

Individual Candidate Marking Sheet 1		Database Methods B20012 Examination (Practical) 50%
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Candidate Name: _____ **NCVA Candidate No.:** _____

Centre: _____ **Roll No.:** _____

Assessment Criteria	Maximum Mark	Candidate Mark
Creating <ul style="list-style-type: none"> • database structure (minimum 5 fields) and entry form accurately created • data accurately inputted (deduct 0.5 mark per keystroke error to maximum of 2) 	10	
Screen Data Entry Form <ul style="list-style-type: none"> • screen data entry form accurately designed, created and printed 	5	
Editing <ul style="list-style-type: none"> • new records, fields, data added and/or deleted as required 	5	
Queries <ul style="list-style-type: none"> • database queried on single and multiple fields • logical operator and wildcard appropriately applied 	7.5	
Organise <ul style="list-style-type: none"> • database organised on primary fields and secondary fields 	5	
Reports and Labels <ul style="list-style-type: none"> • report(s) with appropriate heading(s), field(s), calculations (i.e. SUM or AVG) produced • labels (with multiple fields) appropriately produced 	7.5 5	
Save and Print <ul style="list-style-type: none"> • database, queries and reports saved • required printouts accurately produced 	5	
TOTAL MARKS <i>This mark should be transferred to the Module Results Summary Sheet</i>	50	

Internal Assessor's Signature: _____ **Date:** _____

External Examiner's Signature: _____ **Date:** _____