

MARK SCHEME for the October/November 2013 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.

Cambridge will not enter into discussions about these mark schemes.

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

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Task 1		Create a relational database and design reports		
	Step	Key marks criteria	Mark	Possible solutions
1 (a)	Create the database	Import correct fields for MemberDetails table, set correct data type and key field	3	MemberDetails table – created with correct fields
				MemberDetails table named as specified
				Suitable key set for MemberDetails table
		Import correct fields for MembershipStatus table, set correct data type and key field	3	MembershipStatus table created with correct fields
				MembershipStatus table named as specified
				Suitable key set for MembershipStatus table
		Import correct fields for MusicChoices table, set correct data type and key field	3	MusicChoices table created with correct fields
				MusicChoices table named as specified
				Suitable key set for MusicChoices table
		Set appropriate relationships	2	Correct relationship set e.g. MemberDetails-MembershipStatus on Member id
Correct relationship set e.g. MemberDetails-MusicChoices on Member id				
			[11]	

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(b)	Selection of data for Renewal Report	Determine criterion and select fields for required data	2	Evidence of use of MembershipStatus-MemberDetails tables
				Correct Criteria set (in Renewal month field)
		Set Parameter Query and suitable prompt text	2	Evidence of a Parameter Query
				Use of suitable Prompt text
			[4]	
	Renewal Report	Print correct data grouped by payment type and sorted by ascending surname	3	Printed report with correct data and labels all visible (Not screenshot)
				Data correctly Grouped (Payment type only)
				Data correctly sorted (Ascending Surname)
		Use a suitable title for the report and show candidate details in the page footer	2	Suitable (explanatory) Title added to report
	Candidate details in the Page footer (Not the report footer)			
			[5]	
	Selection of data for Birthday Report	Show method to use the number of the month as criterion to select data	3	Attempt shown – expression or alternative method to count members
Evidence of correct expression or other valid method				
Suitable name for expression or explanatory labels				
Set Parameter Query and suitable prompt text		2	Evidence of a Parameter Query	
	Use of suitable Prompt text			
		[5]		

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	Birthday Report	Print correct data grouped by Status and Contact Method and sorted into ascending BirthDate	4	Printed report with correct data and labels all visible (Not screenshot)	
				Data correctly grouped by Status	
				Data correctly grouped by contact method	
				Data sorted (Ascending birthday)	
			Use a suitable title for the report and include the Month parameter in the report header	2	Suitable (explanatory) Title added to report
					Evidence of the month parameter included in the header
				[6]	
	Member Count Method	Show method to count the number of members for each Status. Use database tools. Show only relevant fields	4	Evidence of a valid method	
				Database tools used	
				Evidence of Group by Status or equivalent	
Evidence of Count					
			[4]		
Member Count Report	Print report showing correct results for each status	3	Single Printout of member counts (Not screenshot)		
			Suitable (explanatory) title added to report		
			Suitable categories and labels shown and all visible		
		Format the report using an appropriate layout and title	2	Clear and appropriate layout and formatting	
Correct counts shown (159, 241)					
			[5]		

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(c)	Menu/ Switchboard for the reports	Show the selection options for the 3 reports	3	Text/label for Renewal Report option
				Text/label for Birthday Report option
				Text/label for Member Count Report option
		Describe the function/information provided by each report	3	Full and clear description of information provided by the Renewal Report
				Full and clear description of information provided by the Birthday Report
				Full and clear description of information provided by the Member Count Report
	Provide evidence of the functionality of each selection	3	Evidence that selection of the option will open the Renewal Report	
			Evidence that selection of the option will open the Birthday Report	
			Evidence that selection of the option will open the Member Count Report	
	Set an appropriate title for the selection group	1	Suitable Switchboard/Menu title and text shown	
			[10]	

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Task 2	Mail merge			
	Step	Key marks criteria	Mark	Possible solutions
2	Selection of merge data	Show method for the selection of the required data	2	Database used for selection
				Evidence of selection (Query/filter)
		Show the correct criteria for the selection of the required data	2	Correct criterion used (Contact = Post)
				Correct criterion used (Renewal month = Dec)
		Show evidence of correct selected data	1	Evidence of correct data selected
			[5]	
	Mail Merge document	Print merge document showing date field, all mergefields and conditional fields	2	All fields shown (Date, mergefields and Conditional fields)
				Printout provided (Not screenshot)
	Address block and salutation	Set correct date format	1	Correct date formatting – dd MMMM yyyy
		Set and format correct member details mergefields – (id, names and address fields) with correct spacing and punctuation	7	Member id mergefield shown
GivenName and Surname mergefields shown with correct spacing				
StreetAddress mergefield shown				
City mergefield shown				
PostCode mergefield shown				
Suitable layout, < > removed, no other fields included				
			Correct salutation used – GivenName, spacing and punctuation	
		[10]		

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	Manual insertion of month Mail Merge Conditions (1) Payment method	Insert an appropriate field to prompt for manual input of the month. Set suitable prompt text. Set correct option switch(es) and set suitable default text.	4	Evidence of manual text entry field + spacing
				Use of suitable Prompt text
				Evidence of option to prompt for input at the beginning of the merge
				Evidence of option for default text
	Set efficient conditional fields to display the correct payment method. – (cheque, direct debit, credit card). Match the formatting and capitalisation to the text in the document	7	Set conditional field logical test – "if Payment method.."	
			Set correct criteria e.g. "=chq"	
			Set correct result if true – "cheque"	
			Set correct criteria e.g. "=Ccard"	
			Set correct result if true – "credit card"	
			Set correct results if false e.g. "" and/or "direct debit"	
	Set efficient fields – use only 2 conditions			
			[11]	
	Mail Merge Conditions (2) Payment options	Set efficient conditional fields to display the correct payment option. ("you need do....", "please provide..."). Match the formatting, capitalisation and punctuation to the text in the document.	7	Set conditional field logical test – "if Payment method.."
set correct criteria e.g. "=DD"				
Set correct result if true – "You need do...."				
Set accurate text including punctuation				
Set correct result if false – "Please provide payment...."				
Set accurate text including punctuation				
Set efficient field – use only 1 condition				
		[7]		

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	Mail Merge Letters	Show correct 2 recipients who pay by credit card with correct text for payment option	2	Correct 2 recipients and "credit card" seen in text
				Payment option text matches Ccard
		Show correct recipient who pays by direct debit with correct text for payment option	2	Correct recipient and "direct debit" seen in text
				Payment option text matches DD
		Show correct 2 recipients who pay by cheque with correct text for payment option	2	Correct 2 recipients and "cheque" seen in text
				Payment option text matches CHQ
		Ensure the correct 5 letters are fit for purpose.	1	Correct 5 letters printed and fit for purpose.
			[7]	