MARK SCHEME for the May/June 2015 series

9713 APPLIED INFORMATION & COMMUNICATION TECHNOLOGY

9713/04   Paper 4 (Practical Test B), maximum raw mark 90

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

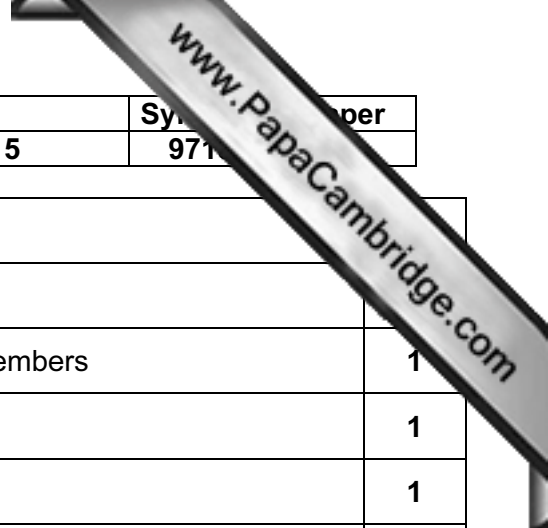Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2015 series for most Cambridge IGCSE®, Cambridge International A and AS Level components and some Cambridge O Level components.

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Task				
1 **(a)**	*Evidence of the contents of all cells referenced by any formula must be seen for the award of the marks*			
	Use of correct components	GivenName, Surname, MembershipNumber		1
	Use of a String( ) function	e.g. LEFT() or MID() seen		1
	Correct extraction of first character from GivenName	e.g. LEFT(B2,1) MID(B2,1,1)		1
	Correct extraction of first character from Surname	e.g. LEFT(C2,1) MID(C2,1,1)		1
	Concatenate elements	CONCATENATE (Elements above and MembershipNumber)		1
	Format as shown in the question paper	Evidence can be taken from any printout		1
(b)&(c)	Separate digits	e.g. Left( ) Mid( ) Right( ) or equivalent	use of MOD(9) or efficient solution	1
	Valid method for 1st order totals. i.e. sum of digits <=9	e.g. Sum( ) digits		1
	Attempt method for 2nd order totals	sum of digits >9 – Use of IF( )		1
	Valid attempt for 2nd order totals	Tests for 9< sum of digits <19	Tests for MOD(9)=0 Both marks	1
	Valid attempt for 3rd order totals	Tests for sum of digits >=19		1
	Combine with Club_id from Task 1(a)	Correct concatenation		1
	Format as shown in the question paper	Evidence can be taken from any printout		1

	(c)	**Printout**		
		Correct title in header	"Security number examples" 100% accurate and centred	
		Correct (only) fields seen	Club_id, GivenName, Surname, MembershipNumber	1
		Club_id format as required	e.g. LS100-1 (Format as per question paper)	1
		Select data	Correct MembershipNumbers seen (only) 100,110,120,220,230,240,340,350,360,469	1
			MembershipNumber 360 = PM360-9 or any correct XXnnn-9	1
			MembershipNumber 469 = EH469-1- or any correct 2nd order	1
		Format as required	All data and labels visible. Single page. Document professional in appearance and fit for purpose.	1
				[20]
2	(a)	Full details added for member 115	Must see evidence of these members added to the XLClub file. Evidence can be from task 3a printout. Allow any method including cut and paste excluding manual entry.	1
		Full details added for member 243		1
		Full details added for member 512		1
		Only these 3 entered	Jake Abbot, Charles Singh, Finley Russell (NOT Maya Rowley, Rosie Webster) – can also be verified in printout for task 3(b)	1
		Joined field used	Text "April" inserted for new entries	1
		Correct title in header	"Complete XLClub Membership List" 100% accurate & centred	1
		New Club_ids match	JA115-7, FR512-8, CS243-9	1
		Correct (only) 40 members seen	3 shown as joined in April	1
		Sorted by Surname	Valid sort – data integrity preserved	1
		Correct fields (only)	Club_id, GivenName, Surname, MembershipNumber, Joined	1
		Footer	All candidate details	1
		Format as required	All data and labels visible. Single page. Document professional in appearance and fit for purpose.	1

(b)	merge document		
	Date seen as field	e.g. {Date \@........*MERGEFORMAT}	
	Member data mergefields inserted	{Mergefield MembershipNumber} or << … >> versions	1
		{Mergefield GivenName}	1
		{Mergefield Surname}	1
	Formatting	GivenName (space) Surname	1
	Member address mergefields inserted	{Mergefield StreetAddress}	1
		{Mergefield City}	1
		{Mergefield PostCode}	1
	Only these and on newlines	EmailAddress and TelephoneNumber omitted	1
	Salutation, spacing and comma	Dear (space) {Mergefield GivenName},	1
	Printout not screenshot	Conditional fields can be marked from screenshots	1
	Candidates must show evidence of their source data and the method of selection of data		
	Conditional field used with correct syntax	Any attempt with correct syntax	1
	Correct logic -(any valid other than individual data)	e.g. IF {Mergefield Joined (or Application received)}=April or <> April or <=10/4/2015 (Must see evidence of other)	1
	Correct text used for successful applicants	"Congratulations…" (only if in conditional field)	1
	Correct text used for unsuccessful applicants	"I am sorry…" (only if in conditional field)	1
	Correct spacing and punctuation	For both insertions (only if in conditional field)	1
	Club_id inserted for successful applicants	{Mergefield Club_id } can be in 2nd conditional field	1
	Evidence of source data or Non-Manual selection method	Consistent with conditional fields	1

	merged letters		
	Date in correct format	DD/MMMM/YYYY e.g. 21/April/2015	
	Jake Abbott = successful		1
	Finley Russell = successful	Letters to successful applicants must include the text, "Congratulations! You are now a member of the RockICT XLClub."	1
	Charles Singh = successful		1
	Maya Rowley = unsuccessful	Letters to unsuccessful applicants must include the text, "I am sorry but the club is full at the moment but we will notify you as soon as there is a vacancy."	1
	Rosie Webster = unsuccessful		1
	Club_ids correct	Shown only for successful members	1
	Formatting and layout	As template provided	1
	Closure	All candidate details included	1
	Letters correct, consistent and fit for purpose	Only 5 letters and proofed for accuracy	1
			[40]

3 (a)	Uses any valid "LOOKUP" functions	VLOOKUP( )	Use Index/Match	1
		Columns re-ordered		1
	Reference to correct file	Must use NewXLClub file saved in task 1(c)		1
	Correct Lookup/Match value	Cell reference to MembershipNumber		1
	Correct range	Evidence of reference to NewXLClub columns		1
	Correct index column	Evidence of reference to XLClub_id column		1
	Correct Match type/Return value	0 False – Exact match		1
	Evidence of method for Blank Cells	Details of any non-manual method including Find/Delete	e.g. IFERROR( ), ISNA( )	1
				1

	printout		
	Column added	Label accurate – XLClub	
	Correct data	Club_ids displayed for XLClub members	1
	Blank cells	For non-members of XLClub	1
	Printed data	1st page only	1
	Appropriate title in header	Relevant title. All data and labels visible. Document professional in appearance and fit for purpose.	1
(b)	macro listing		
	Candidates must use macro commenting syntax to describe each relevant section of code.		
	Data sorted	Code for Sort (Ascending) seen	1
		Valid and relevant comment inserted in correct place	1
	Data selected	Code for valid Selection seen	1
		Valid and relevant comment inserted in correct place	1
	Columns hidden	Code to Hide correct columns seen	1
		Valid and relevant comment inserted in correct place	1
	Headings emboldened	Code to Embolden labels seen	1
		Valid and relevant comment inserted in correct place	1
	Document printed	Code to Print document seen	1
		Valid and relevant comment inserted in correct place	1

	Post macro document printout		
	Header/Title	Matches printout for task 3a – if seen – or appropriate	
	Sort	Sorted by Surname – Ascending – data integrity preserved	1
	Correct data	XLClub members (all and only) Including Abbot, Russell, Singh with correct XLClub_ids	1
	Correct fields	XLClub, GivenName, Surname, Email Address (all and only)	1
	Headings	As required – all bold	1
	Printout not screenshot	All data and labels visible. Document professional in appearance and fit for purpose.	1
			[30]
			[Total: 90]