PLEASE NOTE THAT THIS VERSION WAS UPDATED 27/06/06 AND SUPERCEDES ANY PREVIOUS VERSION.
### MARK SCHEME

**MAXIMUM MARK:** 90

**SYLLABUS COMPONENT:** 9713/04

**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

Practical Test
**Task A**

Files carsales.csv and servicecentres.csv imported to suitable software

- Link joins Code to location (1 mark)
- Code set as key field (no duplicates) (1 mark)
- Link is one to many (1 mark)
- Query is made to access all fields for merge (1 mark)
- Check two key sort order in correct order (1), both ascending order (2x1) First town/location then name (2 marks)
- Query is made to select between certain dates i.e. for one month (2 marks)
Shows results of sort criteria – town then surname. (marks shown above)

Merge document set up with required fields, including date or print date field
10 marks – one for each field (-1 for inconsistent spacing)
Task B

Check for added records.
2 marks
One is seen here, and one is seen in task B

Merged records. Only these six records printed. All required fields in view
2 marks

Merged records set up and printed as labels
1 mark

Merge criteria entered
Extract second two characters
1 mark
Select on FM
1 mark
Select before specified date
1 mark
South India Motor Company
Open Plain Park
00 XXX 0000

Customer details
Mr Mohamed Ravi
14 Ferrers Crescent
Raipur

Dear Mr Ravi

The manufacturers have called in some cars for a check. Your car with VIN FFM2674091 is included in the recall. Please make an appointment for this check by telephoning 77-178654. We can make a loan car available to you.

Thank you
Yours sincerely

This is a steering check and is very important.
South India Motor Company
Open Plan Park
00 XXXX 0000

Customer details
Mr Mohamed Ravi
14 Ferres Crescent
Rajpur

Dear Mr Ravi,

The manufacturers have called in some cars for a check. Your car with VIN FFM0074091 is included in the recall. Please make an appointment for this check by telephoning 77-728654. We can make a loan car available to you.

Thank you,

Yours sincerely,

This is a steering check and is very important.

Task C

Only four letters merged
All Present and correctly laid out
1 mark

CODE field no duplicates
2 marks
Select only cars coming up to three years old 2 marks (one for calculation back three years, one to refine to include short date to the future)

Location field controlled by lookup list 2 marks (one for list box and one for display of fields)

Extract Month from date or enable month to be identified 3 marks

Extract Year from date or enable year to be identified 1 mark

Select target month 1 mark

Select only cars coming up to three years old 2 marks (one for calculation back three years, one to refine to include short date to the future)
Correctly merge records with text to differentiate between first and subsequent test 1 mark (if first test and subsequent tests correctly identified)

If then else field inserted to differentiate between first and subsequent test 1 mark
VIN field no duplicates
2 marks
Select any recall criterion
2 marks

Select date range
2 marks

Illustrates selection

South India Motor Company
Mandur House
00XX0 0000

Customer details
Mr. Siddharth Bansal
65 Meadow Vale
Teni

Dear Mr. Bansal,

The manufacturer has called in some cars for a check. Your car with VIN VMNH821699 is included in the recall. Please make an appointment for this check by telephoning 45-474747. We can make a loan car available to you.

Thank you,

Yours sincerely,

This is a steering check and is very important.
South India Motor Company

Select Operation required

(Press control and click on desired operation below)

Check for Test due and print labels

Issue a recall letter

Menu select options as hyperlink to the merge document. Link can be seen 2 marks
**Task D**

User Guide

Introduction 8 marks

Examples of usage 8 marks

Error guide 8 marks

Marks awarded for each section

7-8 A full and clear explanation of the highest quality. Leaves no areas to be guessed by user

4-6 A clear explanation that may have some gaps in information, leaving user to fill in for themselves some information

2-3 A very brief explanation that does not cover all aspects of the solution. May contain errors. User is left to work out much operation for self

0-1 Minimal and weak explanation with many errors

**Example of a User Guide**

**Introduction**

This is a guide to some automated searches that can be produced for the South India Motor Company. They will serve to produce labels or letters to customers either for motor tests that are falling due or to send letters to customers to recall cars for inspection or checks at manufacturers' request. The user will start from a menu screen which may be loaded, but if not, requires file **select operation.doc** to be opened.

This menu option offers two choices at present. One is used to open a document to make labels for tests due and the other is to produce letters for recalling cars. Press control and click on the link to the option that you require.

**Examples of use**

1 Test invitation labels

The file **select for a test.doc** opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The document opens as a sheet of labels and can select between first and subsequent tests if you enter selection criteria. The selection is made by editing the source data list. Click on the edit source data button on the merge toolbar, and select from the field selection drop down menu the advanced option.
Select the month you require by typing in the selection criterion MONTH equals and the number of the month.

An automatic field selects that if the YEAR is three less than the current one i.e. 2003, then a first test notice is inserted in the label. When the criteria are all correct, then merge the labels to a new document. You can trial the merge first if you wish. Buttons for these merge operations are found on the merge tool bar.

2 Find cars for recall notices.

The file any recall.doc opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The file opens a prepared merge document ready to produce letters. You need to select records to be merged. Open the edit source list by pressing the edit source button on the merge toolbar. From the drop down menus at the field headings, choose the advanced option and in the first selection make VIN recall equal to the two letter code for recall. On the next two options, set the regdate first to be greater than the start date for the recall, and then to be less than the last date for the recall. When the data selections are made merge the letters to a new document and save or print as required. The merge to new document button is found on the merge menu toolbar.
Handling errors

If the menu does not open the file you want, then these are to found at XXX location. Each can be located and opened on demand.

If, when you open the merge master documents, the merge toolbar does not seem to be active, then you may need to link the document to its source data file. The source data file is XXX.mdb and is located in YYY folder. When you locate the database, you also need to identify the correct query on which the merge is to be based. For the test labels, the query is named zzz and for the recall list it is called vvv.