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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 Practical Test B

**October/November 2017**

MARK SCHEME

Maximum Mark: 90

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**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.

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This document consists of **8** printed pages.

		<b>Mark</b>	
<b>Task 1a</b>	<b>Use of named ranges for Commission calculations</b>	<b>Sales</b> compared to <b>Sales_Target</b>	<b>1</b>
		<b>Sales * Com_1</b> , for Sales <=Sales_Target condition	<b>1</b>
		<b>Sales_Target*Com_1</b> , for Sales > Sales_Target condition	<b>1</b>
		Calculation of Sales above Sales_Target ( <b>Sales - Sales_Target</b> ) ...	<b>1</b>
		... <b>*Com_2</b> for commission on sales above the Sales_Target	<b>1</b>
		Shown as a full screenshot – Clear/Efficient evidence	<b>1</b>
		Replication of formula shown	<b>1</b>
		Values for (All & Only) Porto branch used	<b>1</b>
		Column headings shown and all data and label fully visible	<b>1</b>
		Correct Commission values shown	<b>1</b>
<b>Total Task 1a</b>		<b>10</b>	

		<b>Mark</b>	
<b>Task 1b</b>	<b>Use of named ranges for Bonus calculations</b>	IF(AND( )) used for efficient application of conditions	<b>1</b>
		Appraisal not = "D" (I2<>"D" ) used for efficient solution	<b>1</b>
		Accounts Levels (Acc_Ln) named ranges used to determine bonus level	<b>1</b>
		Bonus Levels (Bonus_Ln) named ranges used	<b>1</b>
		Acc_Ln and Bonus_Ln ranges matched	<b>1</b>
		Sales_Target named range used for condition	<b>1</b>
		IF( ) syntax correct - including inner default values	<b>1</b>
		,0) final default value used	<b>1</b>
		Valid replication of formula shown	<b>1</b>
		Amsterdam branch used for screenshots	<b>1</b>
		ABC appraisal categories correct	<b>1</b>
		Appraisal "D" category - correct Bonus values	<b>1</b>
		<10 Accounts - correct Bonus values	<b>1</b>
		Sales < Sales target - correct Bonus Values	<b>1</b>
		Column labels and all data fully visible	<b>1</b>
<b>Total Task 1b</b>		<b>15</b>	

		<b>Mark</b>	
<b>Task 1c</b>	<b>Calculation of Grand Totals and Subtotals for each Branch</b>	Correct Amsterdam Branch Sales subtotal shown	<b>1</b>
		Correct Amsterdam Branch Commission subtotal shown	<b>1</b>
		Correct Amsterdam Branch Bonus subtotal shown	<b>1</b>
		All Branches Sales Grand total shown	<b>1</b>
		Correct all Branches Sales Grand total shown	<b>1</b>
		All 3 Grand totals shown (Sales, Commission, Bonus)	<b>1</b>
		P/O Single page wide, 2 pages tall with subtotals under each branch	<b>1</b>
		Column labels shown on both pages	<b>1</b>
		Branches not split and all data fully visible	<b>1</b>
		All currency in € and 0dp	<b>1</b>
<b>Total Task 1c</b>		<b>10</b>	

			<b>Mark</b>
<b>Task 2a</b>	<b>Simple Modelling</b>	Sales_Target changed to €100,000	<b>1</b>
		Commission cells shown as percentages	<b>1</b>
		Amsterdam branch used for printout	<b>1</b>
		Correct Commission values shown	<b>1</b>
		Correctly formatted P/O with totals and labels	<b>1</b>
<b>Total Task 2a</b>			<b>5</b>

			<b>Mark</b>
<b>Task 2b</b>	<b>Modelling to satisfy a criterion</b>	Goal Seek function used to determine new Sales_Target	<b>1</b>
		Grand Total (L157) Set to € 3,000,000	<b>1</b>
		Set change to Sales_Target (\$A\$4) or evidence of method for a trial and error solution	<b>1</b>
		Correct result	<b>1</b>
		Rounded to nearest €5,000	<b>1</b>
		Amsterdam branch used for printout	<b>1</b>
		Correct Commission values shown	<b>1</b>
		Correct Totals for Amsterdam	<b>1</b>
		Single page Landscape P/O	<b>1</b>
		Correctly formatted P/O with totals and labels fully visible	<b>1</b>
<b>Total Task 2b</b>			<b>10</b>

			<b>Mark</b>
<b>Task 3</b>	<b>Modelling with alternative conditions</b>	Use of IF( ) AND( ) OR( ) for efficient solution	<b>1</b>
		Appraisal <>"D", Acc_L>=10 or Sales >= Sales_Target conditions shown	<b>1</b>
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		Screenshot of Porto branch – all formulae fully visible	<b>1</b>
		Screenshot of Porto branch, all data fully visible, column headings shown	<b>1</b>
		Correct Bonus values shown	<b>1</b>
<b>Total Task 3</b>			<b>5</b>

			<b>Mark</b>
<b>Task 4a</b>	<b>Creation of a data source for a mailmerge</b>	Evidence of the data source used for the mailmerge	<b>1</b>
		Data source is used for the creation of the Appraisal description text	<b>1</b>
		Evidence of the method used for the creation of the Appraisal text or valid conditional mergefield in the merge document	<b>1</b>
		Efficient method used for the creation of the Appraisal text in the data source or all valid mergefields in the merge document	<b>1</b>
		Data source is used for Bonus percentage integer values	<b>1</b>
		Valid calculation of Bonus percentage values Bonus/pay or Bonus_L Categories ( 10,15,20) used	<b>1</b>
<b>Total Task 4a</b>			<b>6</b>

		<b>Mark</b>		
<b>Task 4b</b>	<b>Populating a merge document</b>	Branch mergefield inserted in the merge document	<b>1</b>	
		Given_name and Family_name mergefields inserted	<b>1</b>	
		Payroll_number mergefield inserted	<b>1</b>	
		Spacing and layout for all 4 mergefields	<b>1</b>	
		Given_name mergefield inserted in salutation	<b>1</b>	
		Spacing and punctuation as required	<b>1</b>	
		Appraisal character mergefield inserted	<b>1</b>	
		Appraisal text mergefield inserted	<b>1</b>	
		Spacing and dash preserved	<b>1</b>	
		Efficient Conditional mergefield categories A/B - Appraisal <C	<b>1</b>	
		Conditional mergefield for Appraisal category = C	<b>1</b>	
		Conditional mergefield for Appraisal category = D	<b>1</b>	
		Correct syntax and logic for conditional mergefields	<b>1</b>	
		Correct Conditional text for categories A/B	<b>1</b>	
		Correct Conditional text for category C	<b>1</b>	
		Correct Conditional text for category D	<b>1</b>	
	Pay mergefield inserted	<b>1</b>		
	Commission mergefield inserted	<b>1</b>		
	Bonus integer mergefield inserted	<b>1</b>		
	% sign inserted or mergefield switch seen	<b>1</b>		
	Bonus amount mergefield inserted	<b>1</b>		
	<b>Performing a mail merge</b>	Correct 4 letters printed	<b>1</b>	
		€ sign shown for all currency	<b>1</b>	
Appraisal content matches Appraisal character		<b>1</b>		
Correct Pay for recipients shown		<b>1</b>		
All Commission shown at 0 dp		<b>1</b>		
All Bonuses shown as %		<b>1</b>		
All Bonus values shown at 0 dp		<b>1</b>		

			<b>Mark</b>
		Correct text and correct spelling, punctuation for all recipients – proofing	<b>1</b>
<b>Total Task 4b</b>			<b>29</b>
<b>Total Paper</b>			<b>90</b>