

		Ex – Health Club			
Candidate No:		Max Mark	Mark Awarded	Mod. Leave blank	
Centre No:					
1	b	P6 – Data files HealthClub and membership in list of filenames (location unimportant) – 1 mark	1		
	c	P6 - Correct database filename (<i>ie D1-initials, hyphen optional, case unimportant</i>) - 1 mark	1		
	d	P1/2 - Data correctly imported into Database application only (<i>field headings and data correct - allow for differences in presentation</i>). - 1 mark	1		
	e	P1 - Primary key correct as shown in display of structure - 2 marks	2		
	f	P1/2/3 - Price field set as currency and zero decimal places - 1 mark	1		
	g	P1/3 - Sold field set as a logical field - 2 marks	2		
	2	a	P1 – Complete validation rule ‘Full’ OR ‘Tennis’ OR ‘Gym’ OR ‘Social’ - 3 marks <ul style="list-style-type: none"> • Complete validation rule but in the wrong field - 2 marks only • Incomplete validation rule but using OR in the correct field - 2 marks only 	3	
b i		P1 - Readable screen dump of table structure - 1 mark	1		
b ii		P1 – Candidate Number, Centre Number, date, Printout-1 in footer (<i>ignore hyphen/case/spelling</i>) - 1 mark	1		
b		P2 - Correct fields only – 1 mark	1		
b ii		P2 - Fields in order of Type, Lastname, Firstname, Address1, Address2, Address3, Pcode and Sub – 1 mark	1		
b iii		P2 – Report in portrait and all information fully displayed – 1 mark	1		
c		P2 - Grouped on Type and in ascending order of Lastname – 3 marks <ul style="list-style-type: none"> ▪ Sorted on Type and/or Lastname only - 1 mark only 	3		
4	a	P3 - Only the 10 full members selected who have not paid– 2 marks	2		
	b	P3 - Title at top of report is Subscriptions Not Paid (<i>any case</i>) – 1 mark	1		
	c	P3 - Only fields: ID, Firstname, Lastname, Address1, Address2 and Pcode in the correct order and all fully displayed – 1 mark	1		
	d	P3 – Sorted in descending order of ID – 1 mark	1		
5	a	P4/5 – Text correctly imported into a letter - 1 mark	1		
	b	P4/5 – Lagan Health Club in large sans serif font - 1 mark	1		
	c	P4/5 – Appropriate size for body text - 1 mark	1		
	di	P4/5 – Name Lagan Health Club and address in centre – 1 mark	1		
	dii	P4/5 – Box drawn around name and address - 1 mark	1		
e	P6 – Sub-directory in Health called Merge – 2 marks	2			
6	b	P4 – All merged fields (Firstname, Lastname, Address1, Address2, Address3, Pcode) in the correct place and correct order with spaces between Firstname and Lastname, and the rest on separate lines - 4 marks Deduct 1 mark for each error	4		
	c	P4 – Date entered and right aligned (accept any UK format but not mm/dd/yy) - 1 mark	1		
	d	P4 – Merged fields after Dear in correct order with space after Dear and between Firstname and Lastname and Type and sub in the appropriate place with correct spacing – 4 marks Deduct 1 mark for each error	4		
	f	P4 – Jim Smyth entered and suitable space for signature left – 1 mark	1		
	c	P4 – Printout of unmerged letter showing unmerged fields - 1 mark	1		
7	c	P5 – Three correctly merged and printed letters only- 6 marks (merged text will normally appear in a different font) More or less than 3 correctly merged letters – 5 marks	6		
8		P6 - Printed copy listing all files produced by the candidate during this test. <ul style="list-style-type: none"> ▪ <i>In Health there must be at least 1 Database file & 2 data files files and the merge sub-directory</i> - 1 mark ▪ <i>Merge should contain 3 Word processing files</i> – 1 mark 	2		
		Total:	50		

