Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
January 2014

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 13 JANUARY – FRIDAY 17 JANUARY

MARK SCHEME

General Marking Instructions

Introduction

Mark schemes are published to assist teachers and students in their preparation for examinations. the mark schemes teachers and students will be able to see what examiners are looking for in respon questions and exactly where the marks have been awarded. The publishing of the mark schemes may 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.

TASK DB1 CHANGETABLE

Rename StaffLandline as StaffContactNumber	[1]
StaffLeavingDate inserted (in any position)	[1]
Date/Time selected for StaffLeavingDate	[1]
Lookup list for StaffJobTitle with value list	[2]
(Lose [1] if only a partial list)	

TOTAL DB1   **[5]**

TASK DB2 RELATIONSHIPS

Selected primary key: StaffID	[1]
One to many created between STAFF and JOB (using StaffID)	[2]
(lose [1] if referential integrity is not selected)	

TOTAL DB2   **[3]**

TASK DB3 VALIDATION

Validation rule – Like "BT*". (Alternative answers which include variations of *, # and ? should be considered and tested.)	[1]
Validation text:	
The postcode must be for a region in Northern Ireland	[1]
(both must be for the HousePostcode field)	

TOTAL DB3   **[2]**

TASK DB4 FORMDESIGN

Title (non-plural form of words allowed)	[1]
Subheadings: **Customer Details and House Details**	[1]
Correct fields for **Customer**: (CustID, CustSurname etc.)	[1]
Customer labels modified (ID, Surname etc.)	[1]
Correct fields for **House** subform (HouseID, HouseNumber etc.)	[1]
House labels modified (ID, Number, StreetName etc.)	[1]
Correct layout. [1] only if all data visible AND all fields in correct order; positioning of fields and labels should be approximately as shown in examination paper	[1]
Correct record C067	[1]
Addition of new record (H119 – 4 School Road)	[1]

TOTAL DB4   **[9]**

TASK DB5 QUERYDESIGN

Correct fields displayed   [1]
(JobDate, HouseNumber, HouseStreetName,HouseCounty, HousePostCode).
If additional fields are present allow mark **only** if show is deselected **and** there are
no criteria entered that would produce a different result

StaffID: show is deselected   [1]

StaffID criteria (STF004)   [1]

JobDate criteria (>#31/12/2013#)   [1]

JobDate sort (Descending on date)   [1]

	TOTAL DB5	**[5]**

TASK DB6 REPORTDESIGN

Title: **Time to Complete Requests**   [1]
(do not penalise for capitalisation and plural/non-plural form of words)

Grouping by TypeOfService (Decking GrassCutting etc.)   [1]
Column headings above each group (Service No, Request
Date, Completion Date, Service Charge)   [1]
Correct Data beneath Headings   [1]
Modified Labels: Service No, Request Date,
Completion Date, Service Charge   [1]
New Labels: TOTAL SERVICE CHARGE, Days: [1]
Calculation: Days   [1]
Calculation: Total Service Charge for each type   [1]
Sorting by TypeOfService (alphabetical order) and Request Date (newest first)   [2]
Correct Formatting [Bold titles and alignment of elements]   [1]

	TOTAL DB6	**[11]**

TASK SS1 SORTSTAFF

New row   [1]
Text   [1]

Sorted by StaffID   [2]
(sorted on other field –[1])
Ascending on StaffID   [1]
Gridlines   [1]
Row and column headings   [1]
Printout range A1:E36   [1]

	TOTAL SS1	**[8]**

TASK SS2 GRANDCOUNT

Count function used	[1]
Count for STF011 = 4	[1]
Grand Count = 170	[1]
Page break between groups with Grand Count (only one Staff ID on page)	[1]
Correct page printed	[1]

	TOTAL SS2	**[5]**

SS3 JOBHOURS

Columns changed	[1]
Grand Total correct (495 hours) (Top or Bottom OK)	[1]
JobNoHours correct	[1]
All subtotals collapsed	[2]
(partial collapse [–1])	

	TOTAL SS3	**[5]**

SS4 CHART

Clustered bar chart	[1]
Title – EMPLOYEE HOURS WORKED (allow lowercase)	[1]
Axes – HOURS (allow lowercase)	[1]
EMPLOYEE NUMBER (allow lowercase)	[1]
Correct values on data rows	[2]
No legend	[1]

	TOTAL SS4	**[7]**

SS5 AVERAGE

Insert new column	[1]
Correct text (all visible)	[2]
Average correct (2d.p.)	[2]

	TOTAL SS5	**[5]**

TASK WP1 MARGINS

Correct top and bottom margins – 1 cm	[1]
Correct left and right margins – 1.5 cm	[1]
(Allow for alternative methods of showing evidence)	

	TOTAL WP1	**[2]**

TASK WP2 PAGE

Correct width – 8.5cm   [1]

Correct height – 5.5cm   [1]

                                              TOTAL WP2   **[2]**

TASK WP3 LOGO1

Correct image   (in any position)   [1]

Text wrapping set to square   [1]
(allow other suitable methods of showing evidence)

                                              TOTAL WP3   **[2]**

TASK WP4 LOGO2

Height: *15%*   [1]

Width: *15%*   [1]

                                              TOTAL WP4   **[2]**

TASK WP5 MERGE

Font: Comic Sans MS, size 8   [2]

Correct Text and Position (RHS of logo)   [2]
(do not penalise if words of second sentence flow onto next line differently
to that shown; accurate text; capitalisation as shown; ignore any extra quotes)

Correct Fields from DataBase   [4]

Positioning fields AND spacing   [1]

Correct Record Shown   [1]

                                              TOTAL WP5   **[10]**

TASK MM1 MASTER

Correct image logo in approximate position – bottom-left; size approximately
correct   [1]

Use of master slide   [1]

Correct navigation buttons – back, home, forward, in approximate
position – bottom-right   [3]

                                              TOTAL MM1   **[5]**

TASK MM2 MANAGEMENT

Correct headings   [2]
Evaluations   [8]
Correct images inserted   [2]
(3 correct images [1];
less than 3 correct images [0])

	TOTAL MM2	**[12]**
	TOTAL	**100**

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