



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

2015

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 11 MAY – FRIDAY 15 MAY

**MARK
SCHEME**

General Marking Instructions

Introduction

Mark schemes are published to assist teachers and students in their preparation for examinations. Through the mark schemes teachers and students will be able to see what examiners are looking for in response to questions and exactly where the marks have been awarded. The publishing of the mark schemes may help to show that examiners are not concerned about finding out what a student does not know but rather with rewarding students for what they do know.

The Purpose of Mark Schemes

Examination papers are set and revised by teams of examiners and revisers appointed by the Council. The teams of examiners and revisers include experienced teachers who are familiar with the level and standards expected of students in schools and colleges.

The job of the examiners is to set the questions and the mark schemes; and the job of the revisers is to review the questions and mark schemes commenting on a large range of issues about which they must be satisfied before the question papers and mark schemes are finalised.

The questions and the mark schemes are developed in association with each other so that the issues of differentiation and positive achievement can be addressed right from the start. Mark schemes, therefore, are regarded as part of an integral process which begins with the setting of questions and ends with the marking of the examination.

The main purpose of the mark scheme is to provide a uniform basis for the marking process so that all the markers are following exactly the same instructions and making the same judgements in so far as this is possible. Before marking begins a standardising meeting is held where all the markers are briefed using the mark scheme and samples of the students' work in the form of scripts. Consideration is also given at this stage to any comments on the operational papers received from teachers and their organisations. During this meeting, and up to and including the end of the marking, there is provision for amendments to be made to the mark scheme. What is published represents this final form of the mark scheme.

It is important to recognise that in some cases there may well be other correct responses which are equally acceptable to those published: the mark scheme can only cover those responses which emerged in the examination. There may also be instances where certain judgements may have to be left to the experience of the examiner, for example, where there is no absolute correct response – all teachers will be familiar with making such judgements.

TASK DB1 CONTACTFIELD

All options correctly entered (in any order) in the row source of the PreferredContact Field (If only two, three or four options correctly entered allow [1] mark) [2]

TOTAL DB1 [2]

DB2 RELATIONSHIPS

New field inserted into SERVICE table called CustomerNo [1]

One to Many relationship between CUSTOMER and SERVICE table using CustomerNo (minus 1 mark for no referential integrity) [2]

TOTAL DB2 [3]

TASK DB3 VALIDATION

Validation Rule: BETWEEN 1 AND 3**

([1] for BETWEEN & AND; [1] for limits 1 and 3)

Allow > 0 and ≤ 3; > = 1 and ≤ 3, 1 or 2 or 3 [2]

Validation Text * [1]

TOTAL DB3 [3]

*Ignore any extra quotes

**Allow alternatives: >=1 AND <=3; >0 AND <4

TASK DB4 FORMDESIGN

Insert the Title Consultation* and subheadings CUSTOMER and CONSULTATION DETAILS in correct position [1]

Modify Customer No and First Name when inserting fields in correct order (plus colons) [1]

Insert the border [1]

Insert fields into the subform in correct position: [1]

Modify 'Duration' label in subform to 'Duration(Hours)' and 'Booking Date' to 'Date' and Consultation No to No (Any one incorrect award [1]) [2]

Modify status of record: 08 March 2015 to 'Did not Show' [1]

Correct Record [Morris McCann] [1]

All details visible [1]

TOTAL DB4 [9]

*Do not penalise for capitalization, plural/singular format

AVAILABLE
MARKS

TASK DB5 EMPTYMOBILE

Selected fields: FirstName, Surname, TelephoneNo*	[1]
De-selected fields: MobileNo and PreferredContact	[1]
Is Null Criteria in MobileNo fields	[1]
sms in PreferredContact field criteria	[1]
Sort on Surname Ascending	[1]

TOTAL DB5

AVAILABLE
MARKS

[5]

*If other fields are shown in query do not penalise if they are de-selected and there are no extra criteria or grouping that may affect the result of the query

TASK DB6 MONTHLY REPORT PRINTOUT

Report should match that given in exam paper.

Title**: Monthly Consultations	[1]
Fields from CONSULTATION TABLE in correct order and approximate position with appropriate labels* above them: ConsultationNo, RoomNo, BookingDate, StartTime, Status	[1]

Fields from CUSTOMER TABLE in correct order and approximate position with appropriate labels* above them: FirstName and Surname	[1]
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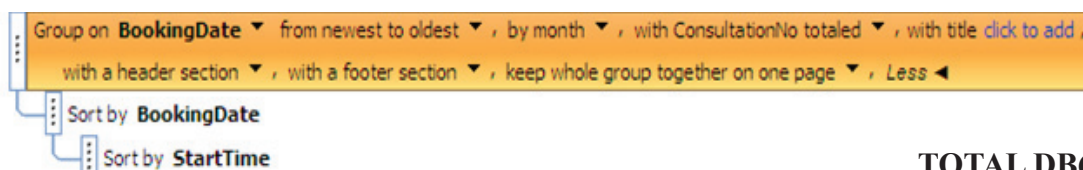
Grouped on BookingDate by month	[1]
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Groups ordered by BookingDate sorted from newest to oldest (i.e. August before July; look for this evidence if different months are displayed)	[1]
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Sorted within each group by BookingDate and then StartTime from oldest to newest or ConsultationNo (Look at Consultation No 75 and 76 in August – or other records if different months shown – look for two similar dates in the month; if no grouping performed then allow marks if evidence in records suggests that sorts performed in correct order)	[2]
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Whole Group kept together on one page (if print out supplied ensure that ALL records for group are shown on page and that a subtotal for no of consultations is displayed if inserted)	[1]
Calculation for Total Number of Consultations in each month	[1]
New Label for No of Consultations:**	[1]

DESIGN VIEW PRINTOUT	[1]
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TOTAL DB6

[11]

TASK SS1 SORT

All data sorted [2]
(partial sort – 1)
Sheet1 renamed as LookupTable [1]

TOTAL SORT [3]

SS2 PASTE

All data pasted into correct place A1 [2]
(data not in A1 – 1)
All data visible [1]

TOTAL PASTE [3]

SS3 HEADER

Creation of header [1]
Accept all fields EXCEPT Customer No, Mobile No, Email and Preferred Contact [2]
It is acceptable to leave out Title. Mr is optional. No field names or duplicates
ORDER DETAILS, PRICE, QUANTITY, COST [1]

TOTAL HEADER [4]

SS4 FORMULA

Quantity column details entered correctly [1]
=VLOOKUP [2]
(A2, [1]
LookupTable [1]
!A\$1:B\$8 (\$ before A and B is optional) [4]
,2) [2]
=B2*C2 [3]
Fill down [1]

TOTAL FORMULA [15]

SS5 FINALBILL

TOTAL =SUM (D2:D9) [3]
(1 mark each for TOTAL, =SUM, D2:D9)
VAT =D10*0.20 [4]
(1 mark each for VAT, D10 and *and 0.20)
GRAND TOTAL=SUM (D10:D11) or D10+D11 [3]
(1 mark each for GRAND TOTAL, SUM , D10:D11)

TOTAL FINALBILL [10]

AVAILABLE
MARKS

TASK WP1 FORMAT

Correct logo in top-left corner	[1]
Accurate title	[1]
7 × 3 table	[1]
Table headings and remaining accurate text entry	[1]
Centred alignment and emboldened text	[1]
Border	[1]

TOTAL WP1

[6]

TASK WP2 MERGE and McCANN

Correct font and size: Tahoma, size 14 shown	[1]
Curriculum Vitae and centred	[1]
Correct field names and merge fields	[1]
Correct layout/spacing (Rectangle acceptable)	[1]
Correct record – customer 9 – Morris McCann	[1]

TOTAL WP2

[5]

TASK WP3 COMPLETECV

Accurate text entry (Qualifications: Experience: Interests/Hobbies)	[1]
Three rounded rectangles	[1]
Correct dimensions – height 3cm, width 16cm	[1]

TOTAL WP3

[3]

TASK MM1 LOGO

Correct logo position and correct dimensions (200%)	[2]
Correct title	[1]
Deletion of sub-title	[1]

TOTAL MM1

[4]

TASK MM2 FEATURES

Correct headings and images	[2]
6 appropriate evaluations	[6]
4 slides per page	[1]

TOTAL MM2

[9]

AVAILABLE
MARKS

TASK MM3 OPTIONS

Correct title and fifth slide only printed
Evaluation of Option A
Evaluation of Option B

[1]
[2]
[2]

TOTAL MM3

[5]

Total

100

AVAILABLE
MARKS