

**MARK SCHEME for the October/November 2010 question paper  
for the guidance of teachers**

**9713 APPLIED ICT**

**9713/04**

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

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 must be read in conjunction with the question papers and the report on the examination.

- CIE will not enter into discussions or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the October/November 2010 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

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		Mark
<b>Setup</b>	Primary keys	[3]
1-Y/N, 2-Format, 3-all	Boolean fields + evidence of format	[3]
		<b>[6]</b>
<b>Relationships</b>	inc. <b>Tutor IDs</b> in Modules tbl (Names removed)	[5]
use of: Module code ,tutor id, option Module.	Correct relationships	[4]
Remove name and add Tutor id	Correct explanations (Type + why)	[4]
		<b>[13]</b>
<b>Qualifications</b>	Evidence of correct selection	[2]
<b>Report</b>	Surname, Forename, Id (Only & all Visible)	[4]
Only from printout	Surnames Ascending	[2]
	"Unchecked" as title	[2]
	"Please request..." 100% correct in title	[2]
		<b>[12]</b>
<b>Export</b>	Export to WP + Correct footer (full filename)	[2]
	Convert to table with gridlines (H & V)	[2]
	Adjust to correct layout( Spacing,Rows,Cols)	[2]
		<b>[6]</b>
<b>Notifications Selection</b>	Qualifications checked ="True"	[2]
Query or filter only	Notified ="False"	[2]

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<b>Letters</b>	Address fields(single lines,format,aligned,all)	[4]
	Title, Surname & , ONLY + format	[2]
use of "approved field" and inserted correctly	if then else meet/do not meet	[2]
	if then else successful/unsuccessful	[2]
	date format	[1]
	Shown in printout	[1]
	Correct 5 letters	[5]
	Correct footers	[1]
		<b>[22]</b>
<b>Tutor lists Selection</b>	Parameter & suitable prompt	[2]
Query or filter only	Approved = true	[2]
<b>Report</b>	Grouped by tutor	[1]
Only from printout	Grouped by Option Module	[1]
	Id,Title,Forename,Surname,Gender ONLY	[5]
	Ascending on Student Surname	[1]
	Correct order of fields & all visible	[1]
	Correct footer	[1]
		<b>[14]</b>
<b>Export</b>	Details of method	[1]
	Correct Results and Layout	[1]
	Grade Column added	[1]
	Correct Gridlines	[1]
	Name in header only	[1]
		<b>[5]</b>
<b>Menu/Switchboard</b>	Suitable Title added	[2]
	Evidence of valid actions	[3]
<i>only if actions valid</i>	Correct 3 items	[3]
	Suitable descriptions	[3]

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Layout	Layout & all visible	[1]
		[12]
		[90]

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<b>Setup</b>	Charges Linked	[2]	
	Cost formula	[1]	
	Sub-total formula	[1]	
	discount code linked	[3]	
	discount formula	[3]	
	total formula	[1]	
	Customer fields lookup	[6]	
	Hyperlink	[2]	
	Table saved	[1]	<b>[20]</b>
<b>Quotes</b>	data entry	[4]	
	non-blanks filter	[2]	
	Data linked	[2]	
	quote_22.rtf saved	[1]	
	data amended	[2]	
	quote republished	[2]	
	quote_22a.rtf saved	[1]	<b>[14]</b>
Update letter	Data amended	[1]	
	data linked	[1]	
	data source	[1]	
	merge fields	[5]	
	if-then field	[1]	
	condition 1	[1]	
	condition 2	[1]	
	updmain.rtf saved	[1]	
	valid selection method	[1]	

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	merge to new document	[1]	
	updmerge.rtf saved	[1]	<b>[15]</b>
Address labels	data source		
	Merge fields	[5]	
	label propagated	[1]	
	labelmain.rtf saved	[1]	
	Valid selection method	[1]	
	merge to new document	[1]	
	labelmerge.rtf saved	[1]	<b>[10]</b>
<b>Menu</b>	Title		
	4 items	[4]	
	suitable text	[2]	
	suitable explanations	[4]	
	links shown	[4]	
	Saved	[1]	<b>[15]</b>
<b>Option1</b>	Macro written/recorded	[8]	
AutoOpen	named AutoOpen	[2]	
	Autolabels saved	[1]	
	Menu item added	[2]	
	explanatory text	[2]	
	MillsMenu2 saved	[1]	<b>[16]</b>

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<b>Option 2</b>	<b>User Guide</b>		
Introduction 8 marks	Loading	4	
	Selection	4	
	Examples	4	
	Troubleshooting info	4	<b>16</b>
	Marks awarded for each section		
	Full and clear coverage	4	
	Clear coverage, some gaps	3	
	Very brief coverage with gaps/errors	2	
	Minimal coverage, many errors	1	
			<b>90</b>