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**APPLIED INFORMATION & COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 Practical Test B

**May/June 2017**

MARK SCHEME

Maximum Mark: 90

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**Published**

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.

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This document consists of **7** printed pages.

			<b>Mark</b>
<b>Task 1</b>	<b>Player ID</b>	Substring function for Forename components e.g. <i>LEFT(C2,2) or MID(C2,1,2)</i>	<b>1</b>
		Substring function for Surname components e.g. <i>LEFT(D2,2) or MID(D2,1,2)</i>	<b>1</b>
		Valid Concatenation	<b>1</b>
	<b>Player Age</b>	Efficient interval calculation method ( <i>Use of DateDiff</i> )	<b>1</b>
		Reference to player date of birth	<b>1</b>
		Function to return current date e.g. <i>NOW() or TODAY()</i>	<b>1</b>
		Parameter to extract years from interval function	<b>1</b>
	<b>Player status</b>	Nested IF function used ( <i>2 levels only</i> )	<b>1</b>
		Junior results <18	<b>1</b>
		Adult results 18-54	<b>1</b>
		Senior results >54	<b>1</b>
	<b>Player Fee</b>	Efficient LOOKUP function used - <i>without transposition of data</i>	<b>1</b>
		Lookup_value set on Status	<b>1</b>
		Correct table_array references	<b>1</b>
		Correct column_index reference	<b>1</b>
		Correct parameter for an exact match	<b>1</b>
	<b>Printout</b>	Sheet printed with correct values	<b>1</b>
Data and labels all visible and Player_fee set to € 0 d.p		<b>1</b>	
<b>Total Task 1</b>			<b>18</b>

			<b>Mark</b>
<b>Task 2</b>	<b>Database Evidence of...</b>	PlayerStatusAndFees file imported ( <i>all/only required fields shown</i> )	<b>1</b>
		Player_ID set as primary key	<b>1</b>
		Player_fee set to currency, ( <i>+evidence of set to € 0 dp in structure</i> )	<b>1</b>
		Fee_due set to yes/no (Boolean)	<b>1</b>
	<b>Player status report</b>	Correct title + logo	<b>1</b>
		Correct fields shown ( <i>only</i> )	<b>1</b>
		Data grouped by Player_status	<b>1</b>
		Single report – ( <i>each group on separate page</i> )	<b>1</b>
		Correct players shown in each group	<b>1</b>
		A total of players shown for each group	<b>1</b>
		Suitable label for each for total	<b>1</b>
		Correct total of adult players ( <i>31</i> )	<b>1</b>
		Correct total of junior players ( <i>6</i> )	<b>1</b>
Correct total of senior players ( <i>3</i> )	<b>1</b>		
<b>Total Task 2</b>			<b>14</b>

			<b>Mark</b>
<b>Task 3a</b>	<b>Mailmerge query evidence</b>	Evidence of the database used for the selection of recipients	<b>1</b>
		Valid selection method ( <i>query or SKIPIF</i> ) for players with Fee_due = TRUE	<b>1</b>
		Evidence of valid exclusion method for Gurdeep Dasgupta	<b>1</b>
	<i>insertion prompts must be replaced for the mark</i>  <b>Merge document</b>  <i>insertion prompts must be replaced for the 'correct text' mark</i>	Logo inserted and fully visible	<b>1</b>
		Date inserted and shown as a field	<b>1</b>
		Player:_ title, _forename and _surname mergefields inserted	<b>1</b>
		Correct spacing in single line of name fields	<b>1</b>
		All Address mergefields inserted in correct place – ( <i>1 per line</i> )	<b>1</b>
		Salutation Player_forename mergefield inserted ( <i>with correct spacing and comma</i> )	<b>1</b>
		Player_status mergefield inserted ( <i>with correct spacing and comma</i> )	<b>1</b>
		Player_fee mergefield ( <i>with correct spacing and full stop</i> )	<b>1</b>
		Single valid conditional mergefield for Junior players ...	<b>1</b>
		Correct conditional text for Junior players	<b>1</b>
		Single valid conditional mergefield for Adult players ...	<b>1</b>
		Correct conditional text for Adult players	<b>1</b>
Correct Default conditions + Single mergefield for Senior players ...	<b>1</b>		
Correct conditional text for Senior players	<b>1</b>		
<b>Total Task 3a</b>			<b>17</b>

		<b>Mark</b>	
<b>Task 3b</b>	<b>Printed Letters</b>	Date shown in correct format e.g. 29/03/2017 (not as field)	<b>1</b>
		Only correct 3 letters present	<b>1</b>
		Fatima Hedge shown as an Adult	<b>1</b>
		€25 Fee due shown	<b>1</b>
		Correct text shown (Our annual dinner dance will be held in August.)	<b>1</b>
		Hans Schumacher shown as Senior	<b>1</b>
		€15 Fee due shown	<b>1</b>
		Correct text shown (Our senior skills club will begin again in September.)	<b>1</b>
		Johann Schmidt shown as Adult	<b>1</b>
		€25 Fee due shown	<b>1</b>
		Correct text shown (Our annual dinner dance will be held in August.)	<b>1</b>
		Letters proofed and fit for purpose (including € sign, spacing and punctuation)	<b>1</b>
<b>Total Task 3b</b>		<b>12</b>	

			<b>Mark</b>
<b>Task 4</b>	<b>League Table</b>	Single formula for points $(C2*3)+D2$ or valid equivalent	<b>1</b>
		Correct data for all teams before additions (1.Jolly H.=46, 2.James Town=45, 3.The Scarlets=44, 4.Putt Rovers=44...7.The Red Tigers=36, 8.Putt United=36)	<b>1</b>
		Correct data for all teams after additions (1.Putt Rovers=47, 2.James Town=46, 3.Jolly.H=46,...7.The Red Tigers=36, 8.Putt United=36)	<b>1</b>
	<b>Macro</b>	Single macro - Correct range selected (e.g. B2:F21 or B1:F21 with .header=x/Yes)	<b>1</b>
		Primary sort on Points (e.g. range F2:F21 or F1:F21 with .header=x/Yes)	<b>1</b>
		Sort descending instruction shown	<b>1</b>
		Secondary sort on Games won (e.g. range C2:C21)	<b>1</b>
		Sort descending instruction shown	<b>1</b>
		Programmer annotations for selecting range area(s) inserted	<b>1</b>
		Programmer annotations for sorting inserted	<b>1</b>
		Button/ shape/toolbar icon shown	<b>1</b>
		Button named 'Update League Table' (or tooltip) shown	<b>1</b>
		Evidence that the Macro has been assigned to button	<b>1</b>
<b>Total Task 4</b>			<b>13</b>

			<b>Mark</b>
<b>Task 5</b>	<b>Merge labels evidence insertion prompts must be replaced for the mark</b>	Team name mergefield inserted	<b>1</b>
		Position mergefield inserted	<b>1</b>
		Points mergefield inserted ( <i>Team points label shown</i> )	<b>1</b>
		Conditional field for position 1 inserted	<b>1</b>
		Position 1 to display correct text ( <i>WINNERS</i> )	<b>1</b>
		Conditional field for position 2 inserted	<b>1</b>
		Position 2 to display correct text ( <i>RUNNERS UP</i> )	<b>1</b>
		Evidence of valid non-manual selection method for points >40	<b>1</b>
	<b>Labels printed</b>	Team name and Position formatted to 26pt	<b>1</b>
		Team name and Positon in correct order ( <i>on same line with space</i> )	<b>1</b>
		Team Points label shown and Points formatted to 16pt	<b>1</b>
		Correct 5 labels <i>only</i> printed	<b>1</b>
		Correct 4 labels in correct order on first page	<b>1</b>
		Logo present on each label	<b>1</b>
		'Putt Rovers 1' shown as 'WINNERS'	<b>1</b>
'James Town Rovers 2' as <i>only</i> 'RUNNERS UP'		<b>1</b>	
<b>Total Task 5</b>		<b>16</b>	
<b>Total Paper</b>		<b>90</b>	