CAMBRIDGE INTERNATIONAL EXAMINATIONS

GCE Advanced Subsidiary Level and GCE Advanced Level

MARK SCHEME for the May/June 2013 series

9713 APPLIED ICT

9713/04   Paper 4 (Practical Test B), maximum raw mark 90

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2013 series for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level components and some Ordinary Level components.

			Mark
Task 1(a)	Create Latest Membership file	Evidence of valid method to **identify**	1
		and **select** non–members	1
		Correct 8 results (Printout required)	1
		Correct fields shown (Member id, EmailAddress, Status)	1
		Evidence of records deleted (from 545 records to 537 records)	1
			[5]
Task 1(b)	Determine popularity of music genres. Display as pie chart	Evidence of valid count method	1
		Correct values seen (128,198,156,231)	1
		Pie chart printed – (as printout not screenshot)	1
		Correct title for pie chart (**Popularity of the music genres**)	1
		Sector labels included (Genre & %age)	1
			[5]
Task 1(c)	Count Attendances. Calculate average ratings of performances	Evidence of valid Count method for attendance at each performance	1
		Evidence of valid Average rating calculation for each performance	1
		Correct Count **Values** seen(119,123,118,118,104,128)	1
		Correct Average **Values** seen (2.78,3.43,2.99,1.87,2.95,4.09) **2dp**	1
		Table printed (*Printout – fit for purpose –includes context for manager*)	1
			[5]

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Task 1d	Create internal memos (merge document)	Evidence of **Name** mergefield inserted	1
		Evidence of **Department** mergefield inserted	1
		From – All candidate details (name, centre number, candidate number) inserted	1
		Date inserted (Shown as a field)	1
		Relevant **Subject** text inserted	1
		Only these fields inserted	1
		Table and chart inserted	1
		Evidence of links for **both** table and chart	1
		Relevant **explanatory text** inserted	1
	Use Non-manual selection methods	Evidence of valid method for selection of recipients(1) (Department<> IT)	1
		Evidence of valid method for selection of recipients(2) (Role= Head)	1
	Print Memos	Data inserted – follow through from task 1c	1
		Chart inserted – follow through from task 1b	1
		Only the correct 5 memos published	1
		Memo printed – John Peeves	1
		Memo printed – Katy Skipper	1
		Memo printed – Julie Haddock	1
		Memo printed – Stuart Florist	1
		Memo printed – Graham Crown	1
		Memos printed on single page, layout and formatting fit for purpose	1
			[20]

Task 2a	Count individual member attendances	Evidence of valid method for count of individual member attendance	1
		Correct range used	1
	Set conditional formatting	Evidence of condition "0" set	1
		Evidence of condition "1 to 3" set	1
		Evidence of condition "4 to 6" set	1
			[5]
Task 2b	Create NoChoices& Attendance list	Evidence of selection of Premium members	1
		Evidence of selection of members with no music choices recorded	1
		Evidence of valid method to include individual member attendance data	1
		using referenced data	1
		from task 2a	1
			[5]

Task 2c	Publish reminder letters(create merge document)	**Date** inserted (Format dd MMMM yyyy)	1
		Date shown as field	1
		Member id mergefield inserted	1
		GivenName mergefield inserted	1
		Surname mergefield inserted	1
		Correct spacing maintained	1
		StreetAddress mergefield inserted	1
		City mergefield inserted	1
		Post Code mergefield inserted	1
		Only required fields inserted & layout fit for purpose	1
		GivenName (Salutation) mergefield inserted	1
		Space & comma included	1
		Number of Attendances mergefield inserted	1
		Correct spacing maintained	1
		Multiple conditional mergefields used	1
		Valid 1st condition set	1
		Correct text(1) inserted	1
		Valid 2nd condition set	1
		Correct text(2) inserted	1
		Correct text(3) inserted	1
		Correct spacing maintained - (conditional text in same paragraph)	1
		Efficient configuration of conditional fields - (only 2 conditional fields used)	1

	Print letters	Only correct 4 letters printed	1
		Letter to **Connor Chamberlain** printed	1
		Letter to **Isabella Gibbs** printed	1
		Letter to **Samantha Jennings** printed	1
		Letter to **Hayden Nash** printed	1
		Correct attendance data for recipients (2,3,5,0) in letters	1
		Correct conditional text in letters (matches attendance data)	1
		Consistent formatting, paragraph spacing and document fit for purpose	1
			[30]
Task 3	**Automate creation of mail merge lists**	Appropriate name for macro or procedure used	1
		Comments inserted at filter/selection of members by membership status	1
		Comments inserted where files named/saved	1
		Comments inserted where files closed	1
		Evidence of filter/selection for **Premium** members	1
		Evidence of file saved as **PnewsList**	1
		Correct file type - **.csv** used	1
		Evidence of file closed	1
		Evidence of filter/selection for **Standard** members	1
		Evidence of file saved as **SnewsList**	1
		Correct file type - **.csv** used	1
		Evidence of file closed	1
	Assign macro/procedure to Toolbar or Menu	Evidence of assignment - (Screenshot of icon/menu item)	1
		Evidence of context - (Screenshot of appropriate mouseover/menu text)	1
		Evidence of Method - (Screenshots of dialog boxes etc.)	1
			[15]
			[Total: 90]