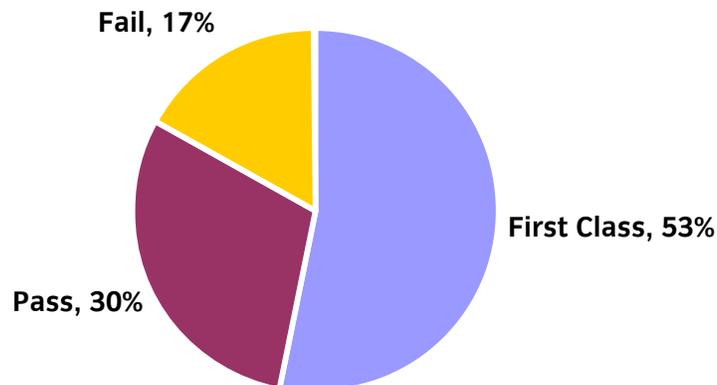


8966 Practical Data Processing - Elementary

General Observations

The statistics to date show that the number of FCPs is decreasing but the number of failures and passes is increasing.



Areas of good performance

Accuracy and amendments were well performed.

Areas for development

Problems that arose at this level were often due to one or more of the following:

- data entry must be consistent with the original data entry ie style and format
- incorrect number of printouts handed in
- the tutor must supply the candidates with the original file ie candidates must not enter the original data.

Recommendations

Candidates should:

- read the instructions carefully before attempting the tasks
- make sure that no extra unspecified spaces are entered in data as this can affect selection
- fit the column to the data
- set the printout to landscape if it is too wide to fit on portrait
- use table format with field headings for the printouts
- check that the selected records meet the criteria required by the task.

Tips

- Use print preview to check all data is fully displayed.
- Tick off tasks as they are completed.

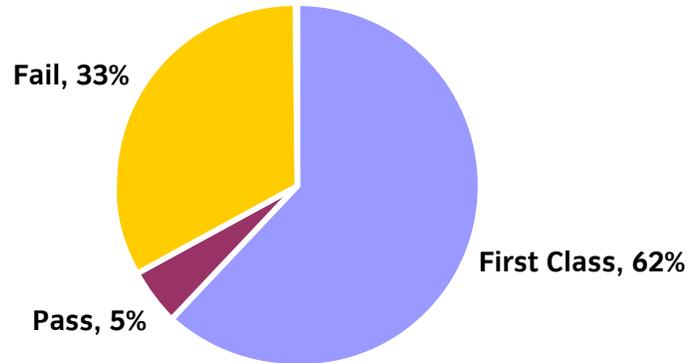
Additional comments

The Tutor copy of the original file must be included with each batch of candidates' scripts to ensure that candidates are not penalised for a tutor entry error.

8966 Practical Data Processing - Intermediate

General Observations

The statistics to date show that the pass rates have stayed fairly constant.



Areas of good performance

Initial set up of the database and amendments were performed well.

Areas for development

Problems that arose at this level were often due to one or more of the following:

- sorting of records must be done on the specified field and in the correct order as specified i.e. ascending OR descending
- a primary key is not required and is not part of the syllabus
- printouts for selected records must contain only the specified fields and field headings
- incorrect number of printouts handed in
- selection of records can contain 2 criteria
- use of relational operators ie >, <, <=, >=, =
- extra fields should not be added to the database e.g. id
- only the specified fields should be included for selected records in a query
- use of a data type for a field eg currency, 2 decimal places.

Recommendations

Candidates should:

- read the instructions carefully before attempting the tasks
- check that the selected records and number of fields meet the criteria required by the task
- not use a primary key
- only include the required fields in a query
- check that the correct fields has been sorted and the sort is done in the correct order ie ascending OR descending
- check the data type for a field is correct
- check that the correct relational operator has been used
- make sure that no extra unspecified spaces are entered in data as this can affect selection and sorting.

Tips

- Use print preview to check that all data is fully displayed.
- Tick off tasks as they are completed.

Additional comments

None.