
APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/02

Paper 2 Practical Test A

October/November 2016

MARK SCHEME

Maximum Mark: 120

Published

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 2016 series for most Cambridge IGCSE[®], Cambridge International A and AS Level components and some Cambridge O Level components.

Page 2	Mark Scheme	Syllabus	Paper
	Cambridge International AS/A Level – October/November 2016	9713	02

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Header:
Name and numbers 1 mark

QNZ	Zheng	Tong	No 188 Citong South Road East	Fengze District	362020	Yuan	Admin/clerical	H
QNZ	Wu	Lim	No 188 Citong South Road East	Fengze District	362020	Yuan	Recruitment/Talent Scout	I
WHN	Mei Mei	Wang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Regional director	J
WHN	Wei	Lim	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Sales	I
WHN	Zhao	Zhang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Recruitment/Talent Scout	E
WHN	Li	Liu	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Admin/clerical	B
WHN	Tang	Cheng	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Admin/clerical	E
WHN	Zheng	Yang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	IT systems	A
BLH	Chaka	D'Silva	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	A
BLH	Pablo	Habib	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	I
BLH	Mohammed	Jayme	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	IT systems	D
BLH	Miguel	Ferreira	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	C
BLH	Lucas	Grau	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Regional director	K
BLH	Dylan	Castro	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Recruitment/Talent Scout	E
BLH	Arthur	Acquarone	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	E
BLH	Davi	Borges	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	I
BLH	Saniago	Mean	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	A
BLH	Sofia	Du Bois	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	E

Only rows 140 onwards 1 mark
 Single page wide and fully visible 1 mark
BLH data
 10 rows 1 mark
 No column labels/titles included 1 mark
 Address 1 correct -not dragged down 1 mark
 Zip code correct -not dragged down 1 mark
 Data present and in correct columns 1 mark

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Header:
Name and numbers 1 mark

Evidence document

Q3

	E	F	G
1			City
2	28-43 Rutland Park	Brent Cross	=VLOOKUP(B2,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
3	28-43 Rutland Park	Brent Cross	=VLOOKUP(B3,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
4	28-43 Rutland Park	Brent Cross	=VLOOKUP(B4,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
5	28-43 Rutland Park	Brent Cross	=VLOOKUP(B5,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
6	28-43 Rutland Park	Brent Cross	=VLOOKUP(B6,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
7	28-43 Rutland Park	Brent Cross	=VLOOKUP(B7,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
8	28-43 Rutland Park	Brent Cross	=VLOOKUP(B8,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
9	28-43 Rutland Park	Brent Cross	=VLOOKUP(B9,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
10	28-43 Rutland Park	Brent Cross	=VLOOKUP(B10,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
11	28-43 Rutland Park	Brent Cross	=VLOOKUP(B11,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
12	28-43 Rutland Park	Brent Cross	=VLOOKUP(B12,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
13	28-43 Rutland Park	Brent Cross	=VLOOKUP(B13,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
14	28-43 Rutland Park	Brent Cross	=VLOOKUP(B14,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
15	28-43 Rutland Park	Brent Cross	=VLOOKUP(B15,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
16	28-43 Rutland Park	Brent Cross	=VLOOKUP(B16,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
17	28-43 Rutland Park	Brent Cross	=VLOOKUP(B17,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
18	28-43 Rutland Park	Brent Cross	=VLOOKUP(B18,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
19	28-43 Rutland Park	Brent Cross	=VLOOKUP(B19,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)
20	28-43 Rutland Park	Brent Cross	=VLOOKUP(B20,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$C\$101,2,FALSE)

City:
VLOOKUP(...) 1 mark
Correct relative reference to B2 1 mark
External file 1 mark
B2 to C or D 101 1 mark
Absolute reference ,2 1 mark
FALSE 1 mark
Replication 1 mark

Q4

	H	I
1		Country
2	NW2 4RE	=VLOOKUP(B2,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
3	NW2 4RE	=VLOOKUP(B3,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
4	NW2 4RE	=VLOOKUP(B4,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
5	NW2 4RE	=VLOOKUP(B5,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
6	NW2 4RE	=VLOOKUP(B6,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
7	NW2 4RE	=VLOOKUP(B7,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
8	NW2 4RE	=VLOOKUP(B8,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
9	NW2 4RE	=VLOOKUP(B9,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
10	NW2 4RE	=VLOOKUP(B10,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
11	NW2 4RE	=VLOOKUP(B11,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
12	NW2 4RE	=VLOOKUP(B12,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
13	NW2 4RE	=VLOOKUP(B13,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
14	NW2 4RE	=VLOOKUP(B14,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
15	NW2 4RE	=VLOOKUP(B15,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)
16	NW2 4RE	=VLOOKUP(B16,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city'!\$B\$2:\$D\$101,3,FALSE)

Country:
VLOOKUP(...) 1 mark
Correct relative reference to B2 1 mark
External file 1 mark
B2:D101 1 mark
Absolute reference ,3 1 mark
FALSE 1 mark
Replication 1 mark

Q5

	A
1	Office_Name Offi
2	=TEXT(G2,"") B.N
3	=TEXT(G3,"") B.N
4	=TEXT(G4,"") B.N
5	=TEXT(G5,"") B.N
6	=TEXT(G6,"") B.N
7	=TEXT(G7,"") B.N
8	=TEXT(G8,"") B.N
9	=TEXT(G9,"") B.N
10	=TEXT(G10,"") B.N
11	=TEXT(G11,"") B.N
12	=TEXT(G12,"") B.N
13	=TEXT(G13,"") B.N
14	=TEXT(G14,"") B.N

Office name:
Function to return office name 1 mark
Replication 1 mark

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Q6

	J	K	L	M
1	Full name	Employee number	Currency	Job description
2	=D2&"&C2		Sterling	Recruitment
3	=D3&"&C3			Sound
4	=D4&"&C4			
5	=D5&"&C5		Sterling	
6	=D6&"&C6		Sterling	Lighting
7	=D7&"&C7		Sterling	Tours/Promot
8	=D8&"&C8		Sterling	Programmer
9	=D9&"&C9		Sterling	Recruitment
10	=D10&"&C10		Sterling	IT systems
11	=D11&"&C11		Sterling	Sound
12	=D12&"&C12		Sterling	Studio technician
13	=D13&"&C13		Sterling	Sales director
14	=D14&"&C14		Sterling	Tours/Promot
15	=D15&"&C15		Sterling	Web technician
16	=D16&"&C16		Sterling	Web technician

Full name:
D2 or Concatenate(...) 1 mark
& D2 1 mark
". " , 1 mark
& ". " 1 mark
C2 ,C2 1 mark
Replication 1 mark

Q7

	K	L
1	Employee code	Currency
2	=B2&LEFT(D2,2)&LEFT(C2,2)	Sterling
3	=B3&LEFT(D3,2)&LEFT(C3,2)	Sterling
4	=B4&LEFT(D4,2)&LEFT(C4,2)	
5	=B5&LEFT(D5,2)&LEFT(C5,2)	Sterling
6	=B6&LEFT(D6,2)&LEFT(C6,2)	Sterling
7	=B7&LEFT(D7,2)&LEFT(C7,2)	Sterling
8	=B8&LEFT(D8,2)&LEFT(C8,2)	Sterling
9	=B9&LEFT(D9,2)&LEFT(C9,2)	Sterling
10	=B10&LEFT(D10,2)&LEFT(C10,2)	Sterling
11	=B11&LEFT(D11,2)&LEFT(C11,2)	Sterling

Employee code:
B2 & or Concatenate(B2, ...) 1 mark
LEFT() LEFT() 1 mark
D2 D2 1 mark
,2 ,2 1 mark
& , 1 mark
LEFT(C2,2) LEFT(C2,2) 1 mark
Replication 1 mark

Q8

Explanation:

May not contain unique values 1 mark
Therefore could not become Key field in database 1 mark
Duplicated data would not import correctly for unique index 1 mark
Appropriate examples 2 x 3 marks 6 marks
Example: Perry Jones from London would have the Employee code LDNJoPe
Peter Johnson from London would also have the Employee code LDNJoPe

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Q9

Values to be changed	
4 errors identified	4 marks
SFRBrSt	
PUNBaSa	
PUNMaSa	
QNZLiWu	
What I will change them to	
4 amended records	4 marks
How I changed them	
May be description of some elements and/or screen shot evidence if formulae used	
All data	1 mark
Sorted in ascending/descending order on	1 mark
Employee code column	1 mark
FUNCTION used	1 mark
... that works as expected	1 mark
...Function replicated	1 mark
Compare concurrent values in Employee code column	1 mark
... and flag an error if match made	1 mark
Evidence of a retest/errors removed	1 mark

Example answer:

Values to be changed

SFRBITa	US Dollars	Recruitment/Talent Scout	E	
SFRBrJo	US Dollars	IT systems	C	
SFRBrSt	US Dollars	Sales	I	Error
SFRBrSt	US Dollars	Sales	J	
SFRBuTa	US Dollars	Studio technician	C	
	K	L	M	N
PUNBaBa	Rupees	Regional director	K	
PUNBaSa	Rupees	Recruitment/Talent Scout	E	Error
PUNBaSa	Rupees	Tours/Promotions crew	C	
PUNCHBa	Rupees	Sales	I	
PUNCHSa	Rupees	Sales	C	
PUNDaZa	Rupees	Tours/Promotions crew	C	
PUNEINa	Rupees	Studio technician	G	
PUNHuNa	Rupees	Admin/clerical	A	
PUNKhSa	Rupees	Tours/Promotions crew	C	
PUNMaSa	Rupees	Sales	B	Error
PUNMaSa	Rupees	Sales	I	
PUNMeHa	Rupees	Studio technician	J	
PUNMeSa	Rupees	Studio technician	G	
PUNMuMo	Rupees	Sales	B	
PUNPaHa	Rupees	Sales	I	
PUNPeMo	Rupees	Studio technician	F	
QNZ RCa	Yuan	Regional director	K	
QNZChLi	Yuan	Sales	D	
QNZChyu	Yuan	Sales	A	
QNZJoEm	Yuan	Recruitment/Talent Scout	E	
QNZLiWu	Yuan	IT systems	G	Error
QNZLiWu	Yuan	Recruitment/Talent Scout	I	

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Corrected values

SFRBITa	US Dollars	Recruitment/Talent Scout	E		
SFRBrJo	US Dollars	IT systems	C		
SFRBrSt1	US Dollars	Sales	I		
SFRBrSt2	US Dollars	Sales	J		
SFRBuTa	US Dollars	Studio technician	C		
	K	L	M	N	O
PUNBaBa	Rupees	Regional director	K		
PUNBaSa1	Rupees	Recruitment/Talent Scout	E		
PUNBaSa2	Rupees	Tours/Promotions crew	C		
PUNChBa	Rupees	Sales	I		
PUNChSa	Rupees	Sales	C		
PUNDaZa	Rupees	Tours/Promotions crew	C		
PUNEINa	Rupees	Studio technician	G		
PUNHuNa	Rupees	Admin/clerical	A		
PUNKhSa	Rupees	Tours/Promotions crew	C		
PUNMaSa1	Rupees	Sales	B		
PUNMaSa2	Rupees	Sales	I		
PUNMeHa	Rupees	Studio technician	J		
PUNMeSa	Rupees	Studio technician	G		
PUNMuMo	Rupees	Sales	B		
PUNPaHa	Rupees	Sales	I		
PUNPeMo	Rupees	Studio technician	F		
QNZRCa	Yuan	Regional director	K		
QNZChLi	Yuan	Sales	D		
QNZChyu	Yuan	Sales	A		
QNZJoEm	Yuan	Recruitment/Talent Scout	E		
QNZLIWu1	Yuan	IT systems	G		
QNZLIWu2	Yuan	Recruitment/Talent Scout	I		

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How I changed them

Sort all data into order of Employees code

I added this function & replicated it.

K	L	M	N	O
Employee code	Currency	Job description	Pay grade	
=B2&LEFT(D2,2)&LEFT(C2,2)	Yuan	Regional director	K	=IF(K2=K3,"Error","")
=B3&LEFT(D3,2)&LEFT(C3,2)	Yuan	Admin/clerical	A	=IF(K3=K4,"Error","")
=B4&LEFT(D4,2)&LEFT(C4,2)	Yuan	Admin/clerical	A	=IF(K4=K5,"Error","")
=B5&LEFT(D5,2)&LEFT(C5,2)	Yuan	Admin/clerical	A	=IF(K5=K6,"Error","")
=B6&LEFT(D6,2)&LEFT(C6,2)	Yuan	Recruitment/Talent Scout	E	=IF(K6=K7,"Error","")
=B7&LEFT(D7,2)&LEFT(C7,2)	Yuan	Sales	I	=IF(K7=K8,"Error","")
=B8&LEFT(D8,2)&LEFT(C8,2)	Yuan	Sales	I	=IF(K8=K9,"Error","")
=B9&LEFT(D9,2)&LEFT(C9,2)	Yuan	IT systems	C	=IF(K9=K10,"Error","")
=B10&LEFT(D10,2)&LEFT(C10,2)	Yuan	Admin/clerical	A	=IF(K10=K11,"Error","")
=B11&LEFT(D11,2)&LEFT(C11,2)	Yuan	IT systems	H	=IF(K11=K12,"Error","")
=B12&LEFT(D12,2)&LEFT(C12,2)	Yuan	Tours/Promotions crew	C	=IF(K12=K13,"Error","")
=B13&LEFT(D13,2)&LEFT(C13,2)	Yuan	IT systems manager	B	=IF(K13=K14,"Error","")
=B14&LEFT(D14,2)&LEFT(C14,2)	Yuan	Tours/Promotions crew	C	=IF(K14=K15,"Error","")
=B15&LEFT(D15,2)&LEFT(C15,2)	Yuan	Tours/Promotions crew	C	=IF(K15=K16,"Error","")
=B16&LEFT(D16,2)&LEFT(C16,2)	Yuan	Studio technician	H	=IF(K16=K17,"Error","")
=B17&LEFT(D17,2)&LEFT(C17,2)	Yuan	Studio technician	I	=IF(K17=K18,"Error","")
=B18&LEFT(D18,2)&LEFT(C18,2)	Yuan	Studio technician	I	=IF(K18=K19,"Error","")
=B19&LEFT(D19,2)&LEFT(C19,2)	Yuan	Studio technician	G	=IF(K19=K20,"Error","")
=B20&LEFT(D20,2)&LEFT(C20,2)	Yuan	Sales	E	=IF(K20=K21,"Error","")
=B21&LEFT(D21,2)&LEFT(C21,2)	Yuan	Sales	E	=IF(K21=K22,"Error","")

I edited them by adding &1 or &2 to the function in those duplicate cells

When I tested again there were no duplicates.

Q10

Staff Table created

Correct table name	1 mark
Employee_Code	1 mark
Office_Code	1 mark
Full_Name	1 mark
Job_Description	1 mark
Pay_Grade	1 mark
Field types all text	1 mark
Primary key created	1 mark
...on Employee_Code field	1 mark

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Staff Table
Correct data imported
1 mark

Employee_Code	Office_Code	Full_Name	Job_Description	Pay_Grade
BJNChLI	BJN	Chong: Liu	Regional director	K
BJNChMa	BJN	Cheung: Mao	Admin/clerical	A
BJNChSi	BJN	Cheng: Si Ma	Admin/clerical	A
BJNChYo	BJN	Chan: Yo-Yo	Admin/clerical	A
BJNGoMi	BJN	Gow: Min	Recruitment/Talent Scout	E
BJNHuYI	BJN	Hu: Yi	Sales	I
BJNLiLa	BJN	Lim: Lan	Sales	I
BJNMoJa	BJN	Morrison: Jane	IT systems	C
BJNOoWa	BJN	Oon: Wai Wai Hnin	Admin/clerical	A
BJNPaNa	BJN	Paterson: Natasha	IT systems	H
BJNPaVi	BJN	Patel: Vishnu	Tours/Promotions crew	C
BJNRoLa	BJN	Ross: Lauren	IT systems manager	B
BJNSuFa	BJN	Sun: Fang	Tours/Promotions crew	C
BJNSuLI	BJN	Su: LI	Tours/Promotions crew	C
BJNTeLe	BJN	Teo: Lei	Studio technician	H
BJNWaLi	BJN	Wang: Li	Studio technician	I
BJNXuDa	BJN	Xu: Daniu	Studio technician	I
BJNThEa	BJN	Thang: Ean	Studio technician	C

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Q11

Office Table created

Correct table name	1 mark
Office_Code as key field	1 mark
Office_Name	1 mark
Currency	1 mark
5 Address fields - appropriate names ... within naming conventions	5 marks
Field types all text	1 mark

Office Table
Correct data imported

Office_Code	Office_Name	Street	Suburb	City	Zip_Code	Country	Currency
BJN	Beijing	82 Chongwenr	Dongcheng Dis	Beijing	100005	China	Yuan
BLH	Belo Horizonte	Avenida Bias F	Lourdes	Belo Horizonte	MG 30170-012	Brazil	Real
LDN	London	28-43 Rutland	Brent Cross	London	NW2 4RE	United Kingdo	Sterling
MDL	Medellin	Kr 72 no. 14-28	La Canderaria	Medellin		Colombia	Peso
PUN	Pune	4003 Hinjewad	Taluka-Mulshi	Pune	411057	India	Rupees
QNZ	Quanzhou	No 188 Citong	Fengze District	Quanzhou	362020	China	Yuan
SFR	San Francisco	2995-2297 Turk		San Francisco	CA 94118	USA	US Dollars
SYD	Sydney	666 Liverpool	Greenacre	Sydney	NSW 2190	Australia	Aus Dollars
WHN	Wuhan	No 4010 Ba Yi	F Wuchang	Wuhan	430073	China	Yuan

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Q12

Input mask for Staff.Pay_Grade field

EMPLOYEES : Database (Access 2007 - 2010) Table Tools Design

Field Name	Data Type	Description
Employee_Code	Text	
Office_Code	Text	
Full_Name	Text	
Job_Description	Text	
Pay_Grade	Text	

Navigation Pane

General Lookup

Field Size	1
Format	@
Input Mask	L
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A pattern for all data to be entered in this field

Design view. F6 = Switch panes. F1 = Help. Num Lock

Correct table and field 1 mark
 Field length 1 characters 1 mark
 Input mask set to L or correct validation 1 mark

Q13

Edit Relationships

Table/Query: Office Related Table/Query: Staff

Office_Code Office_Code

Enforce Referential Integrity

Cascade Update Related Fields

Cascade Delete Related Records

Relationship Type: One-To-Many

Correct fields 2 marks
 ... one-to-many 1 mark

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Q15

Field:	Office_Name	First Of Pay_Grade: Pay_	Count Of Staff: Count(*)
Table:	q14	q14	
Total:	Group By	First	Expression
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			
or:			

Office_Name	Count Of Staff
Beijing	5
Belo Horizonte	2
London	15
Medellin	6
Pune	4
Quanzhou	2
San Francisco	3
Sydney	4
Wuhan	2

Evidence of counting 2 marks

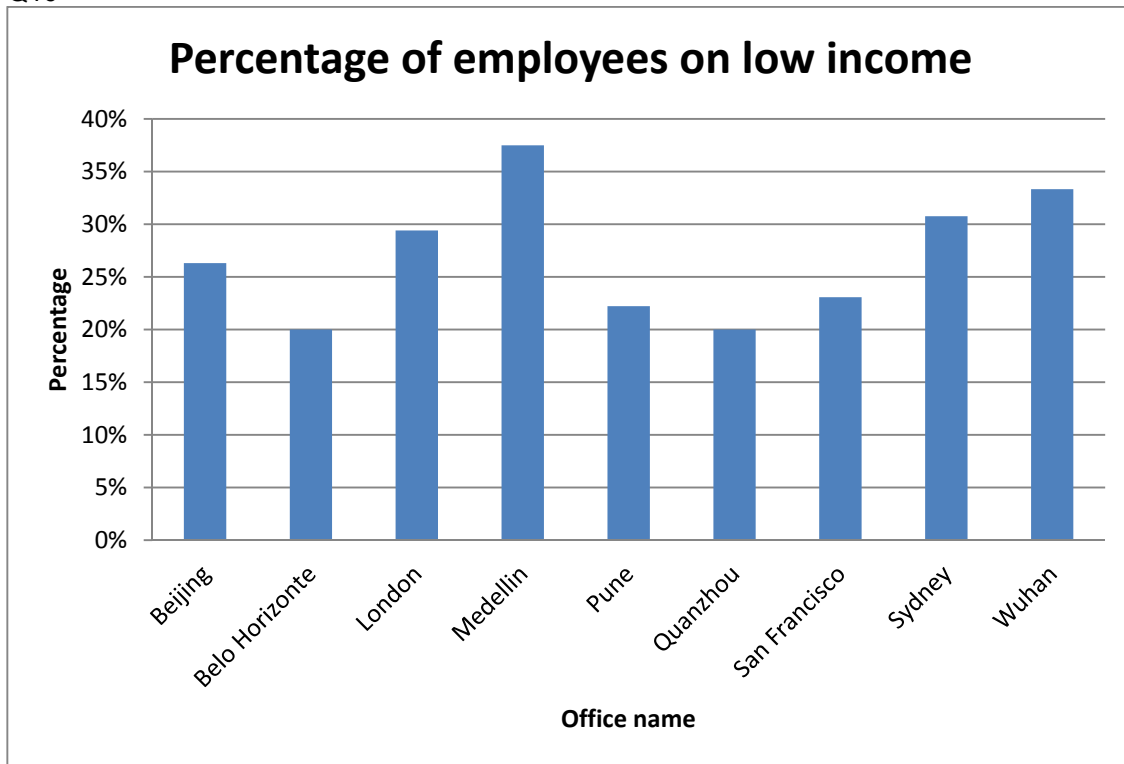
Field:	Office_Name	First Of Pay_Grade: Pay_	Count Of Staff: Count(*)
Table:	Office	Staff	
Total:	Group By	First	Expression
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			
or:			

Office_Name	Count Of Staff
Beijing	19
Belo Horizonte	10
London	51
Medellin	16
Pune	18
Quanzhou	10
San Francisco	13
Sydney	13
Wuhan	5

Evidence of counting 2 marks

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Q16



Correct data	2 marks
Bar chart	1 mark
Appropriate title	1 mark
Office <u>names</u> fully visible	1 mark
Appropriate axis titles	1 mark

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Members of staff with lowest income.

A Candidate, ZZ999, 9999

Beijing 82 Chongwenmennei Yuan
Dongcheng District
Beijing
100005
China

BJNChSi	BJN	Cheng: Si Ma	Admin/clerical	A
BJNChYo	BJN	Chan: Yo-Yo	Admin/clerical	A
BJNOoWa	BJN	Oon: Wai Wai Hnin	Admin/clerical	A
BJNChMa	BJN	Cheung: Mao	Admin/clerical	A
BJNRoLa	BJN	Ross: Lauren	IT systems manager	B

Belo Horizonte Avenida Bias Fortes 382 Real
Lourdes
Belo Horizonte
MG 30170-012
Brazil

BLHD'Ch	BLH	D'Silva: Chaka	Admin/clerical	A
BLHMeSa	BLH	Mean: Saniago	Admin/clerical	A

London 28-43 Rutland Park Sterling
Brent Cross
London
NW2 4RE
United Kingdom

LDNCILi	LDN	Clark: Li Sun	Admin/clerical	A
LDNBaDu	LDN	Baiardo: Duncan	Admin/clerical	A
LDNKeLa	LDN	Kelly: Lauren	Admin/clerical	A
LDNLeKi	LDN	Lewis: Kieran	Finance assistant	B
LDNPaLi	LDN	Patel: Linda	Finance assistant	B
LDNRyKa	LDN	Ryder: Kate	IT systems	A
LDNWaJa	LDN	Watson: Jasmine	Programmer	B
LDNVeJo	LDN	Vercoe: Joe	Sales	A
LDNChZa	LDN	Chalmers: Zachary	Sales	A

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LDNBrHe	LDN	Brown: Henry	Sales	B
LDNPuTo	LDN	Purton: Tony	Sound engineer	B
LDNReNa	LDN	Read: Naomi	Sound engineer	B
LDNYeCh	LDN	Yeung: Christine	Sound engineer	B
LDNHoWa	LDN	Hoy: Wally	Sound engineer	B
LDNCaDo	LDN	Campbell: Dougie	Web technician	B

Medellin	Kr 72 no. 14-28 La Canderaria Medellin Colombia	Peso
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MDL DDa	MDL	Días: Daniel	Admin/clerical	A
MDL PHe	MDL	Pérez: Hector	IT systems	B
MDLRaSo	MDL	Ramírez: Sofia	IT systems	B
MDL MJu	MDL	Muñoz: Juan	Sales	B
MDLLóCa	MDL	López: Carlos	Sales	B
MDLGaVa	MDL	García: Valeria	Studio technician	B

Pune	4003 Hinjewadi Park Taluka-Mulshi Pune 411057 India	Rupees
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PUNAlSa	PUN	Ali: Sandy	Admin/clerical	A
PUNHuNa	PUN	Hubaishi: Naag	Admin/clerical	A
PUNMaSa1	PUN	Mangat: Sachet	Sales	B
PUNMuMo	PUN	Muti: Mohamed Hazem	Sales	B

Quanzhou	No 188 Citong South Road East Fengze District Quanzhou 362020 China	Yuan
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QNZTaTa	QNZ	Tang: Tang	Admin/clerical	A
QNZChyu	QNZ	Cheng: yu	Sales	A

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A Candidate, ZZ999, 9999

San Francisco	2995-2297 Turk Street	US Dollars
	San Francisco CA 94118 USA	

SFRWhKa	SFR	White: Karl	Admin/clerical	A
SFRGuAl	SFR	Guttermann: Alejandro	Studio technician	B
SFRThJa	SFR	Thomas: Jayden	Studio technician	B

Sydney	666 Liverpool Road	Aus Dollars
	Greenacre Sydney NSW 2190 Australia	

SYDCaJa	SYD	Castro: Jan	Admin/clerical	A
SYDDaVi	SYD	Das: Vishnu	IT systems	A
SYDTrAa	SYD	Trojacek: Aaron	IT systems	B
SYDWaPe	SYD	Warne: Peter	Studio technician	B

Wuhan	No 4010 Ba Yi Road	Yuan
	Wuchang Wuhan 430073 China	

WHNLiLi	WHN	Liu: Li	Admin/clerical	B
WHNYaZh	WHN	Yang: Zheng	IT systems	A

Search	Pay grade A or B	2 marks
Grouped ascending on Office		1 mark
...Sorted ascending on Job_Description (within the group)		1 mark
Header:		
Appropriate title & candidate details		1 mark
Header – White sans serif font		1 mark
Black background		1 mark
Group header:		
Grey background		1 mark
Fields: Office_Name, all 5 address fields, Currency		2 marks
Layout: Office on left, address in centre, currency on right		1 mark
Address as vertical aligned list		1 mark
Detail rows:		
Fields: Employee_Code, Office_Code, Full_Name, Job_Description, Pay_Grade		1 mark
Whole report:		
Fieldnames not visible		1 mark
Single page wide & fully visible with white detail row		1 mark

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