEME

## INFORMATION TECHNOLOGY (SUB. CODE-402)

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### General Instructions :

1. Please read the instructions carefully.
  2. This Question Paper consists of **21** questions in **two** sections : Section-A & Section-B.
  3. Section-A has Objective type questions whereas Section-B contains Subjective type questions.
  4. **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.**
  5. All questions of a particular section must be attempted in the correct order.
  6. **SECTION-A : OBJECTIVE TYPE QUESTIONS (24 MARKS) :**
    - (i) This section has **05** questions.
    - (ii) Marks allotted are mentioned against each question/part.
    - (iii) There is no negative marking.
    - (iv) Do as per the instructions given.
  7. **SECTION-B : SUBJECTIVE TYPE QUESTIONS (26 MARKS) :**
    - (i) This section has **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.
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## SECTION – A : OBJECTIVE TYPE QUESTIONS

1. Answer any 4 out of the given 6 questions on Employability Skills :

**(1 × 4 = 4 marks)**

- (i) (B) To acknowledge and respond to the message. 1  
**(1 mark for correct answer)**
- (ii) (D) Maintaining a balance between life, work, and relaxation. 1  
**(1 mark for correct answer)**
- (iii) (B) An accountant working at a bank. 1  
**(1 mark for correct answer)**
- (iv) (C) Specific 1  
**(1 mark for correct answer)**
- (v) (A) To meet current needs without harming future generations' ability to meet their needs. 1  
**(1 mark for correct answer)**
- (vi) (C) Operating System 1  
**(1 mark for correct answer)**

2. Answer any 5 out of the given 6 questions : **(1 × 5 = 5 marks)**

- (i) (B) Style 1  
**(1 mark for correct answer)**
- (ii) (A) Image 1  
**(1 mark for correct answer)**
- (iii) (C) Table of content 1  
**(1 mark for correct answer)**
- (iv) (B) Edit 1  
**(1 mark for correct answer)**
- (v) (D) Text Wrapping 1  
**(1 mark for correct answer)**
- (vi) (D) 7 1  
**(1 mark for correct answer)**

3. Answer any 5 out of the given 6 questions : (1 × 5 = 5 marks)

- (i) (B) Subtotal 1  
(1 mark for correct answer)
- (ii) (A) Consolidate 1  
(1 mark for correct answer)
- (iii) (D) Comment 1  
(1 mark for correct answer)
- (iv) (D) \$ 1  
(1 mark for correct answer)
- (v) (B) Goal Seek 1  
(1 mark for correct answer)
- (vi) (A) Record Changes 1  
(1 mark for correct answer)

4. Answer any 5 out of the given 6 questions : (1 × 5 = 5 marks)

- (i) (B) Form 1  
(1 mark for correct answer)
- (ii) (C) Datasheet 1  
(1 mark for correct answer)
- (iii) (D) Redundancy 1  
(1 mark for correct answer)
- (iv) (B) It is free and open source software 1  
(1 mark for correct answer)
- (v) (C) Charts 1  
(1 mark for correct answer)
- (vi) (B) Primary 1  
(1 mark for correct answer)

5. Answer any 5 out of the given 6 questions : (1 × 5 = 5 marks)
- |                                                                      |   |
|----------------------------------------------------------------------|---|
| (i) (B) Something that can cause harm to people.                     | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |
| (ii) (D) Wear loose clothing or jewellery when working with machines | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |
| (iii) (C) Class C material                                           | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |
| (iv) (B) Spending long hours on computers without breaks             | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |
| (v) (B) Cleanliness of the workplace                                 | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |
| (vi) (A) Physical hazard                                             | 1 |
| <b>(1 mark for correct answer)</b>                                   |   |

### **SECTION – B : SUBJECTIVE TYPE QUESTIONS**

**Answer any 3 out of the given 5 questions on Employability Skills**

**(2 × 3 = 6 marks)**

Answer each question in **20 – 30** words.

6. Non-verbal communication is the expression or exchange of information or messages without using any spoken or written word. 2
- Examples of non-verbal communication are Gestures, Expressions

**(1 mark for correct definition + 1 mark for example)**

7. Any four qualities of a successful entrepreneur are as follows : 2
- |                            |  |
|----------------------------|--|
| (a) They are confident.    |  |
| (b) They are hard working. |  |
| (c) They are patient.      |  |
| (d) They are creative.     |  |
- ( ½ mark each for any four correct point)**

8. A computer can be protected against viruses by installing anti-virus software and firewall, as anti-virus software and firewall monitor the data coming in and going out of a computer and prevent the virus from entering. Anti-viruses can also detect a clean virus that may have entered a computer. 2

**(2 marks for the correct answers.)**

9. Four simple stress management techniques are as follows : 2
- (a) Time Management
  - (b) Physical exercise and fresh air
  - (c) Healthy diet
  - (d) Positivity

**(½ mark for each correct technique.)**

10. Importance of Sustainable Development

Economic development is using up resources of the world so quickly that our future generations, the young people of the world, would have serious environmental problems, much worse than those that we are facing at present. With increasing population and income, the consumption of goods is increasing day by day. This has led to increase in production and utilisation of natural resources, which are required for producing goods. Since most of the natural resources are scarce, therefore, careful utilization of resource is necessary. 2

Society must thus change its development strategy to a new form where development will not destroy the environment i.e. through sustainable development. So sustainable development is extremely important to protect the resources for future generations.

**(2 marks for correct answer)**

**Answer any 4 out of the given 6 questions in 20 – 30 words each :  
(2 × 4 = 8 Marks)**

11. A template is a preset layout that helps to create professional and/or formal documents easily. 2

In a template we can create and save defined headings, text formats, styles, page numbers, headers and footers.

**(1 mark for correct definition + 1 mark for correct explanation)**

12. An accident is an unplanned, uncontrolled, or unforeseen event resulting in injury or harm to people and damages to goods. For example, a person falling down and getting injured or a glassware item that broke upon being knocked over. 2

Emergency is a serious or crisis situation that needs immediate attention and action. For example, a customer having a heart attack or sudden outbreak of fire in your organisation needs immediate attention.

**(2 marks for correct difference)**

13. A shared spreadsheet is a same sheet that can be accessed by more than one user and can allow them to make changes simultaneously on it. Advantages are : 2

- It saves the trouble of keeping track of multiple copies of the same spreadsheet.
- Sharing allows working in collaboration so that everyone can contribute, make changes and view it.

**(1 mark for correct definition + ½ mark each for any two advantages)**

14. An absolute hyperlink stores the complete location where the file is stored. So, if the file is removed from the location, absolute hyperlink will not work. For example : C:\Users\ADMIN\ Downloads\try.ods is an absolute link as it defines the complete path of the file. 2

A relative hyperlink stores the location with respect to the current location. For example : Admin\Downloads\ try.ods is a relative hyperlink as it is dependent on the current location and thus the folder admin is searched where the active spreadsheet is being stored. If the complete folder containing the active spreadsheet is moved the relative link will still be accessible as it is bound to the source folder where the active spreadsheet is stored.

**(1 mark for correct definition of each)**

15. Data in a table can be arranged in ascending or descending order. This process of arranging the records in particular order on any field is called sorting. 2

There are two types of Sorting :

- Sort Ascending
- Sort Descending

**(1 mark for correct definition + 1 mark for correct types)**

16. 2
- All things must be arranged properly.
  - Any spilt liquid, food or other items such as paints must be immediately cleaned to avoid any accidents.
  - Make sure there is proper lighting and all damaged equipment, stairways and light fixtures are repaired immediately.

**(2 marks for any two ways)**

Answer any 3 out of the given 5 questions in 50-80 words each :

(4 × 3 = 12 marks)

17. (a) Anchoring acts as a reference point for image or drawing. Anchoring allows an image to retain its position to a page, paragraph, character or frame whereas in Overlapping objects arrangement determines the position of the current drawing with respect to other drawings or text. 4
- (b) Inverts the colour values of coloured images. In case the image is gray-scale then its brightness is inverted.
- (c) LibreOffice Writer allows grouping these different shapes, to behave as a single entity without affecting their size and position. Once grouped, all shapes belonging to that group become its member and a change applied on one member works on all.

**(2 marks for Anchoring and Arrangement)**

**(1 mark for Invert definition)**

**(1 mark for Grouping Drawing objects – definition)**

18. (a) A macro is a single instruction that executes a set of instructions. These sets of instructions can be a sequence of commands or keystrokes that can be used for any number of times later. 4
- (b) The Rules for naming a Macro are :
- (i) Begin with a letter
  - (ii) Not contain spaces
  - (iii) Not contain special characters except for \_ (underscore)
- (c) Steps 1 → Click on Tools > Macros > Record Macro option.  
Steps 2 → Now start taking actions that will be recorded.  
Steps 3 → Once done, click on “Stop recording” button to stop the recording of actions.  
Step 4 → Click on save button after selecting the object where the macro to be saved.

**(1 mark for Macro-definition)**

**(1 mark for any two rules)**

**(2 marks for Macro steps)**

19. (a) The most important prerequisite for setting a relationship is that there must be a common field(s) between the two tables to create a relationship. 4
- (b) Primarily three types of relationships can be set up between two tables in a relational database.
- (i) One-to-One
  - (ii) One-to-many
  - (iii) Many-to-Many
- (c) In that case, LibreOffice base will display an error message and will not allow to set the relationship between the two tables.

**(1 mark for most important prerequisite)**

**(1 mark for number of types)**

**(1 mark for naming any two)**

**(1 mark for correct answer of c)**

20. (a) Ergonomics is the science concerned with designing and arranging things so that people can use them easily and safely. Applying ergonomics can reduce the potential for accidents, injury to improve performance and productivity. 4

(b) To avoid this problem,

(i) Rest eyes periodically.

(ii) Do simple eye exercises

(c) Occupational overuse syndrome, also known as Repetition Strain Injury (RSI), is a collective term for a range of conditions, characterised by discomfort or persistent pain in muscles, tendons and other soft tissues, with or without physical manifestations.

**(1 mark for ergonomics definition)**

**(2 marks for any two ergonomically correct measures)**

**(1 mark for occupational overuse syndrome definition)**

21. (a) The candidate keys are BID and NAME. 4

(b) The attribute BID can be used as the primary key as it can be used to uniquely identify the records.

(c) The field PRICE should be currency data type as it indicates the monetary values and can be stored using currencies of various countries.

(d) In Boolean data type there can be only two values – True or False.

This also can be given in multiple formats like Yes/No, True/False, On/Off.

**(1 mark for correct identification of Candidate Key)**

**(1 mark for correct identification of Primary Key)**

**(1 mark for correct explanation)**

**(1 mark for correct datatype definition)**