

			Affordable Artwork		
			Max Mark	Mark Awarded	Mod. Leave blank
		Centre No:			
	a	P4 - Correct database filename (<i>ie D1-initials, hyphen optional, case unimportant</i>) - 1 mark	1		
	b	P1 - Data correctly imported into Database application only (<i>field headings and data correct - allow for differences in presentation</i>). - 1 mark	1		
	c	P1 – Field title Type correctly renamed to Type Of Finish – 1 mark	1		
	d	P1 - Primary key correct as shown in display of structure - 2 marks	2		
	e	P1 – Current Value field set as currency and zero decimal places.- 1 mark	1		
2	a	P1 – Complete validation rule ≥ 100 and ≤ 500 or Between 100 and 500 - 3 marks Correct validation rule but in the wrong field - 1 mark only	3		
	b	P1 - Readable screen dump of validation rule, primary key, changed field name and data field types – 1 mark	1		
3	a	P2 - Report in portrait form with heading Artists – 1 mark	1		
	b e	P2 - All fields included and all information fully displayed - 2 marks	2		
	c	P2 - Grouped by artist – 2 Marks P2 - Sorted by exhibit no under each artist - 1 mark	3		
	d	P2 – Heading Artists centred on the report – 1 mark	1		
	f	P2 - Candidate Number, Centre Number, Date and Printout-2 in footer (<i>ignore hyphen/case/spelling</i>) - 1 mark	1		
4	a	P3 – Check query on printout-3 (3 records - see 5o below) – 2 marks	2		
	b	P3 – Check query on printout-3 (4 records - see 5p below) – 2 marks	2		
5		P3 - Text correctly imported into a word document	1		
	a	P3 - Margins of 3 cm left and right - 1 mark	1		
	b	Pii - Font set to small Serif font, eg Times New Roman and size 12 - 1 mark	1		
	c	Piii – Text flows margin-to-margin within paragraphs (12 instances marked with \longleftrightarrow on printout-ii) - 2 marks . 2 spaces after full stops - 0 penalty (encourage good practice)	2		
	d	Piii - Spelling and typographical errors corrected (9 in all - underlined and enlarged on printout-iii) (including adding the word ‘of’ in the penultimate paragraph) - 3 marks (1 mark per 4 corrections and 1 mark for adding the word ‘of’)	3		
	e	P3 - Heading AFFORDABLE ARTWORK added at top of document using WordArt - 1 mark (if not WordArt but large and bold - accept)	1		
	f	P3 - 3 sub headings (The Gallery, The Collections and Commissioned Work) centred using a large size sans serif font - 1 mark	1		
	g	P3 - Text enclosed in “ or ‘ changed to bold and italics (6 instances) - 2 marks (1 mark for each 3)	2		
	h	P3 - Pages numbered in header at top right- 1 mark	1		
	i	P3 - Quote by Patterson (now in bold and italics) positioned as a new paragraph and inset 2.5 cm from left and right margins - 1 mark	1		
	j	P3 - First paragraph under heading Commissioned Work changed to all capitals - 1 mark	1		
	k l	P3 - New paragraph at words “We are constantly ...” in first paragraph - and second paragraph “Currently nearly ...” joined to paragraph just made 1 mark	1		
	m	P3 - First and second paragraphs in 2-column format – 2 mark P3 - With text justified - 1 mark	3		
	n	P3 - jpg files Arts and News inserted above the first and second columns in order given - 1 mark (size unimportant) - in wrong place - 0 marks	1		
	o	P3 - Query Patterson Collection (3 records) inserted as a table below Patterson’s details with heading added above the table and heading, table and details in table centred - Inserting and centring table – 1 mark - For adding heading above table– 1 mark - Centring details within table – 1 mark	3		

	p	P3 - Query Mongrelle Collection (4 details) inserted as a table below Mongrelle's details with heading added above the table and heading, table and details in table centred - Inserting and centring table – 1 mark - For adding heading above table– 1 mark - Centring details within table – 1 mark	3		
	q	P3 - Text justified in all paragraphs - 1 mark	1		
6	a	P4 - Printed copy listing all files produced by the candidate during this test. <i>(There must be at least 1 database file and 1 word processing file)</i> - 1 mark	1		
NOTE: If no part mark shown for unfilled criteria - 0 marks awarded			Total:	50	