
APPLIED INFORMATION & COMMUNICATION TECHNOLOGY

9713/04

Paper 4 Practical Test B

May/June 2017

MARK SCHEME

Maximum Mark: 90

Published

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This document consists of **7** printed pages.

			Mark
Task 1	Player ID	Substring function for Forename components e.g. <i>LEFT(C2,2) or MID(C2,1,2)</i>	1
		Substring function for Surname components e.g. <i>LEFT(D2,2) or MID(D2,1,2)</i>	1
		Valid Concatenation	1
	Player Age	Efficient interval calculation method (<i>Use of DateDiff</i>)	1
		Reference to player date of birth	1
		Function to return current date e.g. <i>NOW() or TODAY()</i>	1
		Parameter to extract years from interval function	1
	Player status	Nested IF function used (<i>2 levels only</i>)	1
		Junior results <18	1
		Adult results 18-54	1
		Senior results >54	1
	Player Fee	Efficient LOOKUP function used - <i>without transposition of data</i>	1
		Lookup_value set on Status	1
		Correct table_array references	1
		Correct column_index reference	1
		Correct parameter for an exact match	1
	Printout	Sheet printed with correct values	1
Data and labels all visible and Player_fee set to € 0 d.p		1	
Total Task 1			18

			Mark
Task 2	Database Evidence of...	PlayerStatusAndFees file imported (<i>all/only required fields shown</i>)	1
		Player_ID set as primary key	1
		Player_fee set to currency, (<i>+evidence of set to € 0 dp in structure</i>)	1
		Fee_due set to yes/no (Boolean)	1
	Player status report	Correct title + logo	1
		Correct fields shown (<i>only</i>)	1
		Data grouped by Player_status	1
		Single report – (<i>each group on separate page</i>)	1
		Correct players shown in each group	1
		A total of players shown for each group	1
		Suitable label for each for total	1
		Correct total of adult players (<i>31</i>)	1
		Correct total of junior players (<i>6</i>)	1
Correct total of senior players (<i>3</i>)	1		
Total Task 2			14

			Mark
Task 3a	Mailmerge query evidence	Evidence of the database used for the selection of recipients	1
		Valid selection method (<i>query or SKIPIF</i>) for players with Fee_due = TRUE	1
		Evidence of valid exclusion method for Gurdeep Dasgupta	1
	Merge document <i>insertion prompts must be replaced for the 'correct text' mark</i>	Logo inserted and fully visible	1
		Date inserted and shown as a field	1
		Player:_ title, _forename and _surname mergefields inserted	1
		Correct spacing in single line of name fields	1
		All Address mergefields inserted in correct place – (<i>1 per line</i>)	1
		Salutation Player_forename mergefield inserted (<i>with correct spacing and comma</i>)	1
		Player_status mergefield inserted (<i>with correct spacing and comma</i>)	1
		Player_fee mergefield (<i>with correct spacing and full stop</i>)	1
		Single valid conditional mergefield for Junior players ...	1
		Correct conditional text for Junior players	1
		Single valid conditional mergefield for Adult players ...	1
		Correct conditional text for Adult players	1
Correct Default conditions + Single mergefield for Senior players ...	1		
Correct conditional text for Senior players	1		
Total Task 3a			17

		Mark	
Task 3b	Printed Letters	Date shown in correct format e.g. 29/03/2017 (not as field)	1
		Only correct 3 letters present	1
		Fatima Hedge shown as an Adult	1
		€25 Fee due shown	1
		Correct text shown (Our annual dinner dance will be held in August.)	1
		Hans Schumacher shown as Senior	1
		€15 Fee due shown	1
		Correct text shown (Our senior skills club will begin again in September.)	1
		Johann Schmidt shown as Adult	1
		€25 Fee due shown	1
		Correct text shown (Our annual dinner dance will be held in August.)	1
		Letters proofed and fit for purpose (including € sign, spacing and punctuation)	1
Total Task 3b		12	

			Mark
Task 4	League Table	Single formula for points $(C2*3)+D2$ or valid equivalent	1
		Correct data for all teams before additions (1.Jolly H.=46, 2.James Town=45, 3.The Scarlets=44, 4.Putt Rovers=44...7.The Red Tigers=36, 8.Putt United=36)	1
		Correct data for all teams after additions (1.Putt Rovers=47, 2.James Town=46, 3.Jolly.H=46,...7.The Red Tigers=36, 8.Putt United=36)	1
	Macro	Single macro - Correct range selected (e.g. B2:F21 or B1:F21 with .header=x/Yes)	1
		Primary sort on Points (e.g. range F2:F21 or F1:F21 with .header=x/Yes)	1
		Sort descending instruction shown	1
		Secondary sort on Games won (e.g. range C2:C21)	1
		Sort descending instruction shown	1
		Programmer annotations for selecting range area(s) inserted	1
		Programmer annotations for sorting inserted	1
		Button/ shape/toolbar icon shown	1
		Button named 'Update League Table' (or tooltip) shown	1
		Evidence that the Macro has been assigned to button	1
Total Task 4			13

			Mark
Task 5	Merge labels evidence insertion prompts must be replaced for the mark	Team name mergefield inserted	1
		Position mergefield inserted	1
		Points mergefield inserted (<i>Team points label shown</i>)	1
		Conditional field for position 1 inserted	1
		Position 1 to display correct text (<i>WINNERS</i>)	1
		Conditional field for position 2 inserted	1
		Position 2 to display correct text (<i>RUNNERS UP</i>)	1
		Evidence of valid non-manual selection method for points >40	1
	Labels printed	Team name and Position formatted to 26pt	1
		Team name and Positon in correct order (<i>on same line with space</i>)	1
		Team Points label shown and Points formatted to 16pt	1
		Correct 5 labels <i>only</i> printed	1
		Correct 4 labels in correct order on first page	1
		Logo present on each label	1
		'Putt Rovers 1' shown as 'WINNERS'	1
'James Town Rovers 2' as <i>only</i> 'RUNNERS UP'		1	
Total Task 5		16	
Total Paper		90	