
APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/04

Paper 4 Practical Test B

October/November 2017

MARK SCHEME

Maximum Mark: 90

Published

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This document consists of **8** printed pages.

		Mark	
Task 1a	Use of named ranges for Commission calculations	Sales compared to Sales_Target	1
		Sales * Com_1 , for Sales <=Sales_Target condition	1
		Sales_Target*Com_1 , for Sales > Sales_Target condition	1
		Calculation of Sales above Sales_Target (Sales - Sales_Target) ...	1
		... *Com_2 for commission on sales above the Sales_Target	1
		Shown as a full screenshot – Clear/Efficient evidence	1
		Replication of formula shown	1
		Values for (All & Only) Porto branch used	1
		Column headings shown and all data and label fully visible	1
		Correct Commission values shown	1
Total Task 1a		10	

			Mark
Task 1b	Use of named ranges for Bonus calculations	IF(AND()) used for efficient application of conditions	1
		Appraisal not = "D" (I2<>"D") used for efficient solution	1
		Accounts Levels (Acc_Ln) named ranges used to determine bonus level	1
		Bonus Levels (Bonus_Ln) named ranges used	1
		Acc_Ln and Bonus_Ln ranges matched	1
		Sales_Target named range used for condition	1
		IF() syntax correct - including inner default values	1
		,0) final default value used	1
		Valid replication of formula shown	1
		Amsterdam branch used for screenshots	1
		ABC appraisal categories correct	1
		Appraisal "D" category - correct Bonus values	1
		<10 Accounts - correct Bonus values	1
		Sales < Sales target - correct Bonus Values	1
		Column labels and all data fully visible	1
Total Task 1b			15

			Mark
Task 1c	Calculation of Grand Totals and Subtotals for each Branch	Correct Amsterdam Branch Sales subtotal shown	1
		Correct Amsterdam Branch Commission subtotal shown	1
		Correct Amsterdam Branch Bonus subtotal shown	1
		All Branches Sales Grand total shown	1
		Correct all Branches Sales Grand total shown	1
		All 3 Grand totals shown (Sales, Commission, Bonus)	1
		P/O Single page wide, 2 pages tall with subtotals under each branch	1
		Column labels shown on both pages	1
		Branches not split and all data fully visible	1
		All currency in € and 0dp	1
Total Task 1c			10

			Mark
Task 2a	Simple Modelling	Sales_Target changed to €100,000	1
		Commission cells shown as percentages	1
		Amsterdam branch used for printout	1
		Correct Commission values shown	1
		Correctly formatted P/O with totals and labels	1
Total Task 2a			5

			Mark
Task 2b	Modelling to satisfy a criterion	Goal Seek function used to determine new Sales_Target	1
		Grand Total (L157) Set to € 3,000,000	1
		Set change to Sales_Target (\$A\$4) or evidence of method for a trial and error solution	1
		Correct result	1
		Rounded to nearest €5,000	1
		Amsterdam branch used for printout	1
		Correct Commission values shown	1
		Correct Totals for Amsterdam	1
		Single page Landscape P/O	1
		Correctly formatted P/O with totals and labels fully visible	1
Total Task 2b			10

			Mark
Task 3	Modelling with alternative conditions	Use of IF() AND() OR() for efficient solution	1
		Appraisal <>"D", Acc_L>=10 or Sales >= Sales_Target conditions shown	1

		Screenshot of Porto branch – all formulae fully visible	1
		Screenshot of Porto branch, all data fully visible, column headings shown	1
		Correct Bonus values shown	1
Total Task 3			5

			Mark
Task 4a	Creation of a data source for a mailmerge	Evidence of the data source used for the mailmerge	1
		Data source is used for the creation of the Appraisal description text	1
		Evidence of the method used for the creation of the Appraisal text or valid conditional mergefield in the merge document	1
		Efficient method used for the creation of the Appraisal text in the data source or all valid mergefields in the merge document	1
		Data source is used for Bonus percentage integer values	1
		Valid calculation of Bonus percentage values Bonus/pay or Bonus_L Categories (10,15,20) used	1
Total Task 4a			6

		Mark	
Task 4b	Populating a merge document	Branch mergefield inserted in the merge document	1
		Given_name and Family_name mergefields inserted	1
		Payroll_number mergefield inserted	1
		Spacing and layout for all 4 mergefields	1

		Given_name mergefield inserted in salutation	1
		Spacing and punctuation as required	1

		Appraisal character mergefield inserted	1
		Appraisal text mergefield inserted	1
		Spacing and dash preserved	1

		Efficient Conditional mergefield categories A/B - Appraisal <C	1
		Conditional mergefield for Appraisal category = C	1
		Conditional mergefield for Appraisal category = D	1
		Correct syntax and logic for conditional mergefields	1

		Correct Conditional text for categories A/B	1
		Correct Conditional text for category C	1
		Correct Conditional text for category D	1
	Pay mergefield inserted	1	
	Commission mergefield inserted	1	
	Bonus integer mergefield inserted	1	
	% sign inserted or mergefield switch seen	1	
	Bonus amount mergefield inserted	1	

	Performing a mail merge	Correct 4 letters printed	1
		€ sign shown for all currency	1
Appraisal content matches Appraisal character		1	
Correct Pay for recipients shown		1	
All Commission shown at 0 dp		1	
All Bonuses shown as %		1	
All Bonus values shown at 0 dp		1	

			Mark
		Correct text and correct spelling, punctuation for all recipients – proofing	1
			Total Task 4b
			29
			Total Paper
			90