
APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/02

Paper 2 Practical Test A

October/November 2017

MARK SCHEME

Maximum Mark: 120

Published

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This document consists of **21** printed pages.

No marks to be awarded for any printout not containing the candidate name, candidate number and centre number.

Slide 1

ZZ999, 9999, A Candidate

Hothouse Design – notes for trainees

Presented by: A Candidate

Presentation created	1 mark
Slide master	
Candidate name & no's top left	1 mark
Black 18pt serif font	1 mark
All slides	
Not overlapping	1 mark
Title/subtitle in appropriate format	1 mark
Body text on slides	
Black font	1 mark
Sans serif font	1 mark
Consistent within slide	1 mark

Slide 1	
Title slide added	1 mark
Title & subtitle accurate & appropriate size/style	1 mark

Slide 2

ZZ999, 9999, A Candidate

Help for trainees

Select the topic you require

- [Corporate house styles](#)
- [Verification](#)
- [Validation](#)
- [Contact the office](#)

Slide 3

ZZ999, 9999, A Candidate

Corporate house style

4 features of a corporate house style are:

- **Consistent colour scheme**
- **Consistent font styles**
- **Logo/trade mark/symbol**
- **Branding**
- **Set of rules**
- **Document specifications**

[Max 4]

Slide 4

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Corporate house style

2 reasons why it is used are:

- **Method of recognising company/brand recognition**
- **Ensure consistency of company documents**

[2]

Slide 5

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Corporate house style

2 ways a company could set up its house style are:

- **Styles applied to all documents/website/vehicles/ advertising**
- **Style guides/document templates are used**

[2]

Slide 6

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Corporate house style

6 examples where it may be seen are:

- **Letterheads**
- **Business cards**
- **Advertising**
- **Websites**
- **Company vehicles**
- **Intranet**
- **Predefined in software**

[Max 6]

Slide 7

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Verification

Verification ensures:

- **Accuracy of data entry**
- **Integrity of transmitted data/data is consistent/not corrupted**

[2]

Slide 8

ZZ999, 9999, A Candidate

Verification

7 methods of verification are:

- **Double entry**
- **Two documents compared by computer**
- **Visual verification**
- **Manually compares original/source document with data entered**
- **Data block verification**
- **Checked by computer following transmission**
- **Using checksum**

[7]

Slide 9

ZZ999, 9999, A Candidate

Validation

Validation ensures:

- **Data entered is reasonable**

[1]

Slide 10

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Validation

Validation does not always work because:

- **Data can be reasonable, (eg: in dd/mm/yy format date shows 08/01/17 for 1st August) but not correct.**

[1]

Slide 11

ZZ999, 9999, A Candidate

Validation

5 methods of validation are:

- **Range check**
- **Look up check**
- **Format check**
- **Length check**
- **Type check**

[5]

PUBLISHED

Planning time for tasks

Header 100% correct 1 mark
Fits to single page 1 mark
Gridlines visible 1 mark
Contents fully visible 1 mark
Cells A1 to L20 only visible 1 mark

Row 1 & Column A – Bold 1 mark
Row 1 & Column A – Centre aligned 1 mark

Row 2 deleted 1 mark

	A	B	C	D	E	F	G	H	I	J	K	L
	Project completion	Start date	Day	Month	Year	Planning	Design	Creation	Event	End date	Full end date	Working
1	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
2	Event 2	16/10/2016	16	10	2016	32	22	50	10	07/02/2017	07 February 2017 [Quarter 4]	2017 [Quarter 4]
3	Event 3	02/11/2016	2	11	2016	30	21	45	7	13/02/2017	13 February 2017 [Quarter 4]	2017 [Quarter 4]
4	Event 4	30/11/2016	30	11	2016	36	28	42	7	23/03/2017	23 March 2017 [Quarter 4]	2017 [Quarter 4]
5	Event 5	01/12/2016	1	12	2016	45	45	72	14	26/05/2017	26 May 2017 [Quarter 1]	2017 [Quarter 1]
6	Event 6	02/12/2016	2	12	2016	2	4	10	10	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
7	Event 7	30/12/2016	30	12	2016	20	10	10	10	29/03/2017	29 March 2017 [Quarter 4]	2017 [Quarter 4]
8	Event 8	15/02/2017	15	2	2017	36	72	60	1	29/03/2017	29 March 2017 [Quarter 4]	2017 [Quarter 4]
9	Event 9	02/03/2017	2	3	2017	6	12	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
10	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
11	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
12	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
13	Completion dates during											
14	2016 [Quarter 1]		0									
15	2016 [Quarter 2]		0									
16	2016 [Quarter 3]		2									
17	2016 [Quarter 4]		0									
18	2017 [Quarter 1]		2									
19	2017 [Quarter 2]		1									
20	2017 [Quarter 3]		0									

Data in row 11 correct 1 mark

Dates 100% correct 1 mark

Row 12 (now seen as 11)
Inserted & Event 10 placed 1 mark
Global replace –Task to Event 1 mark

Columns B & J – dd/mm/yyyy format 1 mark
Display for column K as shown 1 mark

Correct values shown for count 1 mark

Candidate name & numbers
In footer 1 mark

PUBLISHED

Header 100% correct 1 mark
Landscape 1 mark
Row & column headings fully visible 1 mark
Formulae, labels & gridlines fully visib. 1 mark

Formulae and functions used

	D	E	F	G	H	I	J			
1	Project completion	Start date	Day	Month	Year	Planning	Design	Creation	Event	End date
2	Event 1	42610	=DAY(B2)	=MONTH(B2)	=YEAR(B2)	50	24	30	6	=SUM(B2,F2:I2)
3	Event 2	42659	=DAY(B3)	=MONTH(B3)	=YEAR(B3)	32	22	50	10	=SUM(B3,F3:I3)
4	Event 3	42676	=DAY(B4)	=MONTH(B4)	=YEAR(B4)	30	21	45	7	=SUM(B4,F4:I4)
5	Event 4	42704	=DAY(B5)	=MONTH(B5)	=YEAR(B5)	36	28	42	7	=SUM(B5,F5:I5)
6	Event 5	42705	=DAY(B6)	=MONTH(B6)	=YEAR(B6)	45	45	72	14	=SUM(B6,F6:I6)
7	Event 6	42706	=DAY(B7)	=MONTH(B7)	=YEAR(B7)	2	4	10	2	=SUM(B7,F7:I7)
8	Event 7	42734	=DAY(B8)	=MONTH(B8)	=YEAR(B8)	20	10	10	5	=SUM(B8,F8:I8)
9	Event 8	42781	=DAY(B9)	=MONTH(B9)	=YEAR(B9)	36	72	60	14	=SUM(B9,F9:I9)
10	Event 9	42796	=DAY(B10)	=MONTH(B10)	=YEAR(B10)	6	12	8	1	=SUM(B10,F10:I10)
11	Event 10	42826	=DAY(B11)	=MONTH(B11)	=YEAR(B11)					=SUM(B11,F11:I11)
12			Day	Month	Year	End date				
13	Completion dates during									
14	2016 [Quarter 1]	=COUNTIF(L\$2:L\$11,A14)								
15	2016 [Quarter 2]	=COUNTIF(L\$2:L\$11,A15)								
16	2016 [Quarter 3]	=COUNTIF(L\$2:L\$11,A16)								
17	2016 [Quarter 4]	=COUNTIF(L\$2:L\$11,A17)								
18	2017 [Quarter 1]	=COUNTIF(L\$2:L\$11,A18)								
19	2017 [Quarter 2]	=COUNTIF(L\$2:L\$11,A19)								
20	2017 [Quarter 3]	=COUNTIF(L\$2:L\$11,A20)								

Day Correct function 1 mark
Month Correct function 1 mark
Year Correct function 1 mark
End date Correct calculation 1 mark
Most efficient method 1 mark

COUNTIF 1 mark
Correct range to working column 1 mark
Condition reference to cell in A 1 mark
Replication All formulae 1 mark

A Candidate, ZZ999, 9999

PUBLISHED

Working

=RIGHT()

K2

,16 characters

1 mark

1 mark

1 mark

Formulae and functions used

		L	M	N	O
1	Full end date	Working			
2	=TEXT(J2," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J2),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K2,16)		1	Quarter 4
3	=TEXT(J3," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J3),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K3,16)		2	Quarter 4
4	=TEXT(J4," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J4),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K4,16)		3	Quarter 4
5	=TEXT(J5," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J5),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K5,16)		4	Quarter 1
6	=TEXT(J6," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J6),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K6,16)		5	Quarter 1
7	=TEXT(J7," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J7),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K7,16)		6	Quarter 1
8	=TEXT(J8," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J8),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K8,16)		7	Quarter 2
9	=TEXT(J9," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J9),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K9,16)		8	Quarter 2
10	=TEXT(J10," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J10),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K10,16)		9	Quarter 2
11	=TEXT(J11," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J11),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K11,16)		11	Quarter 3
12				11	Quarter 3
13				11	Quarter 3
14					
15					
16					
17					
18					
19					
20					

Full end date

- Text Correct function 1 mark
- Reference Correct cell 1 mark
- Space Included after date 1 mark
- Day portion Correct format 1 mark
- Month portion Correct format 1 mark
- Year portion Correct format 1 mark
- Concatenate or & 1 mark
- [" 1 mark
- Lookup Function used 1 mark
- Reference Correct cell 1 mark
- Range Range from file 1 mark
- Concatenate or & 1 mark
-] 1 mark

A Candidate, Z2999, 3999

Planning time for tasks

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project completion	Start date	Day	Month	Year	Planning	Design	Creation	Event	End date	Full end date	Working
2	Event 8	15/02/2017	15	2	2017	36	72	60	14	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
3	Event 5	01/12/2016	1	12	2016	45	45	72	14	26/05/2017	26 May 2017 [Quarter 1]	2017 [Quarter 1]
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11	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
12												
13	Completion dates during											
14	2016 [Quarter 1]	0										
15	2016 [Quarter 2]	0										
16	2016 [Quarter 3]	2										
17	2016 [Quarter 4]	0										
18	2017 [Quarter 1]	2										
19	2017 [Quarter 2]	1										
20	2017 [Quarter 3]	0										

Sorted
 On end date with integrity 1 mark
 Most recent at top 1 mark

Extract printed A1 to L20 fully visible 1 mark
 Gridlines visible 1 mark

	A	B
	Completion dates during	
13		
16	2016 [Quarter 3]	2
18	2017 [Quarter 1]	2
19	2017 [Quarter 2]	1

Correct data extracted 1 mark
 Correct cell range, fully visible, row & column headings and gridlines 1 mark

PUBLISHED

Header –100% correct & printed as specified

1 mark

Corrected values used

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project completion	Start date	Day	Month	Year	Planning	Design	Creation	Event	End date	Full end date	Working
2	Event 8	15/02/2017	15	2	2017	36	72	60	14	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
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7	Event 3	02/11/2016	2	11	2016	30	21	45	7	13/02/2017	13 February 2017 [Quarter 4]	2016 [Quarter 4]
8	Event 7	30/12/2016	30	12	2016	20	10	10	5	13/02/2017	13 February 2017 [Quarter 4]	2016 [Quarter 4]
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10	Event 6	02/12/2016	2	12	2016	2	4	10	2	20/12/2016	20 December 2016 [Quarter 3]	2016 [Quarter 3]
11	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
12												
13	Completion dates during											
14	2016 [Quarter 1]		0									
15	2016 [Quarter 2]		0									
16	2016 [Quarter 3]		2									
17	2016 [Quarter 4]		5									
18	2017 [Quarter 1]		2									
19	2017 [Quarter 2]		1									
20	2017 [Quarter 3]		0									

Working
Correct 5 events changed 1 mark
With years changed from 2017 to 2016 1 mark
No changes to any other data (esp. Full end date) 1 mark

Correct values shown for count 1 mark

Header 100% correct & printed as specified 1 mark

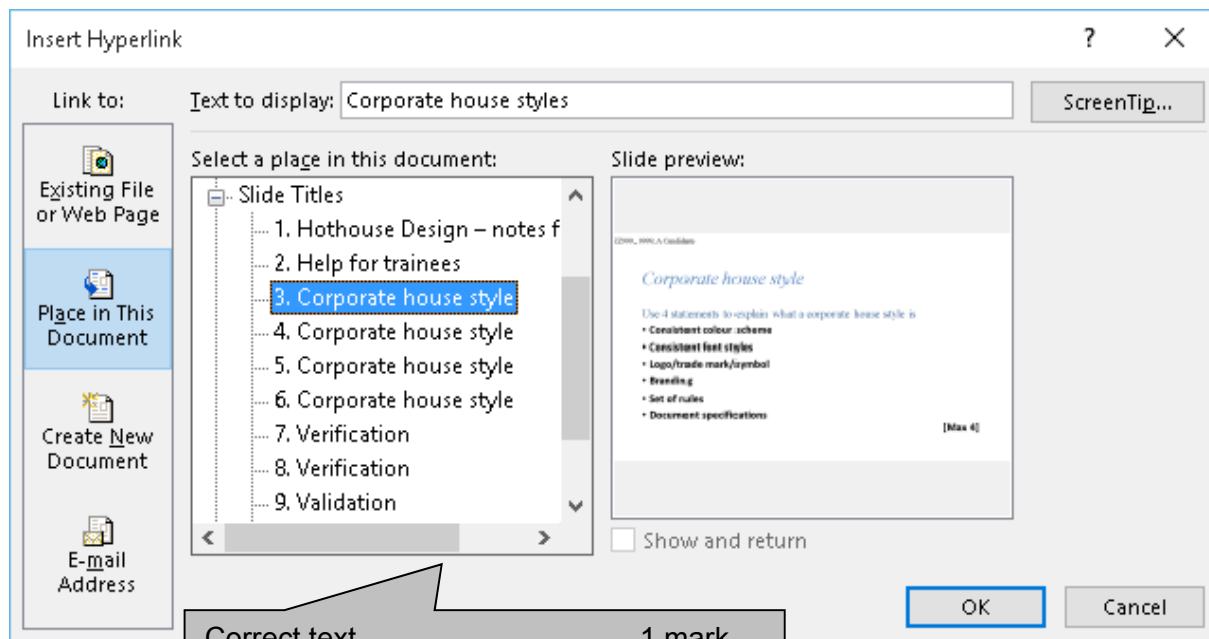
Corrected formulae and functions used

	L
1	Working
2	=IF(LEFT(RIGHT(K2,2),1)="4",TEXT(J2,"yyyy")-1 & RIGHT(K2,12),RIGHT(K2,16))
3	=IF(LEFT(RIGHT(K3,2),1)="4",TEXT(J3,"yyyy")-1 & RIGHT(K3,12),RIGHT(K3,16))
4	=IF(LEFT(RIGHT(K4,2),1)="4",TEXT(J4,"yyyy")-1 & RIGHT(K4,12),RIGHT(K4,16))
5	=IF(LEFT(RIGHT(K5,2),1)="4",TEXT(J5,"yyyy")-1 & RIGHT(K5,12),RIGHT(K5,16))
6	=IF(LEFT(RIGHT(K6,2),1)="4",TEXT(J6,"yyyy")-1 & RIGHT(K6,12),RIGHT(K6,16))
7	=IF(LEFT(RIGHT(K7,2),1)="4",TEXT(J7,"yyyy")-1 & RIGHT(K7,12),RIGHT(K7,16))
8	=IF(LEFT(RIGHT(K8,2),1)="4",TEXT(J8,"yyyy")-1 & RIGHT(K8,12),RIGHT(K8,16))
9	=IF(LEFT(RIGHT(K9,2),1)="4",TEXT(J9,"yyyy")-1 & RIGHT(K9,12),RIGHT(K9,16))
10	=IF(LEFT(RIGHT(K10,2),1)="4",TEXT(J10,"yyyy")-1 & RIGHT(K10,12),RIGHT(K10,16))
11	=IF(LEFT(RIGHT(K11,2),1)="4",TEXT(J11,"yyyy")-1 & RIGHT(K11,12),RIGHT(K11,16))

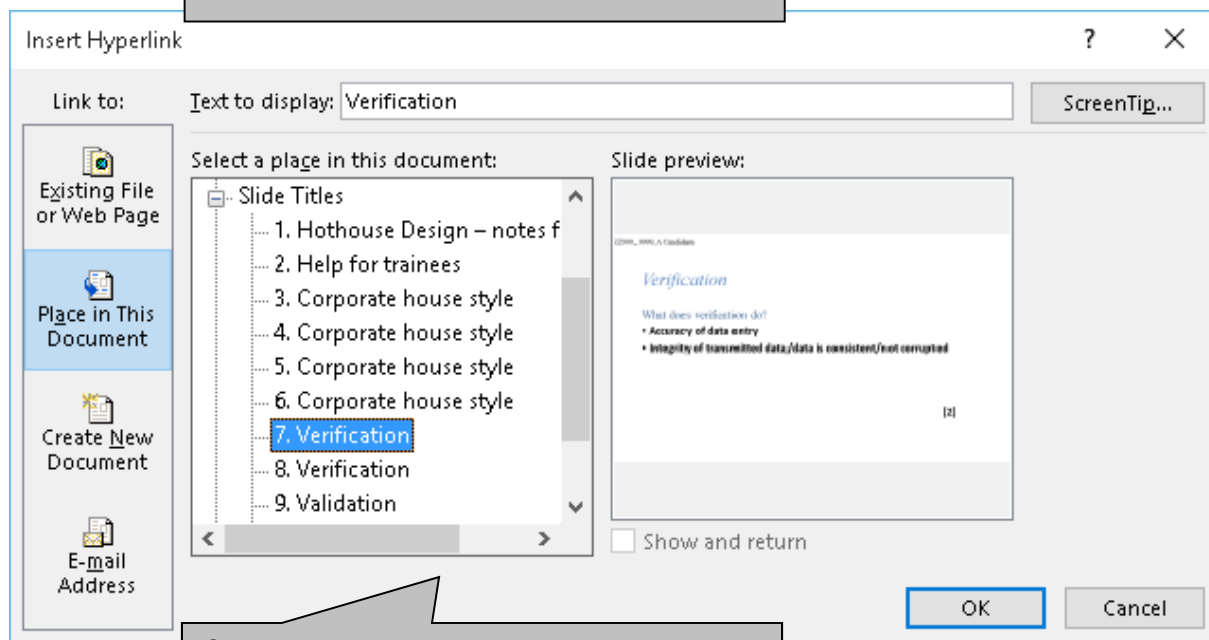
Working

- =IF () function 1 mark
- Extracting quarter no (4 marks) e.g.:**
- LEFT(,1) 1 mark
- RIGHT(K2,2) 1 mark
- "4" 1 mark
- Corrected version if test true (@ marks)**
- TEXT () 1 mark
- J2 abs reference 1 mark
- "yyyy" format 1 mark
- 1 1 mark
- Concatenate or & 1 mark
- =RIGHT() 1 mark
- K2 1 mark
- ,12 characters 1 mark
- Else if incorrect**
- Same function as previous print 1 mark
- Whole function**
- Most efficient working solution 1 mark

Evidence document



Correct text... 1 mark
 ...Internal - to correct slide 1 mark



Correct text... 1 mark
 ...Internal - to correct slide 1 mark

Insert Hyperlink

Link to: Text to display: Validation ScreenTig...

Select a place in this document:

- Slide Titles
- 1. Hothouse Design – notes f
- 2. Help for trainees
- 3. Corporate house style
- 4. Corporate house style
- 5. Corporate house style
- 6. Corporate house style
- 7. Verification
- 8. Verification
- 9. Validation

Slide preview:

Validation

- What does validation check?
- Data entered is reasonable

Show and return

OK Cancel

Correct text... 1 mark
...Internal - to correct slide 1 mark

Edit Hyperlink

Link to: Text to display: Contact the office ScreenTig...

Look in: Worked

- Current Folder
- \$Step_4.pptx
- n11notes_answers.rtf
- n17charity_worked.xlsx
- Browsed Pages
- Step_4.pdf
- Step_4.pptx
- Recent Files

Address: http://www.hothouse-design.co.uk/ Remove Link

OK Cancel

Correct text... 1 mark
...Web page 1 mark
...Correct URL 1 mark