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

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Specimen for 2008

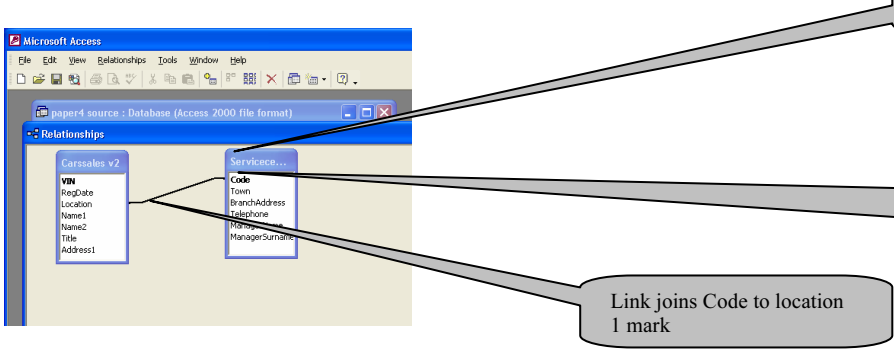
GCE A LEVEL

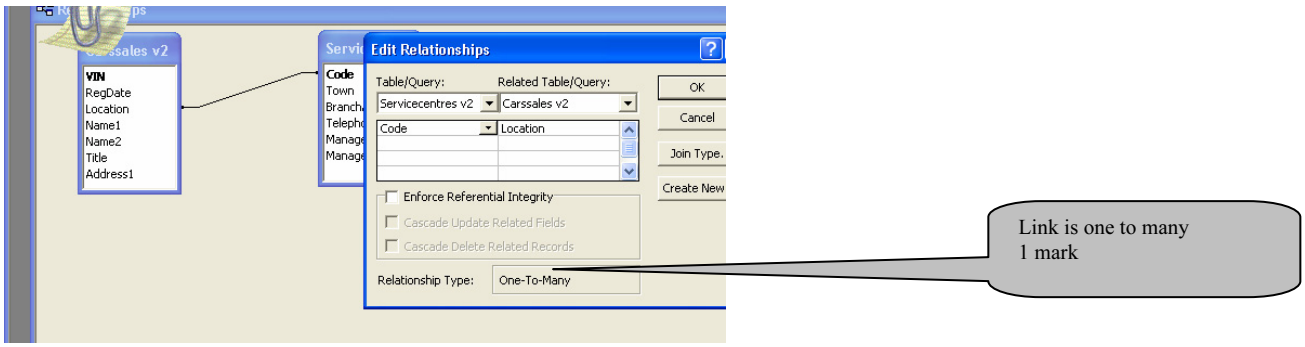
MARK SCHEME
MAXIMUM MARK: 90
SYLLABUS/COMPONENT: 9713/04 APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY Practical Test

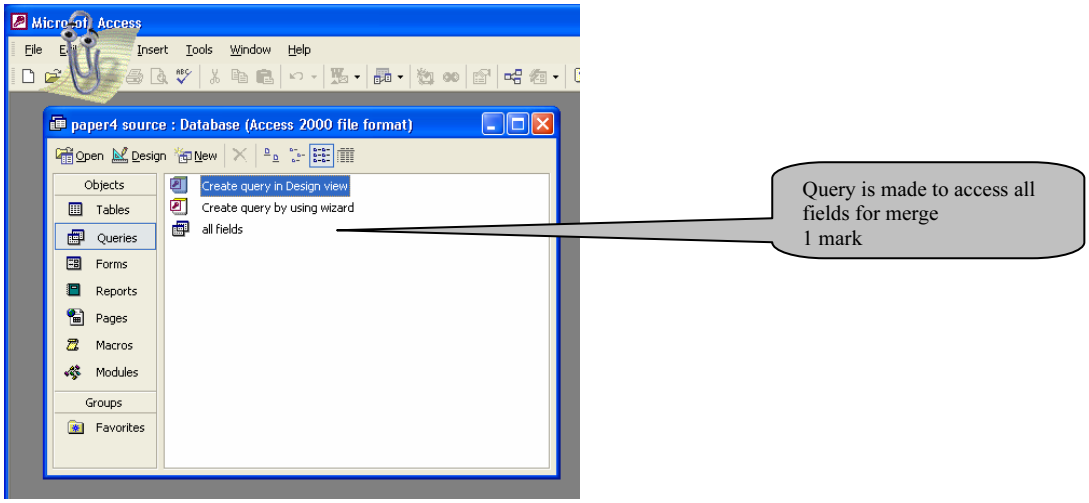
UNIVERSITY of CAMBRIDGE
International Examinations

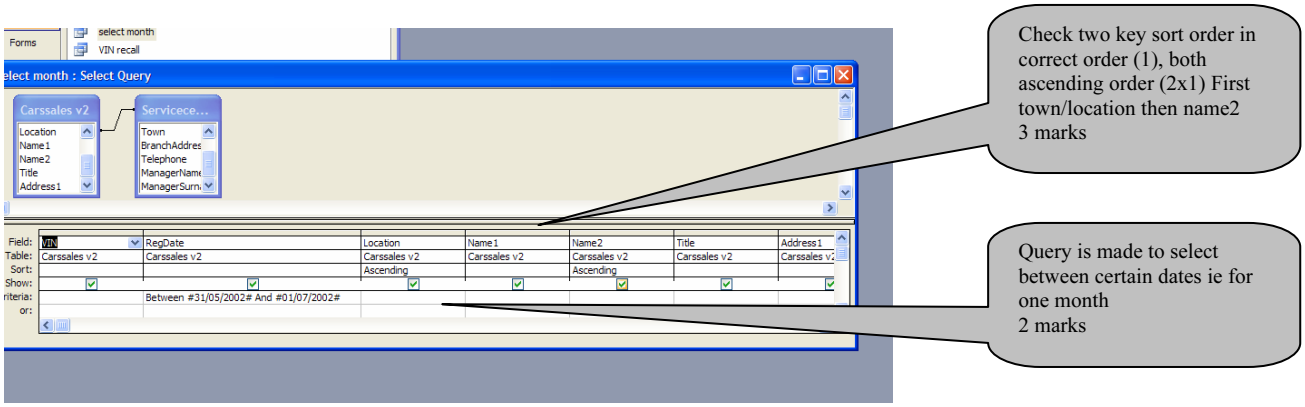
Task A

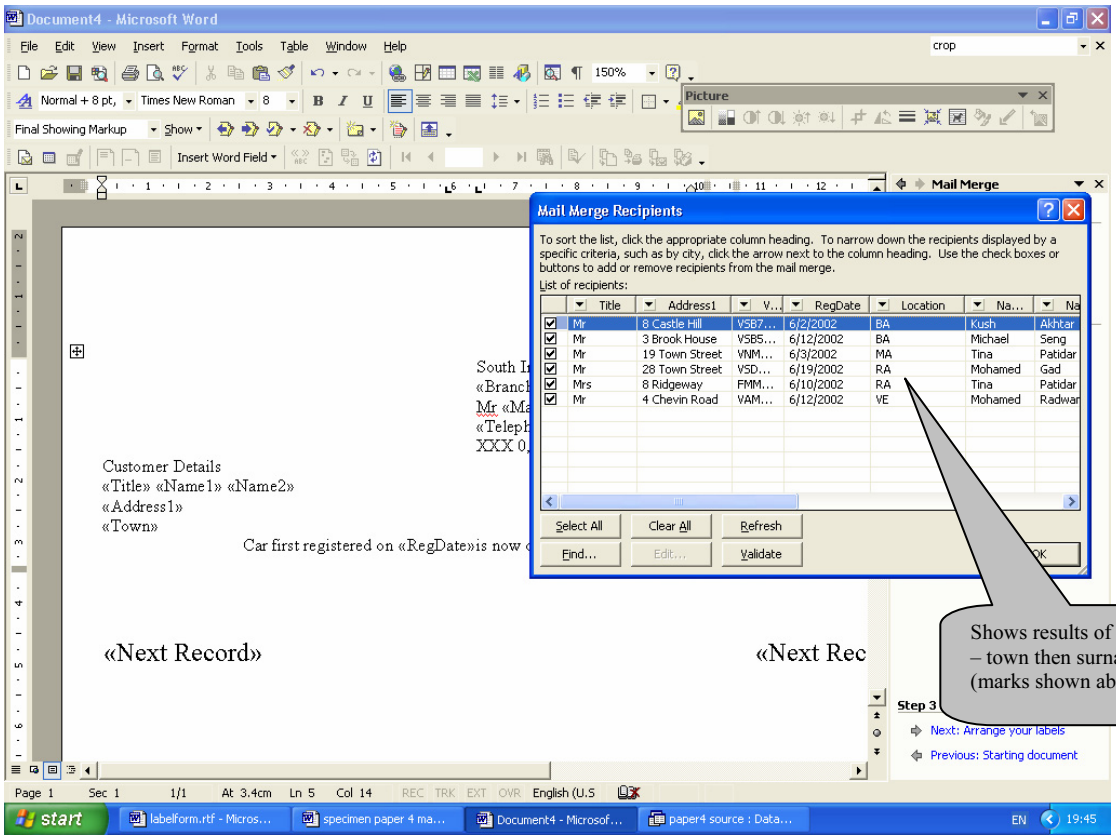
Files carsales.csv and servicecentres.csv imported to suitable software

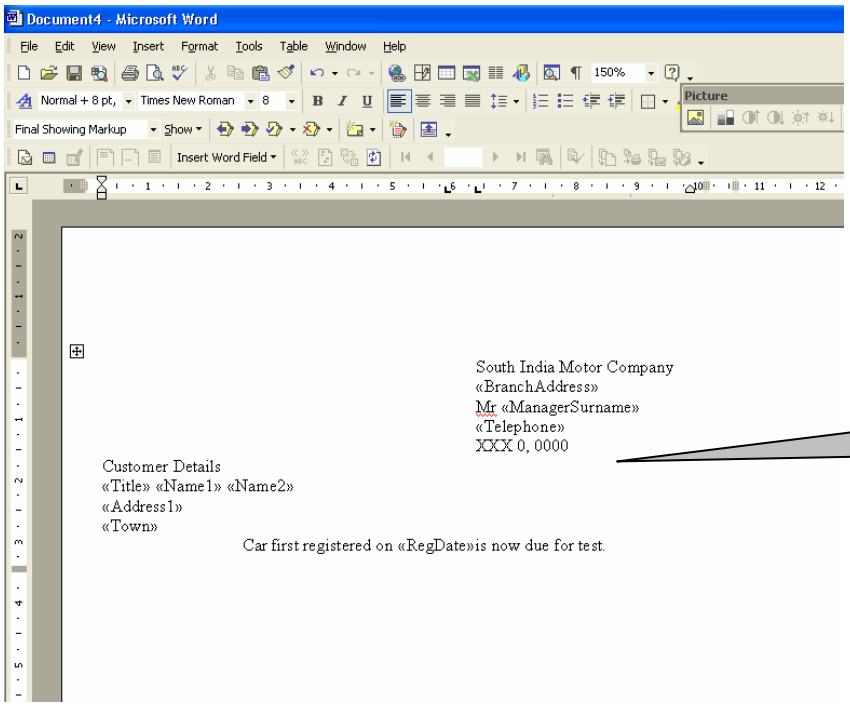


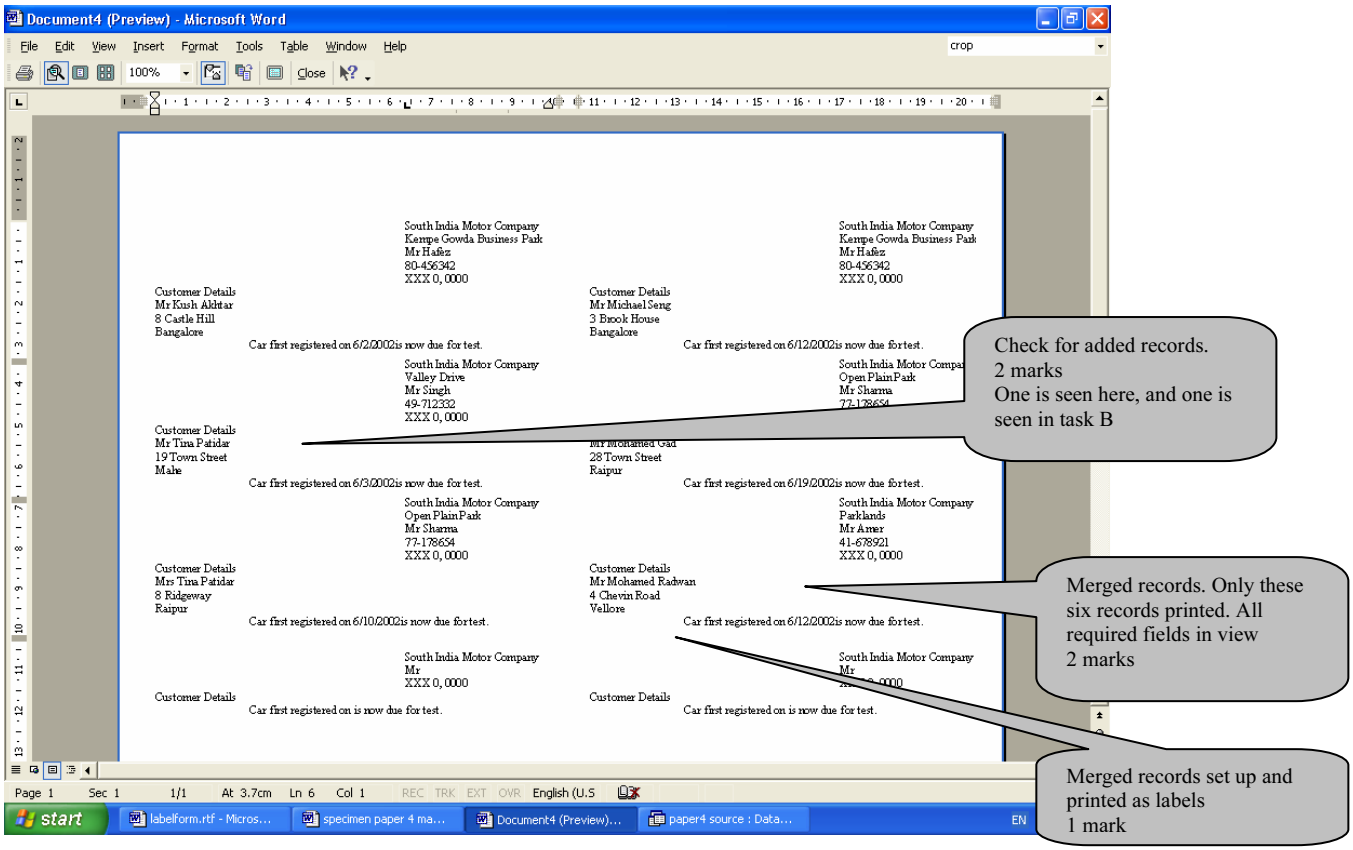




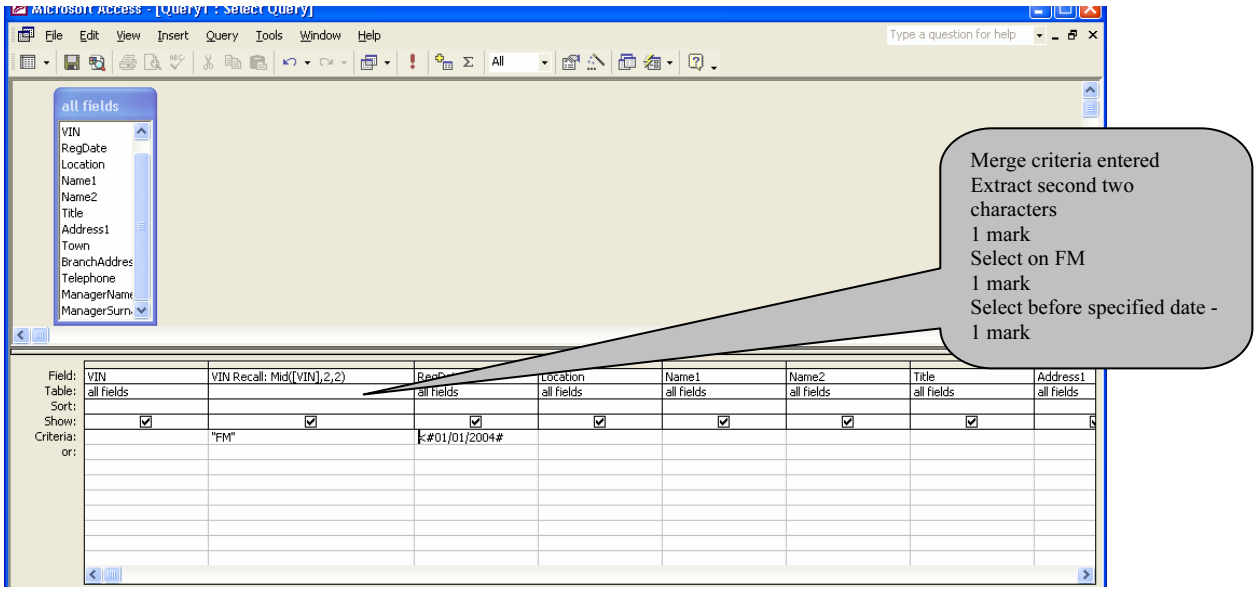


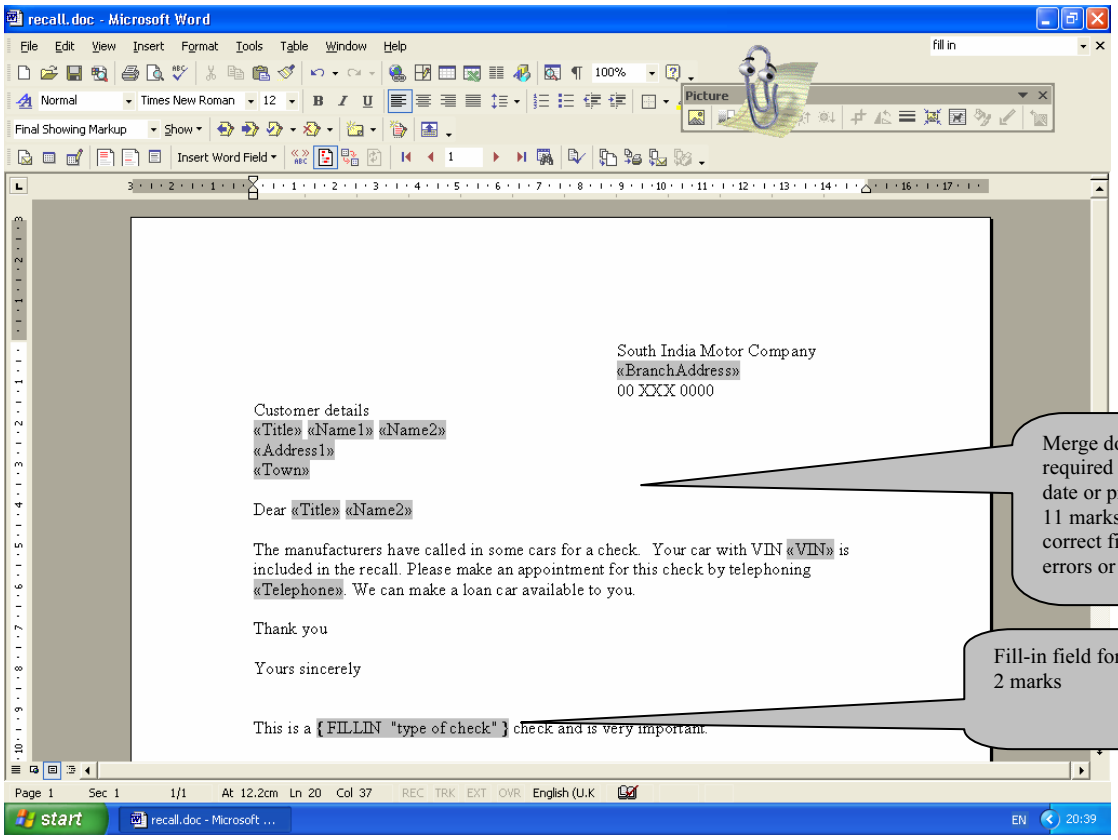

Document4 - Microsoft Word
Mail Merge Recipients
To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.
List of recipients:
Title
Address1
RegDate
Location
Select All
Clear All
Refresh
Find...
Edit...
Validate
Customer Details
«Title» «Name1» «Name2»
«Address1»
«Town»
Car first registered on «RegDate»is now
«Next Record»
«Next Rec
Step 3
Next: Arrange your labels
Previous: Starting document
Shows results of sort criteria – town then surname. (marks shown above)


Document4 - Microsoft Word
South India Motor Company
«BranchAddress»
Mr «ManagerSurname»
«Telephone»
XXX 0, 0000
Customer Details
«Title» «Name1» «Name2»
«Address1»
«Town»
Car first registered on «RegDate»is now due for test.
Merge document set up with required fields, including date or print date field
10 marks – one for each field
(-1 for inconsistent spacing)


Document4 (Preview) - Microsoft Word
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

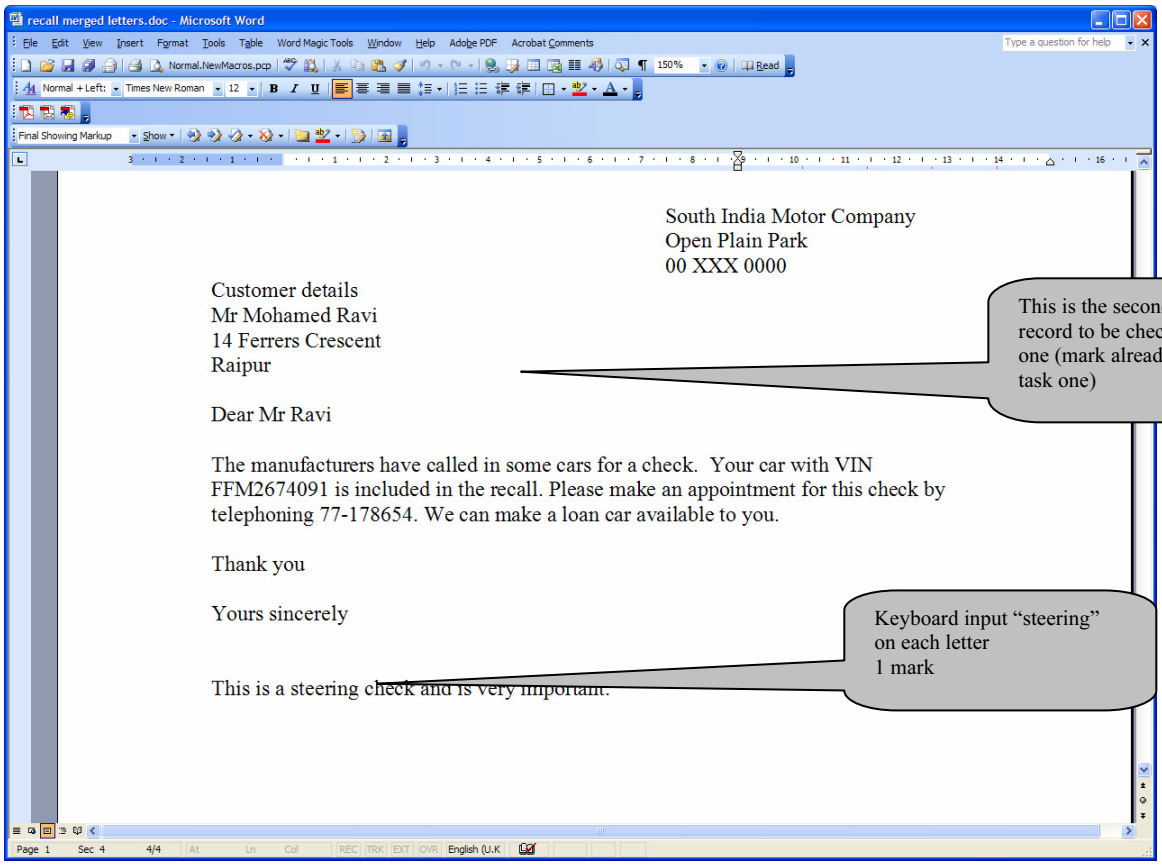
Task B


Merge criteria entered
Extract second two characters
1 mark
Select on FM
1 mark
Select before specified date -
1 mark



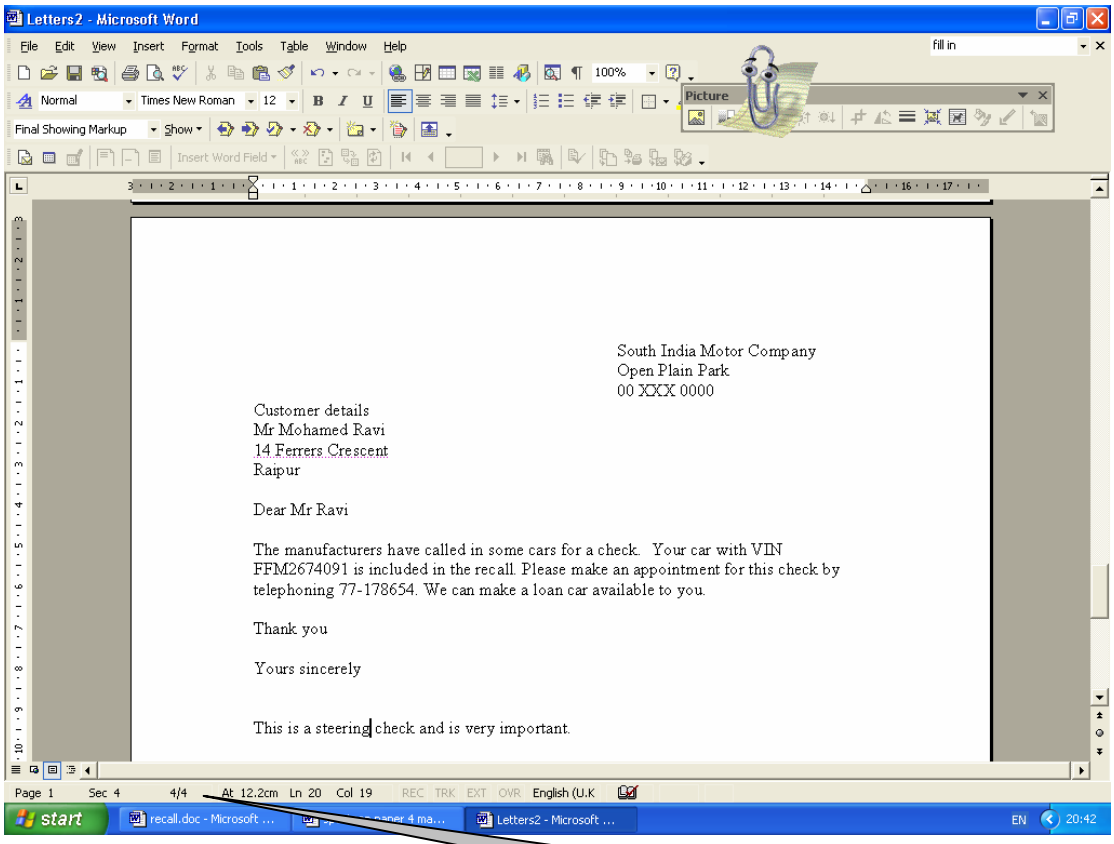
Merge document set up with required fields, including date or print date field
11 marks – one for each correct field (-1 for spacing errors or missing fields)

Fill-in field for "steering"
2 marks



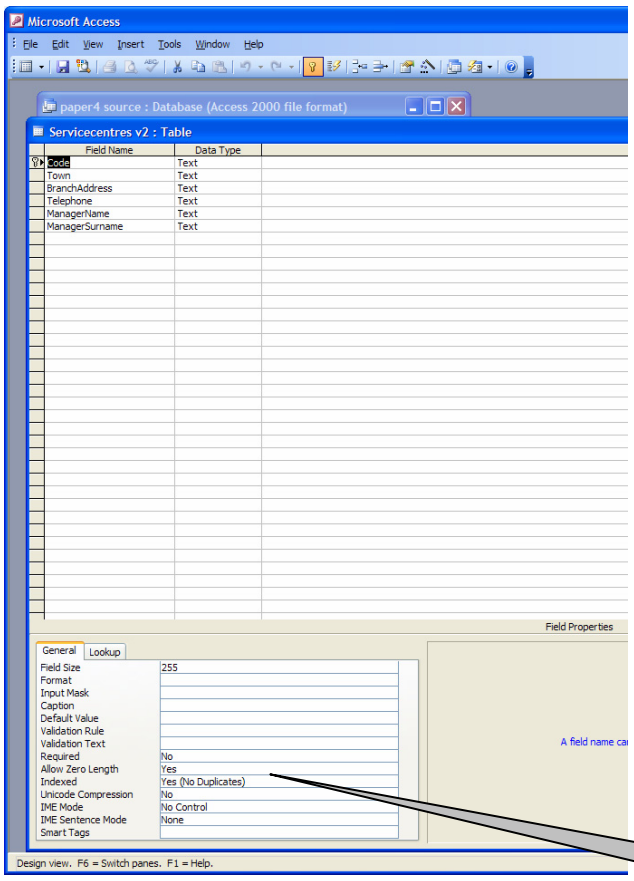
This is the second added record to be checked for task one (mark already noted in task one)

Keyboard input "steering" on each letter
1 mark

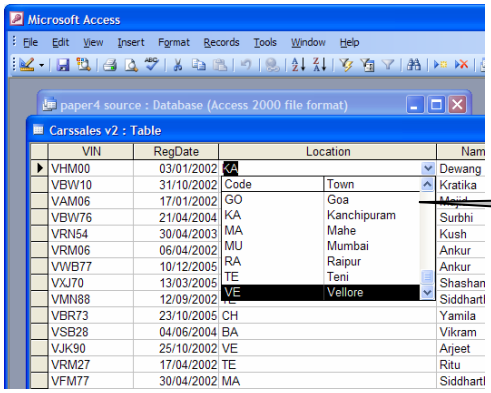


Only four letters merged
All Present and correctly laid out
1 mark

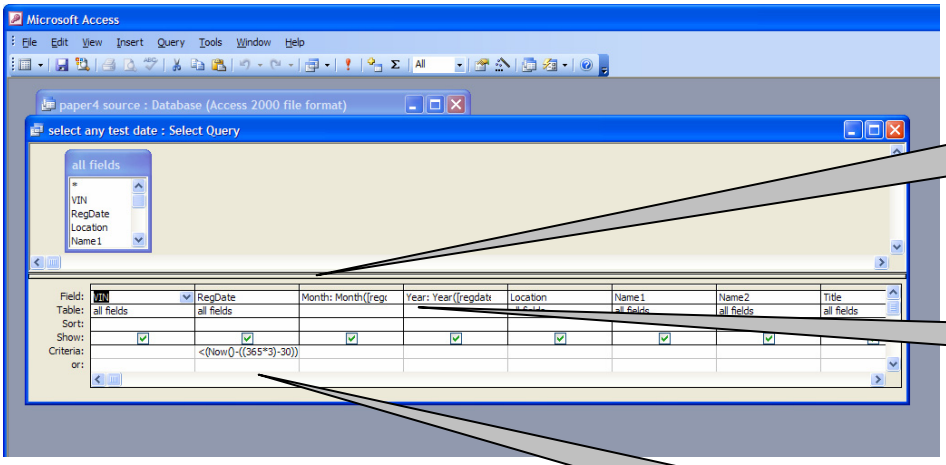
Task C



CODE field no duplicates
2 marks



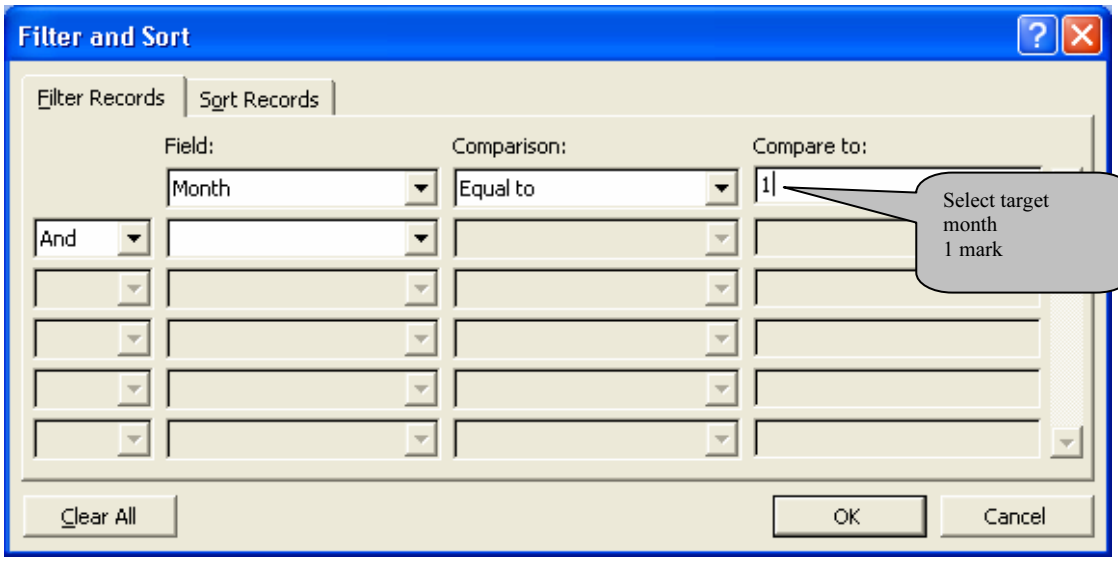
Location field controlled by lookup list
2 marks (one for list box and one for display of fields)



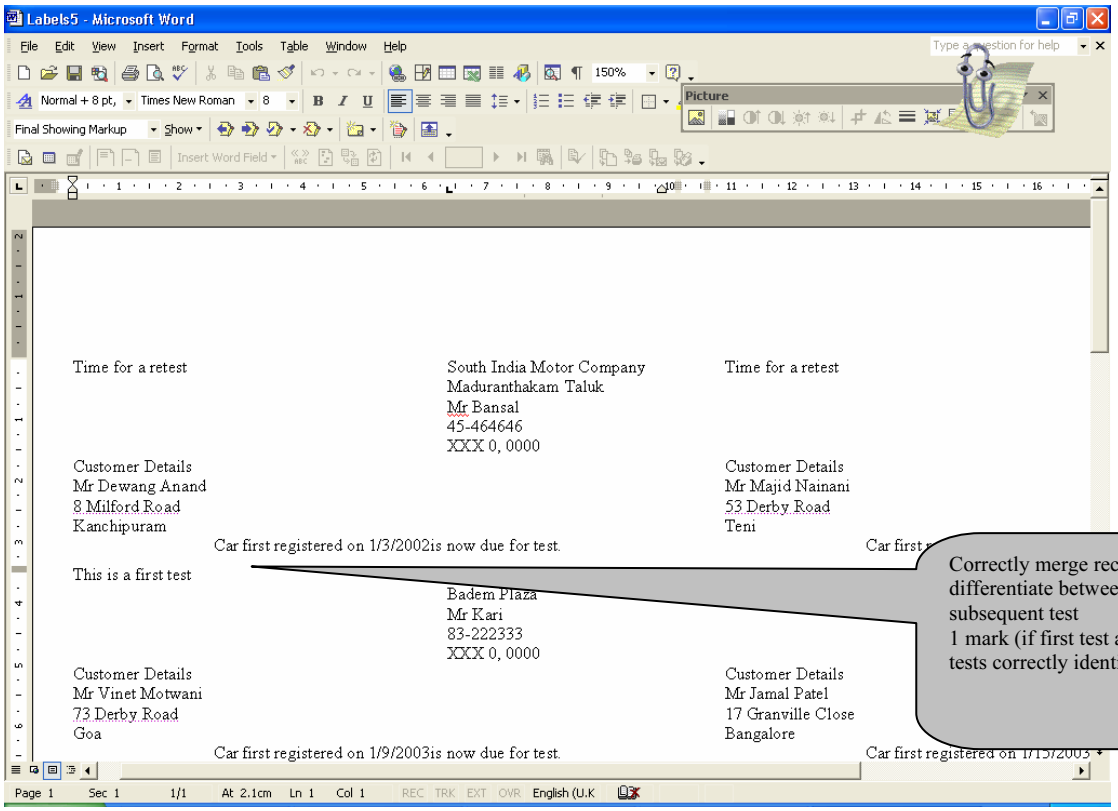
Extract Month from date or enable month to be identified
3 marks

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

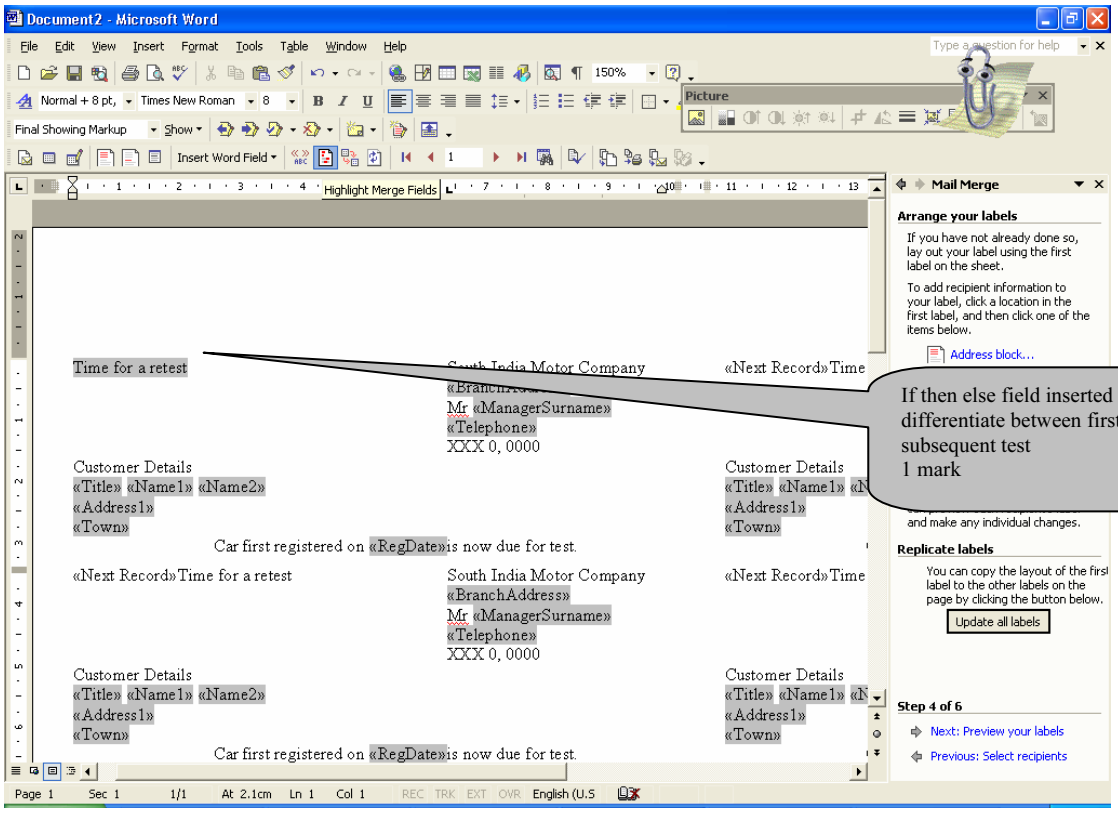
Select only cars coming up to three years old
2 marks (one for calculation back three years, one to refine to include short date to the future)



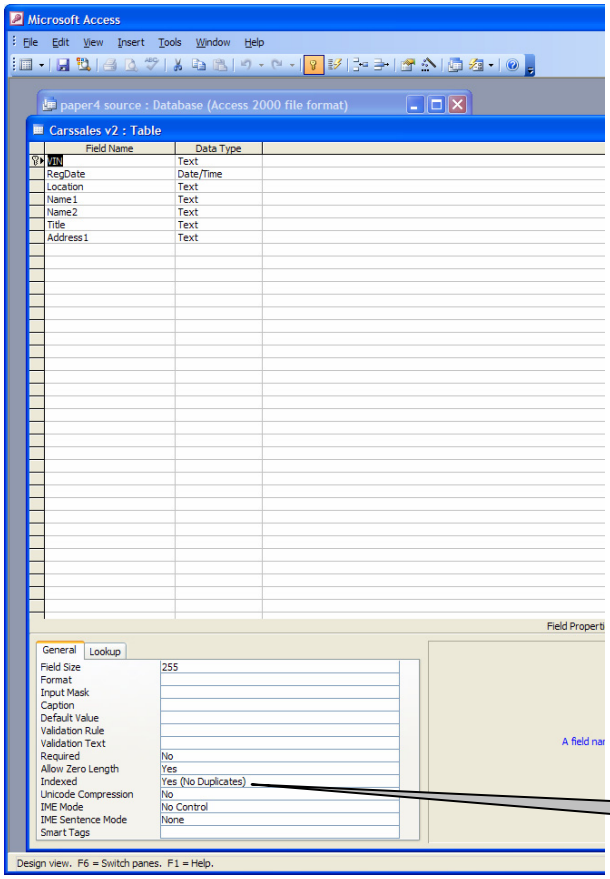
Select target month
1 mark



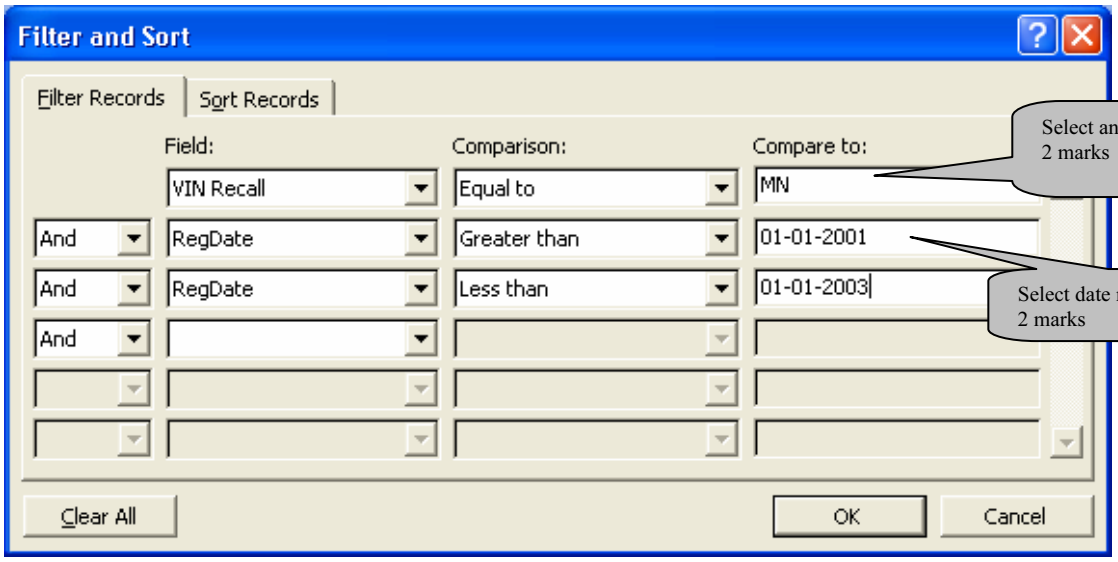
Correctly merge records with text to differentiate between first and subsequent test
1 mark (if first test and subsequent tests correctly identified)

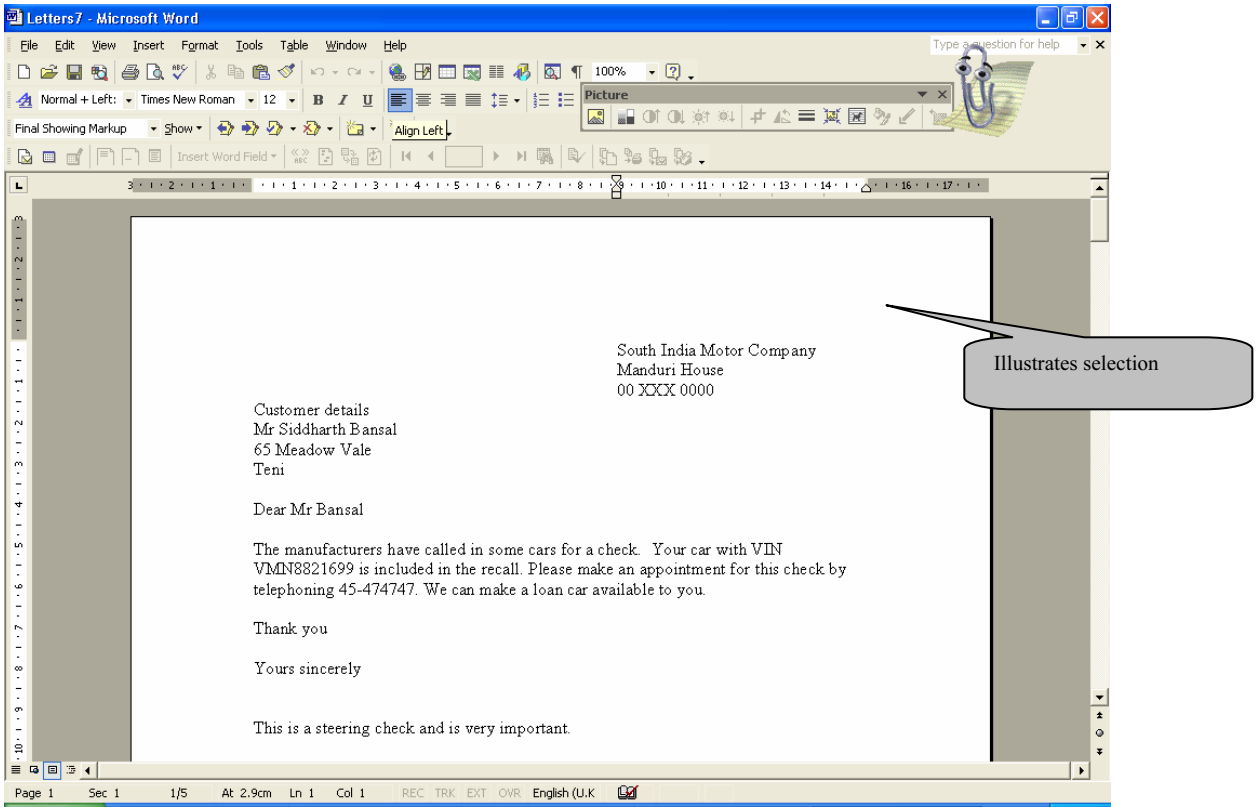


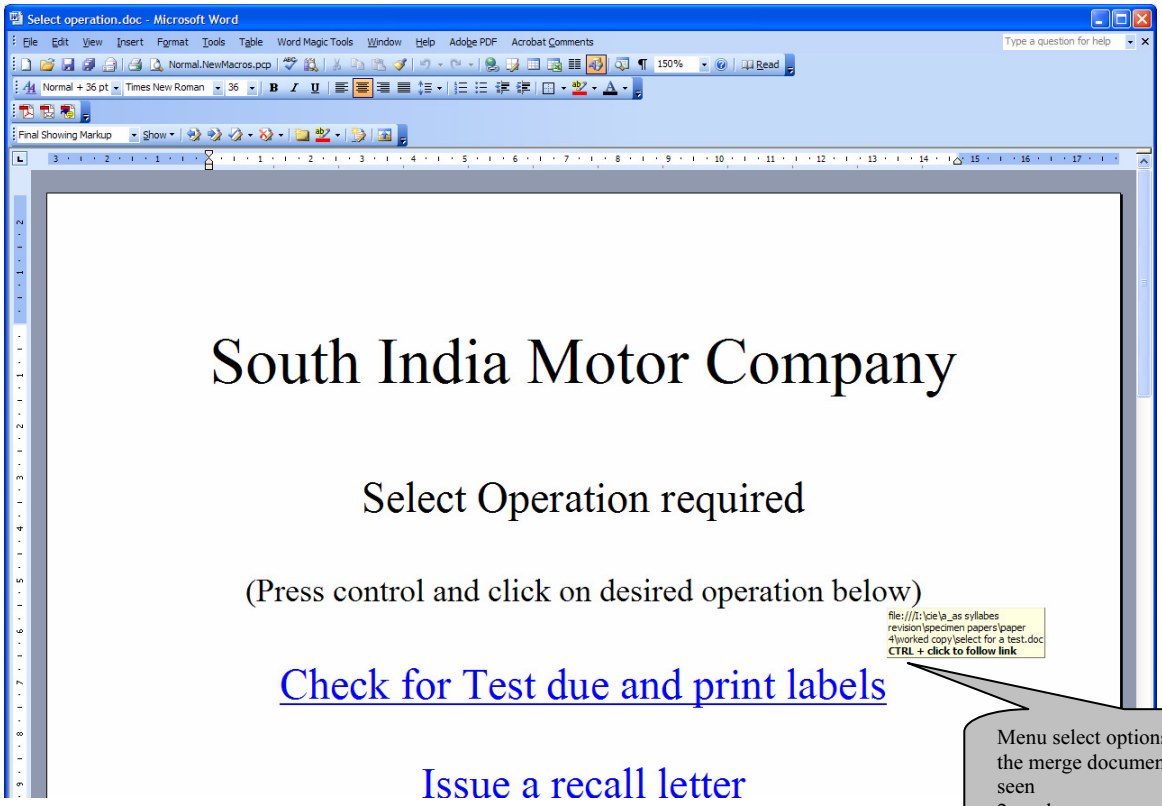
If then else field inserted to differentiate between first and subsequent test
1 mark



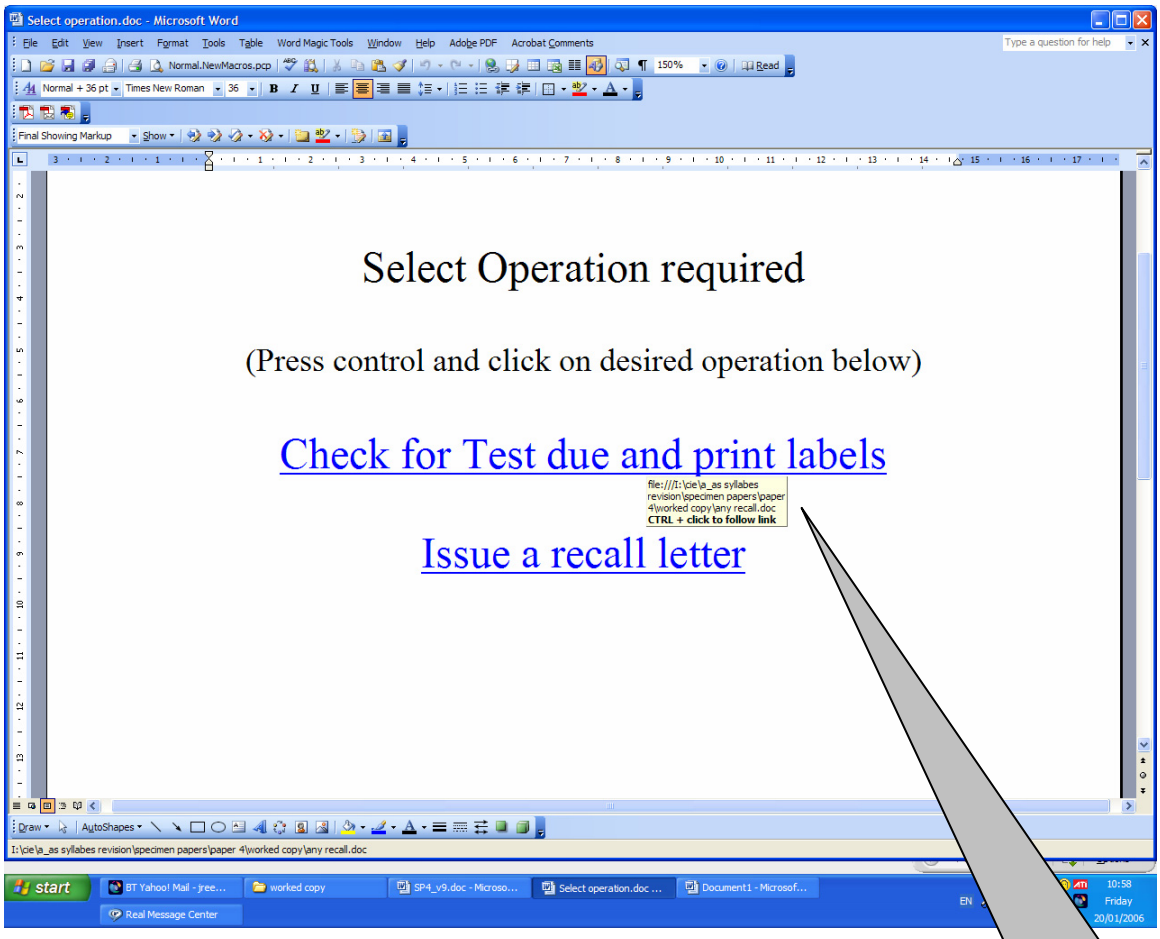
VIN field no duplicates
2 marks


Filter and Sort
Filter Records
Sort Records
Field:
Comparison:
Compare to:
VIN Recall
Equal to
MN
And
RegDate
Greater than
01-01-2001
And
RegDate
Less than
01-01-2003
And
Clear All
OK
Cancel
Select any recall criterion
2 marks
Select date range
2 marks


Letters7 - Microsoft Word
South India Motor Company
Manduri House
00 XXX 0000
Customer details
Mr Siddharth Bansal
65 Meadow Vale
Teni
Dear Mr Bansal
The manufacturers have called in some cars for a check. Your car with VIN VMN8821699 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.
Illustrates selection



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



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

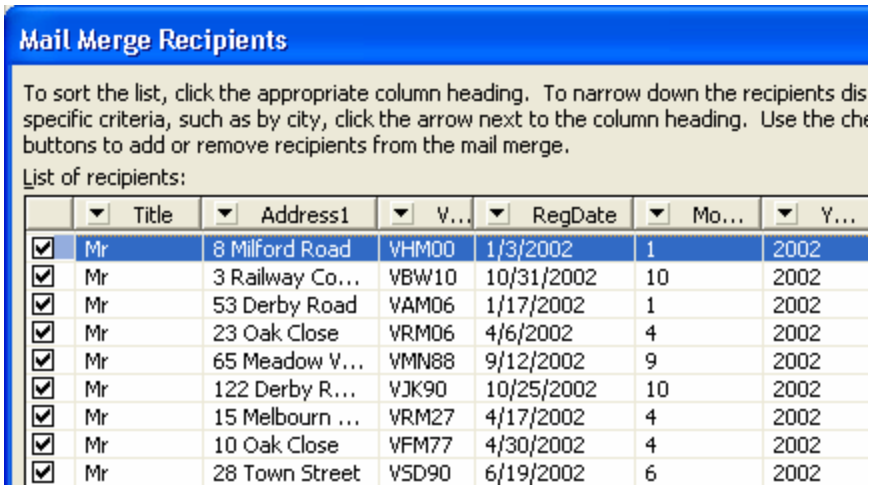
This is a guide to some automated searches that can be produced for the South India Motor Company. They will serve to produce labels or letters to customers either for motor tests that are falling due or to send letters to customers to recall cars for inspection or checks at manufacturers' request. The 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.

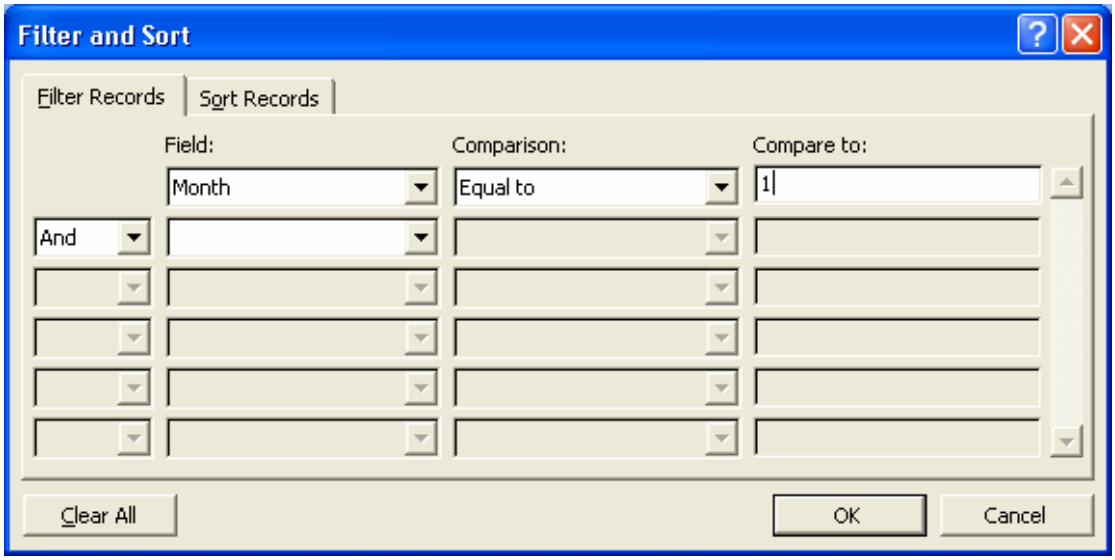
Examples of use

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 ie 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.

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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.

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