MARK SCHEME for the October/November 2012 series

9713 APPLIED ICT

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 2012 series for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level components and some Ordinary Level components.

Task 1	Criteria	Examples only	Mark
Correct the data	Identify duplicates in VCODE field	In Venues & Venue Regions(LOEC)	1
		In Venues & Venue Regions (NORC)	1
	Chose unique codes	In Venues (LOEa NORa)	1
		In Venue Regions (LOEa NORa)	1
		Codes match & suitable	1
		Uses 4 CHR code	1
Set up Database	Suitable Primary Keys for tables:	Bands=Band name	1
		Dec Bookings=none	1
		Venues=Vcode	1
		Venue Regions=Vcode	1
		Reg Managers=Region	1
	Create suitable relationships	Dec.Bkgs – Venue Regions	1
		Dec.Bkgs – Band	1
		Venue Regions – Venues	1
		Venue Regions – Reg. Managers	1
			[15]

Task 2	Criteria	Examples only	Mark
Create Chart	Identify Regions in December Bookings & use non-manual count method	Use Dec. Bkgs & Ven. Reg tables	1
		Lookup or query	1
		Count bookings	1
		By Pivot or equiv	1
	Present Chart	Insert Title (Cand details)	1
		Category axis labelled	1
		Value axis reference/Legend clear	1
		Correct series & names	1
		Correct Regions	1
		Correct values	1
			[10]

Task 3	Criteria	Examples only	Mark
Create Report	Selection Method	Query design shown	1
		Valid tables & fields shown	1
	Efficient selection	Selected tables & fields shown	1
		Only required fields used	1
		Prompt text shown (any)	1
		Suitable Prompt used(Manager Surname)	1
	Header	Move Fields to header	1
		Title as specified: " December Bookings"	1
	Data	Group by date	1
		Correct fields (all and only)	1
		Correct order	1
		Correct results	1

		Correct total	1
		Correct Label	1
		Page footer (not report)	1
			[15]

Task 4	Criteria	Examples only	Mark
Export data to WP document		Correct data seen in WP doc.	1
		Converted to table	1
		Suitable formatting	1
		Centred on page	1
		Group in single row	1
			[5]

Task 5	Criteria	Examples only	Mark
Integrate data with document	Data Selection by query and/or filter	Use of query	1
		Efficient – necessary fields only	1
		Correct Theatre criteria (BIAT/Alhambra)	1
		exclude Alloid Reels	1
	Complete the Merge document	Date & format	1
		Agency name	1
		Address fields (1 per line)	1
		Agent title & space	1
		Agent surname & comma	1
		Band name & spacing	1
		Venue date & spacing	1
		Agency Phone no & spacing	1
	Conditional fields criteria & text	>12th exclude	1
		<=6th 500	1
		>6th 900	1
			[15]

Task 6a	Criteria	Examples only	Mark
Automate	Create Macro Insert 'comments at specified stages	Correct name "RockPaper"	1
		Comments (Logo)	1
		Comments (Margins & Border)	1
		Comments (Font)	1
		Logo Inserted	1
		Right Aligned	1
		Left margin set to 3 cm	1
		Right margin set to 2 cm	1
		Top margin set to 2 cm	1
		Bottom margin set to 2 cm	1
		Left border width set (3-4.5 pt)	1
		Left border colour = Red	1
		Border set to 10 pt from left	1

		Border set from text	1
		Serif font set	1
		For all text (Whole story)	1
		Font size set to 12 pt	1
			[17]

Task 6b	Criteria	Examples only	Mark
Integration	Merged letters printed	Date (correct format in all)	1
		Copy for "Slick"	1
		Copy for "V'ents"	1
		Copy for "4 Fun"	1
		Only Correct 3 letters printed	1
		Address (correct in all)	1
		Salutation & Name (correct for all)	1
		Correct Band x3 (matches dates)	1
		Correct Capacity x3 (matches dates)	1
		Correct Dates x3	1
		Serif Font (used in all)	1
		Correct Font Size –12 pt (consistent in all)	1
		Logo inserted correctly (Shown in all)	1
			[13]
			[90]