



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

2016

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 9 MAY – FRIDAY 13 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.

DB1 EDITTABLE

- New field
- o Quantity [1]
- o Data Type: Number [1]
- o Field Size: Integer [1]

TOTAL DB1 [3]

DB2 RELATIONSHIPS

- Primary key in table Type: TypeName [1]
- Any relationship between TYPE AND SERVICE [1]
- Selection of foreign key in relationship: ServiceType [1]
- Referential integrity shown [1]

TOTAL DB2 [4]

TASK DB3 VALIDATION

- Validation rule for StartTime field:
 - o Between AND [>= AND <=] [2]
 - o #09:00:00# and #17.30:00# [1]
N.B. ignore #, ensure : is present
 - o in correct field [1]
- Validation text: 'Not within opening hours' in correct field [1]

TOTAL DB3 [5]

TASK DB4 FORMDESIGN

- Title CUSTOMER DETAILS [1]
- All data fields and labels present [1]
- Added 3 boxes completely surrounding correct labels and data [1]
- New Labels: ENTER NAME, ENTER ADDRESS, ENTER CONTACT DETAILS [1]
- Inserted Spaces in Labels [1]
- Correct Record: John Campbell [1]
- Modified Preferred Contact to telephone [1]

TOTAL DB4 [7]

TASK DB5 QUERYDESIGN

- ServiceType, ServiceNo and CostofService shown [1]
- Group By ServiceType [1]
- Count of Service No or other suitable field [1]
- Sum of CostOfService [1]

* If not DesignView allow 1 for field names shown

TOTAL DB5 [4]

AVAILABLE
MARKS

TASK DB6 PRINTREPORT/DESIGNVIEW

AVAILABLE
MARKS

- Label: INVOICE Write It Right
 - o Inserted; and [1]
 - o Visible, in Header* [1]
- Invoice and Customer: InvoiceNo and InvoiceDate; CustomerNo, FirstName, Surname, HouseNo, Street, County, and Postcode.
 - o All Data fields Inserted (no extra Invoice/Customer fields); and [1]
 - o Labels: Customer No, Invoice No, Invoice Date with spaces inserted; FirstName, Surname, HouseNo, Street, County, Postcode removed; and [1]
 - o LAYOUT: visible, order/position and In Header* [1]
- Service: DateRequested, ServiceType, CostOfService
 - o All Data fields Inserted (no extra Service fields); and [1]
 - o Labels: Date Requested, Service Type and Cost of Service with spaces inserted [1]
 - o LAYOUT: visible, order/position; Labels In Header*, Data Fields in Detail [1]
- Grouping by InvoiceNo (allow *additional* grouping on CustomerNo) [1]
- Sort by DateRequested [1]
- Calculation for Sum of CostofService [1]
- New label Total Due [1]

* InvoiceNo header or CustomerNo header if used (may still work if grouped on customer after invoice and before sort as only one customer for each invoice in database); NOT page header.

TOTAL DB6 [12]

SS1 RECEIPTS

- VAT = 20% [1]
- Correct headings in Rows 1, 2 and 11 [1]
- Correct headings **bold** in Rows 1, 2 and 11 [1]
- Correct headings centred [1]
- Currency [1]
- Sheet renamed as QUARTER1_2016 [1]

TOTAL SS1 [6]

SS2 FORMULAE

- Correct formula E3 (=SUM (B3:D3)) [2]
- Correct formula B11 (=SUM (B3:B10)) [2]
- Fill across and down [1]

TOTAL SS2 [5]

| | | AVAILABLE MARKS |
|---|-----|--------------------|
| SS3 CHART | | |
| Correct title | [1] | |
| Correct chart | [1] | |
| Correct X axis (title, range, label (visible and angled)) | [3] | |
| Correct Y axis (title, range, label) | [3] | |
| Correct legend (remove Series 1, and Jan, Feb, March present) | [2] | |
| TOTAL SS3 | | [10] |
| SS4 ABSOLUTE | | |
| Absolute cell reference formula | | |
| =E3 | [1] | |
| * | [1] | |
| B\$1 (or \$B\$1) | [2] | |
| TOTAL SS4 | | [4] |
| SS5 NET Q1 | | |
| =E3-F3 | [2] | |
| TOTAL SS5 | | [2] |
| TASK WP1 MERGE | | |
| Correct logo in top-right corner | [1] | |
| Correct field names and merge fields | [1] | |
| Correct layout/spacing | [1] | |
| Double thick border | [1] | |
| Correct record – customer 28 – Caroline Tweed | [1] | |
| TOTAL WP1 | | [5] |
| TASK WP2 FORMAT | | |
| Correct business card – black and white contrast | [1] | |
| Logo | [1] | |
| Calibri, size 12 | [1] | |
| Bullet points | [1] | |
| Accurate text entry | [1] | |
| TOTAL WP2 | | [5] |

TASK WP3 ORG CHART

| | |
|---|-----|
| Organisational chart format | [1] |
| Each correct layer (×3) | [3] |
| Correct text (names) | [1] |
| Correct text (Staff position in brackets) | [1] |

TOTAL WP3

[6]

TASK MM1 SETTINGS

| | |
|--|-----|
| Title slide with logo in top-right hand corner | [1] |
| Correct headings and images | [6] |
| Appropriate descriptions (needs 'own knowledge' description) | [6] |
| Handout view (2 slides per page) | [1] |

TOTAL MM1

[14]

TASK MM2 DEFRAG

| | |
|--|-----|
| Correct title and fifth slide only printed | [1] |
| Evaluation of disk defragmentation (description, evaluative comment 1 and 2) | [6] |
| 'home' navigation | [1] |

TOTAL MM2

[8]

Disk Defragmentation

- File fragmentation occurs when clusters of free disk space get reused over and over again when you delete old files and save new ones.
- Defragging is a simple process when file fragments are put together to speed up file access and improve the performance of the machine.
- File fragments are put together and quality defragmentation utilities also assemble the free space into a single block to prevent future fragmentation.

TOTAL

100