



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

2012

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 14 MAY – FRIDAY 18 MAY, 2012

**MARK
SCHEME**

DB1 SERVICEDESIGN & RELATIONSHIPS

Correct field name = GarageId	[1]	
Correct data type = text	[1]	
Correct size = 2	[1]	
Default of AS	[1]	
One to many relationship created (based on GarageId) ([1] for no referential integrity)	[2]	6

DB2 VALIDATION

Validation rule >=20	[1]	
Validation text as shown	[1]	2

DB3 TEXT

Invalid data entered	[1]	
Error displayed to match DB2	[1]	2

DB4 FORMS

Columnar form created	[1]	
Title	[1]	
Correct fields	[1]	
Labels modified – spaces added	[1]	
Button	[1]	
Printout showing both forms	[2]	
Correct data displayed – CarNo 4 & 2 Service records	[1]	8

DB5 LOSTPROPERTY

Fields –		
Booking – Date, Time, Pickup, CarNo	[1]	
Customer – CustomerForename, CustomerSurname, CustMobile	[1]	
CarNo not displayed	[1]	
Ordered by date & time	[1]	
Criteria – CarNo 13	[1]	
Date	[2]	7

DB6 SERVICEREPORT

Title	[1]	
Fields	[1]	
Grouping (lose 1 mark for incorrect grouping)	[2]	
Date Order	[1]	
Extra labels removed – CarReg, CarOwner, Comments	[1]	
Labels modified for CarNo,Ref, Date – Car Details	[1]	
New labels – Sub Total and Overall Total	[2]	
Calculations – Sub Total	[1]	
Overall Total	[1]	
Lines added	[1]	12

TASK SS1 STAFF

Insert two new rows	[1]	
Insert text	[1]	
Rename Sheet1 to Staff	[1]	3

SS2 SHIFT CODES

Insert new row	[1]	
CODE, DAY, FROM:TO, HOURS	[1]	
Header text SHIFT HOURS 2012	[1]	

SS3 LOOKUP

Text		
WEEK 1...HOURS WEEK 4	[1]	
=VLOOKUP(A2,('Lookup Table'!\$A\$2:\$D\$22),4)	[5]	
Formula view	[1]	
1 page wide & 1 page tall	[1]	
Landscape view	[1]	
Row and column headings	[1]	10

SS4 DATA

Correct formula in E2 (must be Molly Crilly)	[2]	
Correct data on sheet	[2]	
Portrait view	[1]	5

TASK SS5 HOURS

Correct data	[2]	
Correct formula		
SUM	[1]	
'Molly Crilly'!	[1]	
H2:H8	[2]	6

TASK SS6 WAGES

Correct formula		
=F3*	[1]	
\$B\$1	[1]	
(accept B\$1)		
Data correct in Column G	[1]	3

TASK WP1 FORM1

Logo correctly positioned and sized	[2]	
Heading, centred	[1]	
Verdana 14	[1]	4

TASK WP2 SURNAME

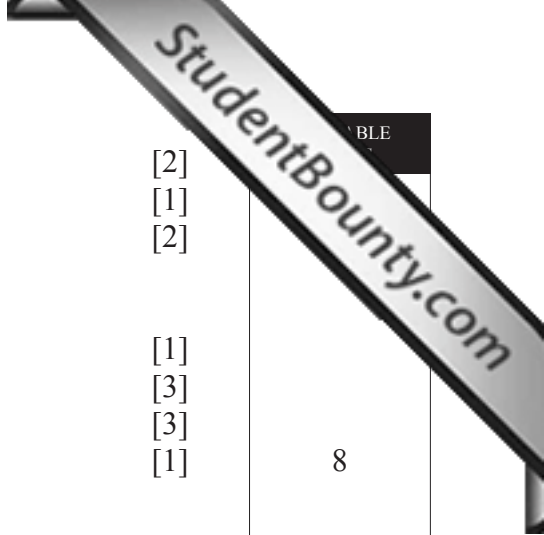
Surname and box dimensions	[2]	2
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TASK WP3 GROUP

Placeholder	[1]	
DoB	[1]	
Address dimensions (3 × 15)	[1]	
Boxes grouped	[1]	

TASK WP3 DATACAPTURE

Telephone number (text and box)	[1]	
Driving convictions section	[2]	
Shading	[1]	
Border (1.5pt)	[1]	9



MM1 DISK

- Suitable text
- Graphic placed appropriately
- Correct action buttons in correct positions

[2]
[1]
[2]

MM2 EMAIL

- Title slide
- Suitable text
- Correct graphic
- Handout view – 4 to page

[1]
[3]
[3]
[1]

8

TASK MM3 TIMING

- Moving slides to correct position
- Adjust action buttons
- Correct timing on each slide
- Slide sorter view

[1]
[2]
[1]
[1]

5

Total

100