

			Search Rite Est Agts		
			Max Mark	Mark Awarded	Mod. Leave blank
		Centre No:			
1	a	P6 - Correct database filename (<i>ie D1-initials, hyphen optional, case unimportant</i>) - 1 mark	1		
	b	P1 - Data correctly imported into Database application only (<i>field headings and data correct - allow for differences in presentation</i>). - 1 mark	1		
	c	P1 - Primary key correct as shown in display of structure - 2 marks	2		
	d	P1 - Price field set as currency and zero decimal places and Bedrooms field set to integer - 2 screen dumps preferable - 1 mark	1		
	e	P1 - Readable screen dump(s) of table structure - 1 mark	1		
2	a	P2 – Complete validation rule 1 or 2 or 3 or 4 - 3 marks - Validation text eg, “Sorry, must be 1 2 3 or 4” or any suitable reminder - 1 mark <ul style="list-style-type: none"> • Correct validation rule but in the wrong field - 1 mark only • Incorrect validation rule but in the correct field - 1 mark only • Suitable validation text but in the wrong field - 1 mark only • More than 10 words - 1 mark only 	3		
		1			
	b	P2 - Readable screen dump of validation rule and text – 1 mark	1		
3	a	P3 Second datafile correctly imported (Report in portrait form with 66 records) - 1 mark - not imported correctly (less than 66 records) - 0 marks	1		
4	a-e	P5 - check query on printout-5 (there should be 15 records) – 2 marks	2		
5	a b	P4 - Report in portrait form with correct heading - 1 mark	1		
	c	P4 - All fields included and all information fully displayed - 1 mark each	2		
	d e	P4 - Grouped by Location - 2 marks , sorted in ascending order of Description - 1 mark and descending order of Price - 1 mark	4		
	f	P4 - Candidate Number, Centre Number, Date and Printout-3 in footer (<i>ignore hyphen/case/spelling</i>) - 1 mark	1		
6		P5 - Text correctly imported into a word document	1		
	a	P5 - Margins of 2.54 cm left and right - 1 mark	1		
	b	P5 - Font set to serif font in an appropriate size - 1 mark	1		
	c	P5 - Home Search Properties changed to Search Rite Estate Agents - 1 mark	1		
	d	P5 - Search Rite Properties set to larger sans-serif font size - 1 mark	1		
	e	P5 - Centre and bold the company name and address - 1 mark	1		
	f	P5 - Thick horizontal line margin-to-margin below address - 1 mark	1		
	g	P5 - Use today’s date and right align - 1 mark	1		
	h	P5 - Insert the query Properties In Brantree in the appropriate place and ensure even spacing above and below it - 15 entries in query - 3 marks	3		
	i	P5 - Heading placed above table, centred and using larger font size - 1 mark	1		
	j	P5 - Table centred on page with alignment of text and number fields unaltered, ie, text - left, number - right - 1 mark	1		
	k	P5 - Text in table set to match text in letter - 1 mark	1		
	l	P5 - Second page of letter numbered 2 - accept top or bottom alignment - 1 mark	1		
	m	P5 - One clear line space before ‘Yours sincerely’ - 1 mark	1		
	n	P5 - Candidate name added in the correct place - 1 mark	1		
o	P5 - Candidate Number, Centre Number, Date and Printout-5 in footer of both pages (<i>ignore hyphen/case/spelling</i>) - 1 mark	1			
7	a b c	P6 - Company name, address and telephone number at the top of the page, entered accurately, any font style and size acceptable - 2 marks	2		
	d	P6 - Appropriate graphic used and positioned in a text box 10 x 10 cm, centred horizontally - 4 marks (graphic used and in text box but wrong size 2 marks only) (not in text box and wrong size 1 mark only)	4		
	e	P6 - Given text added accurately, any font style and size acceptable - 2 marks (1 error - 1 mark - more than 1 error - no marks)	2		
	f	P6 - Must fit onto one side of A4 paper - 1 mark (2 sheets - no marks)	1		

8	a	P7 - Printed copy listing all files produced by the candidate during this test. <i>(There must be at least 1 database file and 2 word processing files)</i> - 1 mark	1		
			Total:	50	