

**MARK SCHEME for the May/June 2012 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.

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

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<b>Page 2</b>	<b>Mark Scheme: Teachers' version</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE AS/A LEVEL – May/June 2012</b>	<b>9713</b>	<b>04</b>

				<b>Mark</b>	
<b>Task 1</b>	Venue information (Formula view)	Table	Setup as specified	1	
		Selection	Filtering of values <=750 seen	1	
			Correct values shown (160,190,350,400,500,700)	1	
		Formula	Use of SUBTOTAL formula		1
			Reference values  Use of correct function values (Not 3 or 103)	9 (109)	1
				2 (102)	1
				4 (104)	1
				5 (105)	1
		Use of the correct range (All formulae)		1	
		Values printout	Printout	Complete and all visible including subtotals gridlines ( <i>not screenshot</i> )	1
				<b>[10]</b>	

<b>Page 3</b>	<b>Mark Scheme: Teachers' version</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE AS/A LEVEL – May/June 2012</b>	<b>9713</b>	<b>04</b>

<b>Task 2</b>	Modelling	Tables	Setup as specified (including gridlines)	1	
	Ticket price calculations (Formula view)	Number of venues	Reference to subtotal used	1	
			Correct value (13)	1	
		Cost calcs	Total cost calculation using reference to subtotal	1	
			Calculation for plus 10%	1	
			Calculation for plus 15%	1	
		Ticket sales	Reference to subtotal of capacity used	1	
			Calculation for 70% of subtotal	1	
			Use of a function to display a whole number of tickets	1	
		Ticket Price	Calculation for Break-Even value	1	
			Calculation for Break-Even value plus 10%	1	
			Calculation for Break-Even value plus 15%	1	
		Selection		Filtering of Capacity (700 to 1300 inc.) ( <i>not extraction</i> )	1
		Currency Format		All currency values shown as £	1
	Tour proposal document	Table	Correct table inserted. Correct formatting ( <i>not formula view</i> )	1	
			Fits page and fit for purpose.	1	
			Date format as specified (dd/mm/yy)	1	
			Band name (T'wex) inserted correctly	1	
			Evidence of Linked data- ( <i>Excel worksheet object or rtf format only</i> )	1	
			Evidence of AutoUpdate ( <i>having been set and not assumed</i> )	1	
				<b>[20]</b>	

<b>Task 3</b>	Regional Venues (formula view)	Display selected regional information	Table amended as specified		1
			Correct label used (Region)		1
			Selection of specified regions	Ireland	1
				West	1
				Correct venues	1
			A "Lookup" formula used		1
			Vlookup formula used		1
			Correct Lookup value (Col A, relative)		1
			Correct external file used ( <i>Venue Regions.CSV only</i> )		1
			Columns A & B used in range		1
			Precise range used ( <i>must be abs. ref.</i> )		1
			Correct column index used (2)		1
	Exact match parameter used (False or 0)		1		
	Display of venues per region	Determine the number of venues per region. Display as a chart	Non-manual counting method within spreadsheet		1
			Correct values obtained (38,24,28,12,9,9,2)		1
			Vertical barchart displayed ( <i>not screenshot</i> )		1
			Correct data shown		1
Title, axes labels and format fit for purpose			1		
			1		
				<b>[20]</b>	

Page 5	Mark Scheme: Teachers' version	Syllabus	Paper
	GCE AS/A LEVEL – May/June 2012	9713	04

Task 4	Appointment Letters	Accuracy of the merge document (Including spacing and punctuation)	Date field shown as specified (dd MMMM yyyy)	1	
			Forename & Surname mergefields inserted correctly	1	
			Street Address, Town, Post code mergefields inserted correctly	1	
			Forename mergefield inserted correctly	1	
			Region mergefield inserted correctly	1	
			Number of venues mergefield inserted correctly	1	
			Photo_Id mergefield in conditional field <i>-not screenshot</i>	1	
			Correct criteria used	1	
			Correct conditional text inserted	1	
				1	
			Accuracy of merged data	( <b>Ann Crocker</b> ) Midlands region	1
				38 venues	1
				"Please provide an identity photo as soon as possible."	1
				( <b>Benny Franks</b> ) London region	1
	24 venues	1			
	"Your new office identity badge is available from reception."	1			
	( <b>Carrie Oliver</b> ) Scotland & North region	1			
	21 venues	1			
	"Please provide an identity photo as soon as possible."	1			
	( <b>Dick Taylor</b> ) South region	1			
	28 venues	1			
	"Please provide an identity photo as soon as possible."	1			
	( <b>Evan Stevens</b> ) Ireland & West region	1			
11 venues	1				
"Your new office identity badge is available from reception."	1				
			[25]		

<b>Page 6</b>	<b>Mark Scheme: Teachers' version</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE AS/A LEVEL – May/June 2012</b>	<b>9713</b>	<b>04</b>

<b>Task 5</b>	Creation / recording of Macro / procedure	Evidence of steps required and formatting applied <i>All must be seen in the code. Not screenshots of settings.</i>	Comments inserted	1
			4 or more comments shown in appropriate sections with correct syntax (')	1
			Instructions for insertion of the image - <i>not pasted</i>	1
			Instructions to right align the image	1
			Instructions to set the margins to 4cm and 1cm (1.58" and 0.39")	1
			Instructions to insert a page border (Left only)	1
			Instruction to set the left page border to 6pt	1
			Instruction to set the border with a 10pt offset from the text	1
			Instructions to set all text to a 12 pt Serif font	1
	Macro/ procedure applied to merge document	Printouts of letters generated (accuracy marks awarded above)	5 letters produced	1
			Logo shown - in correct place - on all	1
			Correct margins set on all	1
			Correct page border shown on all	1
			All text in a 12pt Serif font (excluding footer)	1
			Consistent formatting and all letters fit for purpose	1
				<b>[15]</b>
				<b>[90]</b>