



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
 General Certificate of Education  
 Advanced Subsidiary Level and Advanced Level

CANDIDATE  
 NAME

CENTRE  
 NUMBER

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CANDIDATE  
 NUMBER

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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 Practical Test

**October/November 2010**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files

**READ THESE INSTRUCTIONS FIRST**

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each task.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

The number of marks is given in brackets [ ] at the end of each question or part question.

Any businesses described in this paper are entirely fictitious.

This document consists of **6** printed pages and **2** blank pages.



**Scenario**

You work for the International Business and ICT College.

You have been supplied with some files which contain the information about the modules and tutors for a computer science diploma and the students who have applied for the course. The diploma consists of 4 compulsory modules and 1 of 5 optional modules.

You will create an efficient data handling system in order to carry out administrative tasks including processing applications, producing reports and mail merging notifications.

All documents required should be produced to a professional standard and suit the business context.

You will provide evidence of your work, including screen shots, at various stages. Use a document file named:

Centrenumber\_candidatenumbr\_evidence.rtf

e.g. ZZ987\_82\_evidence.rtf

Make sure your Centre number, candidate number and name are included in the header of this document.

You have been provided with the following files:

**COMPUTER SCIENCE DIPLOMA 2010.RTF**  
**NEW STUDENTS.CSV**  
**TUTORS.CSV**  
**NOTIFY.RTF**

Examine the contents of these files and consider how you would construct an efficient relational database.

You will need to extract data from the relevant word processed document.

- 1 Import the data files into a database application. Ensure there is no unnecessary duplication of data in the tables.

Ensure Boolean fields are formatted as Yes/No or Check Box.

Include in your evidence document screen shots of the field formats and the primary keys used.

[6]

- 2 Establish relationships between the tables to enable data to be selected from multiple tables.

In order to establish suitable relationships you will need to add an index field manually to one or more tables.

Include in your evidence document screen shots of the relationships created and for each relationship explain why this type is used.

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- 3 Prepare a report displaying all the students whose qualifications have not yet been checked.
- Display only the fields *Surname*, *Forename* and *Student id* in this order. Sort this data into ascending order of *Surname*.
- Provide evidence of your selection method in your evidence document.
- Name the report **Unchecked**
- Insert the text **Please request evidence of the qualifications claimed by the following applicants:** into the report header.
- Ensure your name, Centre number and candidate number are in the report footer.
- Print the report. [12]
- 4 Export the report to a word processing application.  
Convert the data into a table with visible gridlines.
- Insert a field with an automated file name into the footer of the document and ensure your name, Centre number and candidate number are also in the footer.
- Save the document as **Unchecked**
- Print the document. [6]
- 5 Produce letters to the applicants whose qualifications have been checked but have not yet been notified.
- Include evidence of your selection methods in your evidence document.
- You will need to customise the content of the letter according to whether their application has been approved.
- Use **NOTIFY.RTF** as the template for the mail merge. The document contains instructions which should be replaced with the fields as specified.
- Save the main document as **Notifications** in a format that will preserve field codes.
- Ensure your name, Centre number and candidate number are in the footer and print a copy of the main document showing **all** field codes. Ensure evidence of the use of the conditional fields is visible.
- Merge the data to a new document and print it. [22]

- 6 Tutors require class lists of students who will attend the optional module they teach.

Prepare a report that will display a suitable prompt for the tutor surname and display a list of students for their optional modules.

The report should show the tutor's *Surname*, the *Module Codes* and provide the *Student id*, *Title*, *Forename*, *Surname* and *Gender* in this order.

Sort this data into ascending order of *Surname*.

Provide evidence of your selection method in your evidence document.

Ensure your name, Centre number and candidate number are in the footer of the report.

Save the report as **Tutor Class List**.

Print the class list for Tutor **Dikpah**.

[14]

- 7 The lists should also be supplied in a spreadsheet format so tutors may create their own mark sheets by adding extra columns when needed.

Provide a list of students for Tutor **Pugh** from a spreadsheet in the following format:

Tutors_Surname	Module Code	Student id	Title	Forename	Surname	Gender	Grade
Pugh							

Ensure your name, Centre number and candidate number are only visible in the header of the document.

Include details of your export method in your evidence document.

Print the document in portrait orientation and ensure all data and labels are visible.

[5]

- 8 You are now required to create a form or switchboard to act as a menu. Users should be able to select the following functions:

Display the report listing all applicants whose qualifications are yet to be checked (task3)

Display a list of students to be notified about their applications (task 5)

Display the report showing the option module class list for a tutor (task 6)

Each item on the menu should be described in sufficient detail for any user to understand the functions.

Provide evidence of the operation of each menu item in your evidence document.

[12]

Write today's date in the box below.

Date



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