

**CAMBRIDGE INTERNATIONAL EXAMINATIONS**

Cambridge International Advanced Subsidiary and Advanced Level

**MARK SCHEME for the October/November 2014 series**

**9713 APPLIED INFORMATION AND  
COMMUNICATION TECHNOLOGY**

**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.

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Page 2	Mark Scheme	Syllabus	Paper
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Task				Mark
1 (b)	Find Missing data	Evidence required to show:	Valid method	1
			Relevant fields used	1
			Correct 3 students identified	1
			Students assigned to class ITM1	1
(c)	Report for class CS3	Query	Valid Parameter Query	1
			Suitable prompt text	1
		Header	Class_Code shown in header as data	1
			"Student List" shown in header as text	1
			Both & <b>only</b> these items in header	1
		Page Footer	All candidate details shown	1
		Grouping	by Lead Tutor	1
			by Gender	1
		Field names	Student ID	1
			GivenName	1
			Surname	1
			Shown in the order given	1
			<b>Only</b> these fields shown	1
Sorting	Ascending sort – by Surname	1		
Printout	Printed & correct data	1		
(d)		Export to html	All visible in screenshot of browser	1
				[20]
2 (a)	Percentage Results	Table	Title, Labels, Formatting	1
			Correct results	1
			Shown as percentages and integers	1
		Formulae	Columns js1 & php (only) printed	1
			References to mark/possible mark shown	1
			Absolute and Relative references suitable for replication	1

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<b>(b)</b>	Grades Results	Table labels & Merged cells	Module Grade & Student_ID labels shown as required	<b>1</b>
			Totals label and merged cell shown as required	<b>1</b>
		Results	Grades correct	<b>1</b>
			Totals correct	<b>1</b>
		Formulae	Columns js1 & vb1 (only) printed	<b>1</b>
			Clear references to results	<b>1</b>
			Efficient formula (e.g. simple 3 level nested IF)	<b>1</b>
			Effective formula (will provide correct results)	<b>1</b>
		Boundaries (or references to grade boundaries – with evidence)	>=80%	<b>1</b>
			>=66%	<b>1</b>
			>=45%	<b>1</b>
		Text (or references to text – with evidence)	Distinction	<b>1</b>
			Credit	<b>1</b>
			Pass Fail	<b>1</b>
	Totals Results	Formulae	use of COUNTIF()	<b>1</b>
			Range – correct 10 columns	<b>1</b>
			Absolute and Relative referencing for replication	<b>1</b>
			Evidence of all 4	<b>1</b>
		Correct conditions	Correct text or references (with evidence)	<b>1</b>
				<b>[25]</b>

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<b>3 and 1 (a)</b>	Database	Structure (Efficient/Normalised)	Faculty field appears in only 1 table	<b>1</b>
		Key fields	<i>Class_Tutors</i> : Class_Code	<b>1</b>
			<i>Class_Lists</i> : Student_ID	<b>1</b>
			<i>Student_Details</i> : Student_ID	<b>1</b>
		Relationships	CIT_Class_Tutors – CIT_Class_Lists (Class_Code)	<b>1</b>
			CIT_Class_Lists – Student_Details (Student_ID)	<b>1</b>
		New table	"CS3 Grades" table added	<b>1</b>
			Complete field list shown	<b>1</b>
		Key field	CS3 Grades Student_ID	<b>1</b>
		Relationship	on Student_ID	<b>1</b>
				<b>[10]</b>
<b>4 (a)</b>	Mergedoc	Date	Date shown as field	<b>1</b>
			Correct format <i>DD : MMMM : YYYY</i>	<b>1</b>
		Mergefields	Layout & Spacing - printout only	<b>1</b>
			Student_ID mergefield inserted	<b>1</b>
			GivenName mergefield inserted	<b>1</b>
			Surname mergefield inserted	<b>1</b>
			Email address mergefield inserted	<b>1</b>
			Class code mergefield inserted with correct spacing	<b>1</b>
			Lead tutor mergefield inserted	<b>1</b>
			Correct Table mergefields inserted	<b>1</b>
		Conditional Field	Correct criterion (e.g. Fail >0)	<b>1</b>
		Conditional Text	"Fail grades recorded ="	<b>1</b>
			"Please contact your Lead Tutor."	<b>1</b>
			Congratulations on ...etc.	<b>1</b>

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			Use of {Mergefield Fail}	<b>1</b>
			Efficient (Nested) fields	<b>1</b>
			Correct spacing/punctuation	<b>1</b>
		Layout & formatting	Complete & Fit for purpose	<b>1</b>
		Selection of recipients	Skipif or filter for "pookmail"	<b>1</b>
				<b>[19]</b>
<b>4 (a)</b>	Merged Letters	Printouts inc. Grades	Letter to Eve Kerr	<b>1</b>
			Letter to Leon Walsh	<b>1</b>
			Letter to Elliot Byrne	<b>1</b>
			Letter to Demi Hayes	<b>1</b>
		Selection	Only these & correct conditional text	<b>1</b>
	Post Macro Printout	Text "Confidential"	Centred & serif	<b>1</b>
24pt Bold			<b>1</b>	
				<b>[7]</b>
<b>(b)</b>	Macro	Comment	Set top margin	<b>1</b>
		Setting	Set to 3cm	<b>1</b>
		Comment	Edit header	<b>1</b>
		Text entry	Type Confidential	<b>1</b>
		Comment	Format header	<b>1</b>
		Formatting	Serif font 24pt bold	<b>1</b>
		Comment	Centre header	<b>1</b>
		Formatting	Centre text	<b>1</b>
		Comment and action	Print	<b>1</b>
				<b>[9]</b>
				<b>[Total: 90]</b>