Unit 2 Creating Systems to Manage Information





Level 3 National in Information Technology

January 2020
Marking Guidance

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Introduction

This document should not be used in isolation. It should be used in conjunction with the Lead Examiner's report for this series, the solution document and Scripts A and B.

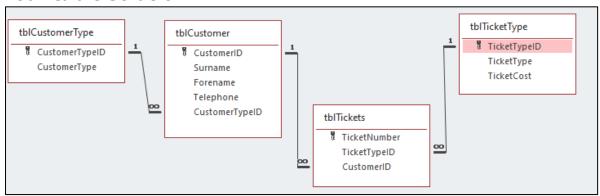
Activity 1 – Database relationship screenprint

How examiners must approach marking this activity

Trait 1

- Candidates should be using **all and only** attributes given in data extract.
- More than two attributes in wrong table class as significant data redundancy. Treat incorrect/missing primary keys as data redundancy.
- Two attributes in wrong table/missing Band 2
- One attribute in wrong table/missing Band 3
- If truncated see how many missing from what you expect to see

Four table solution



Trait 2

Relationship lines

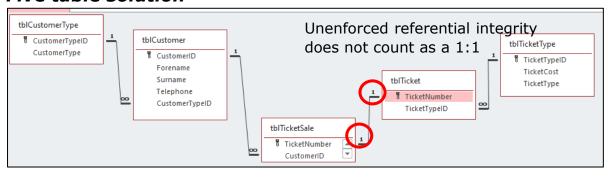
 Do not need to check the fields they link to, referential integrity or anything else, only the lines are important for this

Relationship types

- Check referential integrity
- Must be links on correct fields and referential integrity present

Band 1	One relationship line correct
	Ignore relationship type
Band 2	Minimum of two relationship lines correct
	Ignore relationship type
Band 3	Exactly four tables, three relationships and three
	relationship types present
	Two out of three relationships and relationship types
	correct
Band 4	Exactly four tables, three relationships and three
	relationship types present
	All relationship lines and relationship types correct

Five table solution



Trait 2 Relationship lines

• Do not need to check the fields they link to, referential integrity or anything else, only the lines are important for this

Relationship types

- Check referential integrity
- Must be links on correct fields and referential integrity present

Band 1	One relationship line correct
	Ignore relationship type
Band 2	 Minimum of two relationship lines correct
	Ignore relationship type
Band 3	• Exactly five tables, four relationships and four relationship types
	• Three relationship lines and relationship types correct
Band 4	• Exactly five tables, four relationships and four relationship types
	• All relationships and all relationship types correct
	• Accept 1:1 only for relationship type between
	Ticket and Ticket sale accept.
	• Unenforced referential integrity does not prove 1:1

Note foreign key evidence for activity 2 taken from this screenprint.

Activity 2 – Table Structures and Validation

How examiners must approach marking this activity

Trait 1	Look for naming conventions and whether fields are sensible
	tbl for table
	 Fields should be consistent either have spaces or do not,
	camel case etc, so long as consistent. Fine for IDs to have
	no spaces even if other fields have spaces
	 If standard naming conventions are not used and
	inconsistencies with field names then cannot get higher
	than Band 2 for trait 1.
	 If standard naming conventions are not used for table but
	naming conventions consistent for fields then Band 3
Trait 2	Check against candidate's structure in activity 1
marc 2	Primary and foreign keys should match
	No new foreign keys should be introduced
	No activity 1 then check against ERD given in solution.
	 Band 3 can also be read as "all foreign and most primary"
Trait 3	Look at data types.
ITAIL 3	Telephone: Short Text
	TicketCost: Currency
	Primary keys – any sensible
	 Filliary keys – any sensible Foreign keys – much match primary (e.g. AutoNumber
	primary, Number foreign, Number primary, Number
	foreign etc.)
	Limited means more than two different datatypes are incorrect.
	incorrect.
T	Consula requirements
Trait 4	Scenario requirements
Trait 4	• 3 different types of customer (Regular, New, Guest of
Trait 4	 3 different types of customer (Regular, New, Guest of Organiser)
Trait 4	 3 different types of customer (Regular, New, Guest of Organiser) 3 different types of ticket (Friday, Saturday, Camping)
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Presence check	CustomerSurname or any appropriate (NOT primary keys)
Length check	Any appropriate length check
Value lookup	Customer Type, TicketType, TicketCost (TicketCost accept a validation rule in place of value lookup)
Table lookup	Any foreign key that looks up to a primary key – not other way around
Format check	Telephone – any that would work with 11 digit number

Watch out for screenprints that do not show the actual field the validation is applied to.

Just acceptable for keys

Would need to see name of table and field name (could be written)

Just acceptable for non-keys

Would need to see the name of the field (could be written)

Band 1	 At least 1 type of validation has been attempted – though may be inaccurate
Band 2	 2 types of validation are accurate Lookups shown in data sheet view, validation text missing, limit to list not set to yes, presence check on primary key can still be classed as being accurate in this band If lookups shown in datasheet view must be showing the drop-down items in the combo box
Band 3	 3 types of validation are accurate, appropriate and include at least one lookup Lookups shown in data sheet view validation text missing, limit to list not set to yes, presence check on primary key – can still be classed as being accurate in this band If lookups shown in datasheet view must be showing the drop-down items in the combo box
Band 4	 All validation accurate and appropriate including Value Lookup must be shown in design view and be on TicketCost, CustomerType or TicketType Do not award full marks if limit to list not set to yes on table lookups Do not award full marks if validation rules do not contain suitable validation text

Activity 3 – Queries and Report

How examiners must approach marking this activity

- (a) Create a query to display an (b) Create a query that would allow a alphabetically sorted list of regular and new customers. Display:
 - surname
 - forename
 - telephone number.

user to enter a parameter value for the ticket type when run.

Calculate and display:

- number of tickets unsold
- potential income from unsold tickets.
- (c) Report Create a report that shows the effect of having a 3% discount on the ticket price for tickets that have been sold.

Calculate:

- the original income from ticket sales
- the potential discount
- the discounted ticket sales

Display:

- a suitable report title
- the ticket types
- the original ticket sales
- the potential discount
- the discounted ticket sales.

Trait 1	Look for these fields in the query grid(s)/report.	Do not check
	accuracy of calculations, do not look for criteria etc.	Purely looking
	for the fields.	

for the fields.	
Query A	Surname, Forename, Telephone
	CustomerTypeID or CustomerType
Query B	Field to find tickets not sold e.g. tblTickets- CustomerID
	Field for ticket type parameter e.g. TicketTypeID or TicketType
	Generated fields: Field to calculate the Number Unsold Tickets e.g. TicketNumber Field for Potential Income NOTE these fields do not need to include any calculations or a custom name.
Report	TicketType Field to find tickets that have been sold e.g. CustomerID Field/label for original ticket sales Field/label for potential discount Field/label for discount sales

Band 1	Three relevant fields
Band 2	Six relevant fields
Band 3	Nine relevant fields
Band 4	Twelve relevant fields +
	No inappropriate tables +
	No inappropriate fields

Trait 2 If there is only one big table used for query B and/or report cannot be awarded higher than band 2 for this trait. Award points as shown. The number of points determines the band and mark in the band for this trait.

·
Surname Or Forename Or both has an ascending
Sort (1)
CustomerType-Regular, New/CustomerTypeID 1, 2
(1)
Query uses 'OR' (1)
TicketType – Parameter / TicketTypeID – Parameter
(1)
Unsold tickets found (1)
Num tickets calculated (1) OR
Num tickets calculated would be for unsold tickets
only (2)
Potential income calculated (1)
Original sales calculated (1)
Filters to tickets sold only (1)
Potential discount calculated (1)
Discounted sales calculated (1)
Assign band for this trait for the number of points
awarded
Band 1 (1-3), Band 2 (4-6), Band 3 (7-9), Band 4
(10-12)

Trait 3 Award points as shown. The number of points determines the band and mark in the band for this trait.

Query A	Ordering of columns is appropriate (1)
	No truncation (field names or data) (1)
	Only fields that should be are displayed (1)
Query B	Ordering of columns is appropriate (1)
	No truncation (field names or data) (1)
	Only fields that should be are displayed (1)
Report	From any view
порог с	Title is appropriate (1)
	Labels appropriate names and format e.g. spaces
	used (1)
	useu (1)
	DDE OF DATABACE DEPORT ONLY (2D)
	PDF OF DATABASE REPORT ONLY (3D)
	No truncation (1)
	Layout is appropriate (1)
Additional	At least one generated field named sensibly (1)
	At least two instances of currency for monetary
	amounts (1)
Band	Assign band for this trait for the number of points
	awarded
	Band 1 (1-3), Band 2 (4-6), Band 3 (7-9), Band 4
	(10-12)

Activity 4 – Structure testing

How examiners must approach marking this activity

Tests to be carried out

- a record will not save without the customer's surname being present
- a record will not save if the customer telephone number is not in the correct format
- a record will not save if the customer is assigned an invalid customer type
- a record will not save if the cost of a ticket is not one of the three permitted values (39 or 49 or 88)
- a record will not save if a ticket sale does not have a valid customer
- a record will not save if a ticket sale does not have a valid ticket type.

Band 1	Not all the tests requested will be present or they may be incomparate.
	inappropriate
	Type of test may not be present or may be incorrect There will be no test data as it will not relate to the test being
	There will be no test data, or it will not relate to the test being
	carried out
	Expected results may be inappropriate
	At least 1 test result will be appropriate
	Errors may be present that have not been identified
Band 2	 All the tests will be present, but they may not be entirely appropriate
	 Type of test may not be present or may be incorrect
	There will be test data, but it may be incomplete or general e.g.
	leave surname blank rather than stating exactly what data will
	be used in each field
	 Expected results will be sensible but may not be detailed e.g.
	'error message' rather than 'error message saying surname has
	to be present'
	 Actual results will be present, but some may not be entirely
	appropriate
	Errors may/may not have been found
Band 3	All the tests will be present, and they will be appropriate
Dailu 5	Test data will be specific for all fields
	 Type of test will be mostly accurate
	Expected results will be specific
	 Actual results will show all the test data used and any relevant
	messages
	 Do not penalise if there are no errors and the testing is accurate

Activity 5 - Structure evaluation

How examiners must approach marking this activity

- Read evaluation and determine **best fit** for band based on understanding of technical concepts and technical vocabulary
- Assign position in *that* mark band based on evaluative content

What should be evaluated:

- how well the database structure has minimised data duplication
- how well the database structure meets these requirements:
 - there are different types of customers. For example, a customer can be a guest of the organiser
 - there are different types of ticket. For example, one that allows a customer to camp and gain entry for both days
 - o there are three different types of ticket:
 - a Friday ticket will cost £39.00
 - a Saturday ticket will cost £49.00
 - a two day camping ticket will cost £88.00

Band 1	Will be very superficial with major omissions
Band 2	Will discuss some aspects sensibly though may not fully explain them or relate them very well to their own solution.
Band 3	Indicative content May not cover these exactly. This is a guide. However, should not be discussing anything other than the tables. Ignore query, report and testing comments. Should not be a running commentary on how the candidate has completed the paper.
	 Will discuss data duplication in terms of: repeated customer data repeated ticket type data removing repeated data into tables whilst maintaining the links Needs to be clear they are talking about their solution and not just trying to slip technical vocabulary in. Need to see clear understanding. Meeting requirements Should also talk about their choice of validation and why it was the
	1

Activity 6 – Interface and functionality

How examiners must approach marking this activity

Trait 1 This is all about how the forms look, how easy they would be to use and how relevant they are to the scenario and tasks.

Add staff form

- Sensible title
- Instructions on how to use, asterisks where data entry is required
- Field widths appropriate for data they will hold
- Appropriate labels
- Layout good
- StaffID disabled
- Relevant, consistent, easy to read labels (e.g. spaces)
- Combo box for availability
- Combo box for job role
- Save button

Staff availability form

- Sensible title
- Instructions on how to use
- Relevant, consistent, easy to read labels (e.g. spaces)
- Field widths appropriate for data they will hold
- Layout good
- Combo box to select job role
- Combo box to select the day
- All fields disabled other than combo for job role and combo for day
- These generated controls should be on the form (ignore content of fields)
 - Number available
 - Staff availability. Could be list box, combo box, subform etc.

Band	Comments
1	Do not reflect their purpose
	Are mostly/add default
	Are not user friendly:
	 Default titles, labels and field widths
	 No data input aids
	 No disabled fields
	 House style does not exist
	 Layout poor
2	Better matched to purpose
	Not all default based on wizard
	• Are more user friendly (will include some of these):
	 titles relevant to purpose
	 data input aids present e.g. asterisks, instructions
	though may not use combo boxes form availability
	and job role
	o disabled fields
	o field widths not left at default though may not be
	entirely sensible
	o some labels amended from default when
	appropriate
	o may not include number available on staf
	availability form
	 may not include staff availability on staff availability form
	House style is present A ayout good in places.
3	 Layout good in places Add user form fully matches purpose
3	 Mostly user friendly (do not need all of these but a
	very good attempt):
	o relevant titles
	 some data input aids e.g. asterisks, instructions and
	combo boxes, field widths sensible
	combo boxes, field widths sensible o number available included (staff availability form)
	o number available included (staff availability form)
	 number available included (staff availability form) staff availability list included (staff availability form)
	 number available included (staff availability form) staff availability list included (staff availability form)
	 number available included (staff availability form) staff availability list included (staff availability form all fields that should be automatically generated disabled
4	 number available included (staff availability form) staff availability list included (staff availability form) all fields that should be automatically generated disabled layout mostly good
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4	 number available included (staff availability form) staff availability list included (staff availability form) all fields that should be automatically generate disabled layout mostly good Are very user friendly: relevant titles data input aids present where suitable including combo boxes for availability and job role (add stafform) and day and combos for job role and day
4	 number available included (staff availability form) staff availability list included (staff availability form) all fields that should be automatically generated disabled layout mostly good Are very user friendly: relevant titles data input aids present where suitable including combo boxes for availability and job role (add staff form) and day and combos for job role and day (staff availability form)
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Trait 2 Add staff form

• ID would be generated (default of AutoNumber is fine for this)

Staff availability form

- JobRoleID/JobRole linked to JobRoleID/JobRole selected on the form
- Availability = Combo box should include Friday and Saturday only. Should use what has been selected on the combo box and OR it with "Both Days"
- Number available calculated

Band	Comments
1	StaffID would be StaffID automatically generated
2	 StaffID automatically generated Attempt at either: filtering to JobRoleID/JobRole selected or Day selected (Day combo box may include the values Friday, Saturday. Both Days) though may not work calculating the number available though may not work
3	 StaffID automatically generated Availability form - attempt at two of: filtering to JobRoleID/JobRole selected (must be linked to selection on the form) filtering to Day selected or Day (may include the values Friday, Saturday only). Must be linked to selection on the form though may not return the right results calculating the number available one would produce accurate results – ignore 'Both days' if missing
4	 StaffID automatically generated Availability form - filters to JobRoleID/JobRole selected Filters to Day selected (includes the values Friday, Saturday. Both Days) accurately Calculates the number available accurately

Trait 3 This trait is about validation and automation.

Add staff form

- Opens at a new record
- Validation to ensure the surname is present, invalid availability and an invalid JobRoleID/Job Role cannot be selected (do not accept validation at table level or validation for the presence check added to properties of field in form design. Must be macro or code)
- Saving includes:
 - o appending valid data to the staff table
 - o displaying a save message, clearing the form ready for next
 - o displaying a suitable error message if the surname is not present

Staff availability form

- After the job role and day have been selected the form would update to show:
 - o a list of the staff members who are available
 - o the total number of staff available for the job role and day

	update event so that the results are updated	
	Band	Comments
	1	 Staff form StaffID automatically generated and appended Attempt at adding presence check to Surname Save button present but no indication of save process
	2	 Staff form May not open at new record StaffID automatically generated and appended Suitable presence check for surname (ignore message) Valid record would save in Staff table
	3	 Staff form Opens at a new record, StaffID automatically generated and appended Suitable presence check for surname with suitable error message. Validation for Availability and JobRoleID e.g. table lookups applied to source of fields or equivalent Valid record would save in Staff table, save message displayed or form cleared Staff availability form Form would update after job role or day selected
	4	 Staff form Opens at a new record StaffID automatically generated and appended Suitable presence check for surname with suitable error message. Validation for Availability and JobRoleID e.g. table lookups applied to source of fields or equivalent Valid record would save in Staff table, save message displayed, form cleared ready for next record Staff availability form Form would update after job role and day selected
Trait 4	This trait	is about functionality automatically awarded.

Activity 7 – Interface and functionality testing

How examiners must approach marking this activity

Tests to be carried out

- 1. The user cannot select an invalid job role on the input form that adds a member of staff
- 2. The user cannot select invalid availability on the input form that adds a member of staff
- 3. A record will not save without the staff member's forename
- 4. A record will save in the staff table if the staff member's details are present and valid
- 5. The correct list of staff members displays when the job role is 'Bartender' and the availability is 'Friday'
- 6. The correct total number of staff displays when the job role is 'Steward' and the availability is 'Saturday'

Band 1	 Not all the tests requested will be present or they may be inappropriate There will be no test data, or it will not relate to the test being carried out Expected results may be inappropriate At least 1 test result will be appropriate Errors may be present that have not been identified
Band 2	 Tests 1 to 4 will be present and mostly appropriate Staff availability testing may be missing or will be inappropriate Expected results will be appropriate but may not be specific Actual results will be present, but some may not be entirely appropriate Errors may/may not have been found
Band 3	 All tests will be present, and they will be appropriate Test data will be specific for all fields Expected results will be specific (including results of the filter and calculation) Actual results will show all the test data used and any relevant messages

Activity 8 – Interface evaluation

How examiners must approach marking this activity

- Read evaluation and determine **best fit** for band based on understanding of technical concepts and technical vocabulary.
- Assign position in *that* mark band based on evaluative content

What should be evaluated:

Staff form

- The user cannot select an invalid job role
- The user cannot select invalid availability
- A record will not save in the staff table without a staff member's forename
- A record will save in the staff table if the staff member's details are present and valid

Availability form

- The correct list of staff members displays when the job role is 'Bartender' and the availability is 'Friday'
- The correct total number of staff displays when the job is 'Steward' and the availability is 'Sunday'

Band 1	Will be very superficial with major omissions
Band 2	Will discuss both forms – some aspects sensibly though may not fully explain them or relate them very well to their own solution
	Or may discuss one form only
Band 3	Will discuss both forms. Will relate to scenario (they do not need to explicitly mention the scenario, but you should see what they are talking about relates to the scenario). Will be able to see evaluative comments relating their solution to the end user and what it will mean to them in terms of quality, usability etc.