

Please read the instructions printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

Examination session	June
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Year	2	0	0	9
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Centre name	
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Centre number					
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Candidate name		Candidate number				
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Task	Mark
1 (max 30)	
2 (max 24)	
3 (max 36)	
4 (max 30)	
Total (max 120)	

Please give a detailed breakdown of marks in the table overleaf.

Authentication

Teachers should ensure that an OCR Candidate Declaration Sheet is completed for every Candidate and that an OCR Centre Declaration is completed by the Centre. The Centre Declaration sheet should be sent with the structured tasks to the moderator.

Instructions for completion of this form

- 1 One form should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Enter the mark awarded for each Assessment Criterion in the appropriate box.
- 4 Add together the marks for the Assessment Criteria to give a total out of 120. Enter this total in the relevant box.

Detailed breakdown of marks		Max. Mark	Centre Mark	Moderator Mark
Task 1	(a) Data collection form	9		
	(b)(i) Personalised business card	3		
	(b)(ii) Single copy of business card	1		
	(c)(i) Create email address for each member of staff	1		
	(c)(ii) Word processed document linked to spreadsheet	1		
	(c)(iii) Merged field codes	1		
	(d) Help sheet	8		
	(e)(i) Creating and recording the macro	3		
	(e)(ii) Printout of macro	1		
	(e)(iii) Create new toolbar button	2		
Task 2	(a) Design overall structure of website	3		
	(b)(i) Design layout of home page including specification	5		
	(b)(ii) Evidence of three web pages	3		
	(b)(iii) Evidence of hyperlinks	2		
	(c)(i) Evidence of file names and folders	3		
	(c)(ii) save final video and import into presentation	2		
	(d) Complete test plan	6		
Task 3	(a)(i) Input screen	3		
	(a)(ii) Selection methods	3		
	(a)(iii) Validation routines	2		
	(b)(i) Worksheet	4		
	(b)(ii) Formulae and functions	4		
	(c)(i) Macro code	4		
	(c)(ii) How button was created	2		
	(d) Test plan	6		
	(e) User documentation	8		
Task 4	(a)(i) Entity relationship diagram	4		
	(a)(ii) Data dictionary design	5		
	(b)(i) Evidence of agent data	1		
	(b)(ii) Printouts of other tables	4		
	(c)(i) Flowchart	4		
	(c)(ii) Input screens	1		
	(c)(iii) Evidence of criteria	3		
	(c)(iv) Evidence of the report	2		
	(d)(i) Evidence of drop down list	2		
	(d)(ii) How drop down list passes data to query	1		
	(e) Evidence of how routine removes offers	3		
Total		120		

