

**CAMBRIDGE INTERNATIONAL EXAMINATIONS**

**Cambridge International Advanced Subsidiary and Advanced Level**

**MARK SCHEME for the October/November 2015 series**

**9713 APPLIED INFORMATION AND  
COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 (Practical Test B), maximum raw mark 90

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			Mark
<b>Task 1: Prize Winners table</b>	Prize Items	Efficient lookup formula – (e.g. VLOOKUP ( ))	1
		Lookup_Value – (A2) – not range	1
		Correct Table_Array – (Prizes.csv!\$A\$2:\$C\$5) – with absolute referencing	1
		Correct Item Col_Index – (2), Correct match parameter (FALSE)	1
	Prize Item Value	Correct Lookup_Value – (A2), Correct Array – (Prizes.csv!\$A\$1:\$C\$5) – with absolute referencing	1
		Correct Item Col_Index – (3)	1
	Selection of winning number	Efficient random number generation (e.g. RANDBETWEEN( ))	1
		Correct Minimum number for range – (100 or 102 or ref. to XLClub/Mem.List A2)	1
		Correct Maximum number for range – (642 or 643 or ref. to XLClub/Mem.List A41/A545)	1
	Lookup to winners' Member Numbers	Correct Lookup_Value – (D2)	1
		Valid Table_Array – (Path...[XLClub.csv]XLClub!\$A:\$J) – abs.ref. ...	1
		... Member_Number Column_Index – (1)	1
		Correct match parameter (TRUE) or LOOKUP( ) used	1
	Lookup to winner's Surname	Valid formula – Lookup_Value, (A2), Column_Index (3), Match parameter (TRUE) or Lookup_Value (E2), Column_Index (3) Match parameter (FALSE )	1
	Lookup to winners' Telephone Numbers	Valid formula – Lookup_Value, (A2), Column_Index (8), Match parameter (TRUE) or Lookup_Value, (E2), Column_Index (8), Match parameter (False)	1
	Complete table	Evidence of valid replication for all fields (e.g. formula view)	1
<b>Print out</b>	Correct heading displayed	XLClub November Prize Draw Winners <i>100% as shown</i>	1
	Correct results displayed	Members shown with no repeats – All visible and fit for purpose	1
	Table fit for purpose	Single page – Labels and format as Question paper including – Word wrap and emboldened	1
	Correct footer displayed	Candidate details and date shown in document footer	1
			<b>20</b>

<b>Task 2: Database</b>	Normalised November Winners structure	Structure for NovemberXLClub Winners table shown	1
		Primary Key = Prize Number	1
		Surname field omitted	1
		Tel.No. field omitted	1
		Winning Number field omitted	1
		Value field set to Currency	1
	XLClub structure	Structure for XLClub table shown	1
		Primary Key = Member Number	1
		Funds Raised field set to Currency	1
	Planning & setup	These 2 tables only	1
		No duplicated data	1
	Relationship created	XLClub!Member_Numnumber – November Winners!Member_Number	1
	Selection of Correct fields	Query design shown	1
		Member_Number, Givenname, Surname, StreetAddress, City, Post Code, Item, Worth	1
			<b>14</b>

<b>Task 2: Merge Document</b>	Date inserted	Date shown as field	1
	Mergefields inserted	Member_Number mergefield inserted in the correct place	1
		GivenName mergefield inserted in the correct place	1
		Surname mergefield in correct place with the correct spacing	1
		All (& only) Address mergefields inserted in the correct place	1
		... Layout one per line	1
		Salutation mergefield inserted in the correct place with the correct spacing followed by a comma	1
		Prize Item mergefield inserted in the correct place with the correct spacing	1
		Item Value mergefield in correct place with the correct spacing	1

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	Conditional fields inserted	Cinema Tickets conditional mergefield inserted with the correct criteria & syntax ...	1
		... Cinema conditional text inserted including the "" (Null result)	1
		Voucher conditional mergefield inserted with the correct criteria & syntax ...	1
		... Voucher conditional text inserted including the "" (Null result)	1
		Book Token conditional mergefield inserted with the correct criteria & syntax ...	1
		... Book Token conditional text inserted including the "" (Null result)	1
		Use of the "Else" field instead of 1 Null result	1
			<b>16</b>

<b>Task 2: Merged Letters</b>	Letters printed	Date formatting set to: DD:MM:YYYY	1
		Prize Value of £75 matched to Store Vouchers text	1
		Correct text displayed – "The voucher is redeemable at ...valid until 30th December 2015."	1
		PrizeValue of £50 matched to Store Vouchers text	1
		Correct text displayed – "The voucher is redeemable at ...valid until 30th December 2015."	1
		Prize Value of £25 matched to Cinema Tickets text	1
		Correct text displayed – "You are entitled to 2 tickets for any ... Acacia Group cinema."	1
		Prize Value of £10 matched to Book Tokens text	1
		Correct text displayed – "The book tokens are valid for one year ...be used at any bookshop."	1
		The Recipients match Winners – Letters proofed and fit for purpose	1
			<b>10</b>

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Task 3(a): Report	Query	Evidence of valid Query design	1
		Parameter query used	1
		Meaningful prompt for users – refers to Focus group	1
	Report Header	Suitable Title (mentions fund raising) & Focus Group Label	1
		Correct Focus group selected – (B)	1
	Report body	Data Grouped and the correct fields shown	1
		Data displayed in descending order of Funds Raised	1
	Report footer (Not page footer)	Total (Funds Raised) label and correct amount (£2,097) shown	1
		Average amount (Funds Raised) label and correct amount (£262) shown	1
	Report printed	Single page – data and labels all visible and fit for purpose - Candidate details <b>and date</b> in <b>report</b> footer	1
Task 3(b): Export Doc	Word processed document	Correct title displayed – followed through from the report	1
		Data converted to table - formatted and fit for purpose – suitable alignment of labels & data	1
		Total (Funds Raised) label and amount displayed – (£2,097) to £ 0 dp.	1
		Average (Funds) Raised label and amount displayed- (£262) to £ 0 dp.	1
		Candidate details moved to document footer (date in original position as in report)	1
			<b>15</b>

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Task 4: Labels	Query – selection method evidence	Evidence of the correct query design	1
		Correct criteria used – (Funds raised >250)	1
		Toby Vincent <b>excluded</b> – (Member_Number <>252) any valid non-manual method	1
	Mergefields inserted <i>Mark given labels only screenshots ok</i>	GivenName mergefield inserted	1
		Surname mergefield inserted	1
		Member_Number mergefield inserted	1
		Correct spacing of mergefields	1
		Correct conditional field syntax used – (IF{ } > x "...." "")	1
		Correct conditional field criteria used – (Funds_Raised >350)	1
	Labels printed <i>Mark given labels only</i>	Correct conditional field text inserted with null result – ("Premier fund raiser" "")	1
		Labels displayed in ascending order of funds raised – (Giles – Flynn)	1
		GivenName, Surname shown in a <b>Serif font</b>	1
		Member_Number shown in a smaller (serif) font	1
		Correct labels displayed – (15) – follow through for Member 252	1
	Correct Premier fund raiser text displayed for Pugh, Warner, Poole, Flynn (all & only)	1	
			<b>15</b>

Total **90**