

Coursework Task

Intermediate 2 Information Systems

Valid for session 2012/2013 only

Publication code: BB3417

Coursework Task

Subject: Information Systems

Level: Intermediate 2

Publication date: October 2012

Publication code: BB3417

Published by the Scottish Qualifications Authority

The Optima Building	Lowden
58 Robertson Street	24 Wester Shawfair
Glasgow	Dalkeith
G2 8DQ	Midlothian
	EH22 1FD

The assessment material and marking scheme in this Coursework pack can be used by staff in approved SQA centres for the purposes of assessment of candidates in accordance with the Course Assessment Specification. The pack must not be released to candidates or distributed for other purposes. SQA distributes these materials only to centres; these materials are not distributed more widely and are not publicly available from SQA's website on the Internet.

© Scottish Qualifications Authority 2012

The information in this publication may be reproduced to support SQA qualifications. If it is to be used for any other purposes written permission must be obtained from the Publications Officer at the SQA, Glasgow.

Where the publication includes materials from sources other than SQA (secondary copyright), this material should only be reproduced for the purposes of examination or assessment. If it needs to be reproduced for any other purpose it is the centre's responsibility to obtain the necessary copyright clearance. The SQA's NQ Assessment Development and Delivery team at Dalkeith may be able to direct you to the secondary sources.

This publication must not be reproduced for commercial or trade purposes. **This material is for use by teaching staff only.**

Contents

Introduction	Organisation and Conditions for Assessment
Section 1	2012/2013 Coursework Task
Section 2	Marking Information
Appendix 1	Detailed Marking Instructions

Introduction

Organisation and Conditions for Assessment

Organisation and Conditions for Assessment

The assessment is designed to test each candidate's ability to apply knowledge and understanding and practical skills, developed through study of the Database Systems and Using Information Units. The mark out of 30 should be submitted to SQA unscaled. This will be combined with the examination mark out of 70 to establish the candidate's overall grade of award. This mark should also be used in preparation of estimate grades.

The notional design length for the assessment is 8 - 10 hours. However, a candidate may be allowed longer than this if required.

The assessment is to be undertaken under "open book" conditions, but under supervision by the teacher/lecturer to ensure that the work submitted is the candidate's own work. The teacher/lecturer may give the candidate hints and/or help if requested. Any such help should be reflected in the marks awarded. Once the task has been completed and marked, it should not be returned to the candidate for further work.

These instructions are designed to be used in conjunction with the data files provided with the electronic distribution of the task. These can be downloaded from the SQA secure website.

The files to be downloaded should include:

- The 2012/2013 Intermediate 2 Information Systems Coursework Task
- Leaflet tasks
 - Speaker1 image file
 - Speaker2 image file
 - Speaker3 image file
 - CAS Logo image file
 - Jobs image file
 - Presentation 1 Fact File (text file)
 - Presentation 2 Fact File (text file)
 - Presentation 3 Fact File (text file)
 - Convention detail (text file)
- Address Labels tasks
 - Schools (text file)
- Spreadsheet tasks
 - Attendance details (spreadsheet file)
 - Presentation 1 (pdf style)
 - Presentation 2 (pdf style)
 - Presentation 3 (pdf style)
- Database task
 - ConventionDB task 6-8 database

Candidates are not required to spend time entering data into a database. Instead, the data should be prepared beforehand and provided to candidates by the centre.

To facilitate this, database files for Microsoft Access and FileMaker Pro have been provided for this task. The files contain or represent a number of tables with data entered. The appropriate file(s) should be made available to the candidates.

Centres using alternative relational database software can use the accompanying data files, which contain tab-delimited data required for the tables. The centre should set up tables as appropriate

within the database software and import the data provided. The resulting database file should then be made available to the candidates.

Candidates should be given a copy of the marking grid before starting the task so that they are aware of the mark distribution for each part.

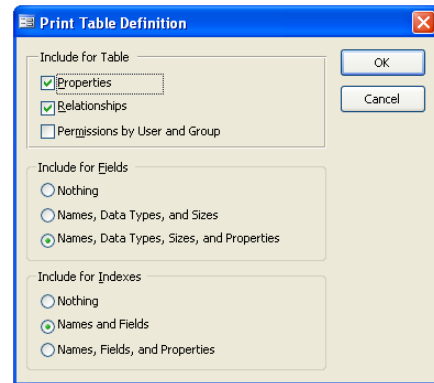
Special Arrangements for Intermediate 2 Coursework 2012-2013

Centres are asked to pay special attention to the following arrangements.

- Candidates are not required to spend time entering data into a database. Instead, the data should be prepared beforehand and provided to candidates by the centre. To facilitate this, Microsoft Access (2003 format) and Filemaker (v.7) files as well as a text (tab) delimited file have been provided. Centres using other systems will be required to create the database from the tab separated file provided. This file can also be used if centres encounter any difficulties with the supplied Access or Filemaker databases.
- Candidates are required to set up both tables in the database. Candidates will be required to submit a printout of the Documenter (or equivalent screen shots) of **both the School table and the Delegate table** as evidence for Task 5. After completing tasks 1-5, their work must be submitted and not returned. **Candidates must not be given access to the ConventionDB Task 6-8 database until they have submitted answers to prior tasks.**
- Task 5 asks candidates to print out a copy of the design of the tables. This is to provide evidence that the correct field types have been used and all necessary validation checks implemented. The assessor should help candidates produce this printout without penalty.
- Task 5 asks candidates to print out a copy of the relationship between the tables. The assessor should help candidates produce this printout without penalty.
- Candidates will **not** use their database structures to complete Tasks 6-8. Instead, centres should issue candidates with the fully populated database.
- The **ConventionDB Task 6-8** is a complete implementation of the system. This working database should be issued to candidates **after** Task 5 has been submitted. Candidates **must** use this working database to complete Tasks 6-8.
- Additional notes follow which detail how candidate evidence is to be generated.
 - In FileMaker Pro, to get a printout of the design, candidates should adhere to the following instructions.
 - (1) Select the “Define” option from the File menu and then select the “Database” option from the sub-menu.
 - (2) Click on the Tables tab.
 - (3) Highlight both tables by clicking on the name of the first table then holding down the shift key and clicking on the other table.
 - (4) Click on the Print button.
 - In MS Access, to get a printout of the design, candidates should adhere to the following instructions.
 - (1) Select the “Analyze” option from the Tools menu and then select the “Documenter” option from the sub-menu.
 - (2) Select the table(s) required and then click Options button.
 - (3) Make sure that the following options are checked/selected:

- Include for Table
 - Properties
 - Relationships
- Include for Fields
 - Names, Data Types, Sizes and Properties
- Include for Indexes
 - Names and Fields

- (4) Click on OK
- (5) The required table design is displayed on screen and can be printed.



- Printing Relationships in FileMaker 8.
 - (1) Select the “Define” option from the File menu and then select the “Database” option from the sub-menu.
 - (2) Click on the Relationships tab then click on the Print button.
- Printing Relationships in Access
 - (1) Open the Relationships window.
 - (2) Select the “Print Relationships” option from the File menu.

Alternatively, screendumps of the evidence would also be acceptable.

Section 1

Coursework Task

Intermediate 2 Information Systems Coursework Task 2012/2013

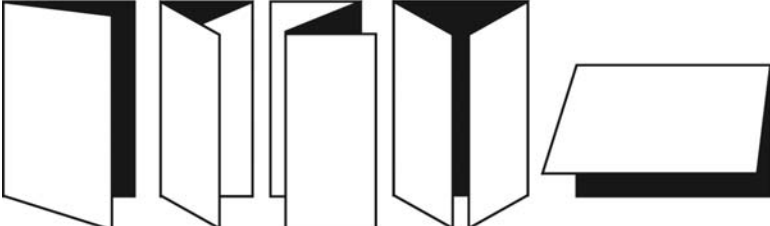
The Careers Assistance Service (CAS) offers guidance to school pupils about education and job opportunities available after leaving school.

Every year, CAS holds a careers convention that includes a range of presentations with guest speakers, information exhibits hosted by universities, colleges, employers and trade organisations as well as information about funding options and scholarships.

CAS requires the following items to be produced:

- a double-sided leaflet containing details about the convention
- address labels to enable CAS to send the leaflets to each school
- a spreadsheet to summarise the number of delegates attending each presentation
- a database to store details of pupils attending the convention

What you have to do

	Tasks	Evidence Required
1	<p>You have to create a double-sided leaflet advertising the careers convention.</p> <p>The leaflet must follow these guidelines:</p> <ul style="list-style-type: none"> • It must use a folded, double-sided layout similar to one shown below  <ul style="list-style-type: none"> • It must contain all the information provided for the convention: <ul style="list-style-type: none"> ○ CAS logo ○ Jobs image ○ Convention details ○ Fact file for each presentation ○ Photographs of each speaker • It must use consistent headings and subheadings for each section of the leaflet • It must use suitable fonts, sizes and styles • It must use at least three publishing features from: <ul style="list-style-type: none"> ○ drop capitals ○ rotated text ○ line spacing ○ text wrap ○ borders and shading <p>Note: Your teacher/lecturer will provide you with the text files and images to be included. You may use additional images from other sources if you wish.</p>	<p>Double-sided folded leaflet</p>

What you have to do (continued)

	Tasks	Evidence Required														
2	<p>You have to create a set of address labels so that CAS can send leaflets to each school.</p> <p>Your teacher/lecturer will have provided you with the schools file that contains a list of delegates, school names and addresses.</p> <p>Add your own name and school details to the schools file.</p> <p>Using the schools file and the label details given below, create and print address labels for a mass mailing to all the schools.</p> <p>The label details are:</p> <table border="1" data-bbox="371 734 1026 981"> <tbody> <tr> <td>Page size and orientation</td> <td>A4 portrait</td> </tr> <tr> <td>Label height and vertical pitch</td> <td>4cm</td> </tr> <tr> <td>Label width and horizontal pitch</td> <td>6cm</td> </tr> <tr> <td>Top Margin</td> <td>1cm</td> </tr> <tr> <td>Side margin</td> <td>1cm</td> </tr> <tr> <td>Number across</td> <td>3</td> </tr> <tr> <td>Number down</td> <td>7</td> </tr> </tbody> </table> <p>You do not need to print sticky labels. Plain paper will suffice.</p>	Page size and orientation	A4 portrait	Label height and vertical pitch	4cm	Label width and horizontal pitch	6cm	Top Margin	1cm	Side margin	1cm	Number across	3	Number down	7	<p>Screenshot showing label details set up.</p> <p>Screenshot/printout showing merge fields for one label.</p> <p>Printout showing the address labels – one label for each school.</p> <p>You do not need to print sticky labels. Plain paper will suffice.</p>
Page size and orientation	A4 portrait															
Label height and vertical pitch	4cm															
Label width and horizontal pitch	6cm															
Top Margin	1cm															
Side margin	1cm															
Number across	3															
Number down	7															

What you have to do (continued)

	Tasks	Evidence Required																																																																																																								
3	<p>CAS keeps track of the number of delegates from each school attending each presentation using a spreadsheet. The first worksheet labelled Presentation1, contains details of delegates attending this presentation. Similarly for worksheets Presentation2 and Presentation3. The last worksheet will provide the convention organisers with a summary of the delegates attending each presentation.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Presentation 1</td> <td>Mrs J Smith</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>School</td> <td>Number of Delegates</td> <td></td> </tr> <tr> <td>4</td> <td>Whiteford Academy</td> <td>6</td> <td></td> </tr> <tr> <td>5</td> <td>Oakenwash High School</td> <td>9</td> <td></td> </tr> <tr> <td>6</td> <td>Dunshield Academy</td> <td>12</td> <td></td> </tr> <tr> <td>7</td> <td>Oakenfarm Academy</td> <td>4</td> <td></td> </tr> <tr> <td>8</td> <td>Fivebury High School</td> <td>5</td> <td></td> </tr> <tr> <td>9</td> <td>Grovethorpe Secondary</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>Inching Community School</td> <td>6</td> <td></td> </tr> <tr> <td>11</td> <td>Tipperbrook Academy</td> <td>4</td> <td></td> </tr> <tr> <td>12</td> <td>Halshott Secondary</td> <td>8</td> <td></td> </tr> <tr> <td>13</td> <td>Querngree Academy</td> <td>3</td> <td></td> </tr> <tr> <td>14</td> <td>Braechester High School</td> <td>14</td> <td></td> </tr> <tr> <td>15</td> <td>Cavenwood Community School</td> <td>2</td> <td></td> </tr> <tr> <td>16</td> <td>Cowanholm Academy</td> <td>5</td> <td></td> </tr> <tr> <td>17</td> <td>St Carnwick Secondary</td> <td>7</td> <td></td> </tr> <tr> <td>18</td> <td>Maddihead High School</td> <td>2</td> <td></td> </tr> <tr> <td>19</td> <td>Thirsmouth Secondary</td> <td>9</td> <td></td> </tr> <tr> <td>20</td> <td>Berberrow School for Girls</td> <td>11</td> <td></td> </tr> <tr> <td>21</td> <td>Oxshaw Road High School</td> <td>14</td> <td></td> </tr> <tr> <td>22</td> <td>Westun College</td> <td>11</td> <td></td> </tr> <tr> <td>23</td> <td>Southbon Gate School</td> <td>10</td> <td></td> </tr> <tr> <td>24</td> <td></td> <td></td> <td></td> </tr> <tr> <td>25</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> </p>		A	B	C	1	Presentation 1	Mrs J Smith		2				3	School	Number of Delegates		4	Whiteford Academy	6		5	Oakenwash High School	9		6	Dunshield Academy	12		7	Oakenfarm Academy	4		8	Fivebury High School	5		9	Grovethorpe Secondary			10	Inching Community School	6		11	Tipperbrook Academy	4		12	Halshott Secondary	8		13	Querngree Academy	3		14	Braechester High School	14		15	Cavenwood Community School	2		16	Cowanholm Academy	5		17	St Carnwick Secondary	7		18	Maddihead High School	2		19	Thirsmouth Secondary	9		20	Berberrow School for Girls	11		21	Oxshaw Road High School	14		22	Westun College	11		23	Southbon Gate School	10		24				25				
	A	B	C																																																																																																							
1	Presentation 1	Mrs J Smith																																																																																																								
2																																																																																																										
3	School	Number of Delegates																																																																																																								
4	Whiteford Academy	6																																																																																																								
5	Oakenwash High School	9																																																																																																								
6	Dunshield Academy	12																																																																																																								
7	Oakenfarm Academy	4																																																																																																								
8	Fivebury High School	5																																																																																																								
9	Grovethorpe Secondary																																																																																																									
10	Inching Community School	6																																																																																																								
11	Tipperbrook Academy	4																																																																																																								
12	Halshott Secondary	8																																																																																																								
13	Querngree Academy	3																																																																																																								
14	Braechester High School	14																																																																																																								
15	Cavenwood Community School	2																																																																																																								
16	Cowanholm Academy	5																																																																																																								
17	St Carnwick Secondary	7																																																																																																								
18	Maddihead High School	2																																																																																																								
19	Thirsmouth Secondary	9																																																																																																								
20	Berberrow School for Girls	11																																																																																																								
21	Oxshaw Road High School	14																																																																																																								
22	Westun College	11																																																																																																								
23	Southbon Gate School	10																																																																																																								
24																																																																																																										
25																																																																																																										

What you have to do (continued)

	Tasks	Evidence Required																																
3 (contd)	<p>Your teacher/lecturer will have provided you with a copy of the Attendance details spreadsheet.</p> <p>You will have to use this spreadsheet to complete the summary worksheet to include formulae that will:</p> <ul style="list-style-type: none"> • Calculate (Count function) the number of schools attending each presentation • Calculate (Sum function) the total number of delegates for each presentation <p>The organisers would like to be able to click on cells in column A to open a file summarizing each of the presentations. Your teacher/lecturer will have provided you with 3 files, Presentation1, Presentation2, Presentation3.</p> <p>Create a formula using the hyperlink function to open the files summarizing each of the different presentations.</p> <p>Successful completion of this should give a screen like the one shown below.</p> <table border="1" data-bbox="312 1003 1098 1429"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td colspan="3">Summary</td> </tr> <tr> <td>2</td> <td></td> <td>Number of Schools Attending</td> <td>Total Delegates</td> </tr> <tr> <td>3</td> <td>Presentation 1</td> <td>19</td> <td>142</td> </tr> <tr> <td>4</td> <td>Presentation 2</td> <td>17</td> <td>157</td> </tr> <tr> <td>5</td> <td>Presentation 3</td> <td>18</td> <td>128</td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	1	Summary			2		Number of Schools Attending	Total Delegates	3	Presentation 1	19	142	4	Presentation 2	17	157	5	Presentation 3	18	128	6				7				<p>Two printouts of summary sheet – one showing values and one showing formulas.</p>
	A	B	C																															
1	Summary																																	
2		Number of Schools Attending	Total Delegates																															
3	Presentation 1	19	142																															
4	Presentation 2	17	157																															
5	Presentation 3	18	128																															
6																																		
7																																		

You must now submit Tasks 1-3 to your teacher/lecturer

CAS wants to store details about the schools and the student delegates in a relational database. This will make it easy to retrieve information about delegates attending the convention and answer questions like “How many boys are attending the convention?”.

CAS has designed the tables required for the database.

School table

Field Name	Field Type	Field Size	Key	Sample Data
School ID	Text	3	Primary Key	S19
School Name	Text	35	No	Oakenfarm Academy
Address	Text	30	No	Shire Oak Road
District	Text	20	No	Snead
Town	Text	20	No	Oaken
Post Code	Text	8	No	SY21 8JL

Delegate table

Field Name	Field Type	Field Size	Key	Validation	Sample Data
Delegate Ref	Text	4	Primary Key		D101
Forename	Text	30	No		Sally
Surname	Text	30	No		Morrison
Gender	Text	6	No	Restricted choice (only Male or Female)	female
Date of Birth	Date		No		17/03/1995
Presentations Attending	Number		No		2
School ID	Text	3	Foreign Key	Link to School table	S19

What you have to do (continued)

	Tasks	Evidence Required
4	Using a relational database application, create a new database file and set up the School table and the Delegate table . You should use the design shown above.	
5	Print a copy of your design for both tables in the database. This should show the field types, field sizes and validation checks. <i>(If you are unsure how to do this, your teacher/lecturer will be able to help you.)</i>	Printout/screendump of the School table and Delegate table design showing field types, field sizes and validation checks. Printout/screendump of the relationship window showing the link between the two tables.

Now must now submit Tasks 4 and 5 to your teacher/lecturer.

Your teacher/lecturer will provide you with the database file **ConventionDB task 6-8**. You must use **this version to complete tasks 6, 7 and 8**.

	Tasks	Evidence Required
6	<p>Create an attractive and user friendly form/layout to display all the details for one delegate. Include all the details of their school.</p> <p>Your layout should be formatted so that the name of the delegate, their school name and the number of presentations they are attending clearly stands out.</p> <p>Produce a one page printout using this form/layout ensuring all data can be clearly seen.</p>	<p>Printout of the form/layout showing all details.</p>
7	<p>One of the special exhibits at the convention is aimed at girls aged 18 in the year 2013.</p> <p>Produce a report/layout showing the appropriate delegates. The report data should be listed in alphabetical order of school, with delegates from each school also listed alphabetically.</p> <p>The printout should display only the following fields: Forename, Surname, School Name and Date of birth.</p>	<p>Sorted printout of all 18 year old girls in a report/layout as specified.</p>
8	<p>The administrators of the convention need a list of all delegates from Whiteford Academy and Halshott Secondary schools who are registered for at least 2 presentations.</p> <p>Produce a printout of a report/layout showing the appropriate list of delegates. The report data should be listed in order of the number of presentations they are attending, least first.</p> <p>The printout should display only the following fields: School Name, Forename, Surname, Date of birth and Presentations Attending.</p>	<p>Sorted printout of all delegates from Whiteford Academy and Halshott Secondary schools attending at least 2 presentations in a report/layout as specified.</p>

(30 marks)

Collect all printouts in the order they were asked for. Ensure your name and task number is printed on each report before handing to your teacher/lecturer.

Section 2

Marking Information

Marking Grid

Name _____ Date _____

Topic		Possible Marks	Marks Gained	Comment
Task 1	Create the leaflet	Leaflet as specified	3,2,1,0	
		Publishing features	3,2,1,0	
Task 2	Address Labels	Printed Labels	4,3,2,1,0	
Task 3	Spreadsheet	Calculate the number of schools for each presentation	1,0	
		Calculate the number of delegates for each presentation	1,0	
		Link summary page to presentation details	2,1,0	
		Print spreadsheet summary	1,0	
Tasks 4–5	Create the database	Creation of tables	2,1,0	
		Restricted Choice	1,0	
		Link tables	1,0	
Task 6	Form/layout	Printed layout	2,1,0	
Task 7	Report	Correct Search	2,1,0	
		Correct Sort	2,1,0	
		Correct Report Printed	1,0	
Task 8	Report	Correct Search	2,1,0	
		Correct Sort	1,0	
		Correct Report Printed	1,0	
Overall Total			30	

Appendix 1

Detailed Marking Instructions

CONFIDENTIAL – not to be issued to candidates
Detailed Marking Guidelines

The following guidelines assume that all work was carried out by the candidate on their own (or with the assistance of open book materials). Any assistance by the teacher/lecturer should be reflected in a reduction of the number of marks awarded.

Task 1	Create the leaflet	Create the leaflet	3,2,1,0	Leaflet created as specified <ul style="list-style-type: none"> • Appropriate double-sided, folded layout (1 mark) • All body text and headings included and formatted with appropriate and consistent font, size, style for each (1 mark) • CAS logo, jobs image and speaker images included (1 mark)
		Publishing features	3,2,1,0	Any 3 from <ul style="list-style-type: none"> • Drop capitals • Rotate text • Line spacing • Text wrap • Borders and shading

Task 2	Create address labels	Own contact details	1,0	• Add extra line/row of details
		Design label	1,0	• Set up specialized label size
		Create label	1,0	• Insert merge fields
		Print the labels	1,0	• One label per school printed

Task 3	Spreadsheet	Calculate number of schools for each presentation	1,0	<ul style="list-style-type: none"> • Correct use of COUNT function on summary worksheet to count number of schools for each presentation • eg =COUNT('Presentation 1'!B4:B23) Notes: <ul style="list-style-type: none"> • 1 mark for correct range in COUNT function referring to appropriate presentation worksheet and correct cell range • 0 marks if function used on individual presentation worksheet • Three correct COUNT formulas used on the summary worksheet required for 1 mark
		Calculate number of delegates for each presentation	1,0	<ul style="list-style-type: none"> • Correct use of SUM function on summary worksheet to count number of schools for each presentation • =SUM('Presentation 1'!B4:B23) Notes: <ul style="list-style-type: none"> • 1 mark for correct range in SUM function referring to appropriate presentation worksheet and correct cell range • 0 marks if function used on individual presentation worksheet • Three correct SUM formulas used on the summary worksheet required for 1 mark
		Link summary page to presentation	2,1,0	<ul style="list-style-type: none"> • Candidates MUST use the hyperlink function. Simply inserting a hyperlink would not be awarded the marks. • Correct use of HYPERLINK function to create links between each presentation file and the summary page • eg =HYPERLINK("C:\Users\fred\Desktop\Presentation 1.pdf", "Presentation 2") • 1 mark for path/filename • 1 mark for display text • Three correct HYPERLINK formulas used on the summary worksheet required for 1 mark
		Print spreadsheet summary	1,0	<ul style="list-style-type: none"> • One printed version showing answers to formula calculations with row/column headings visible and • One printed version showing formulas used visible
Task 4–5	Create the database	Creation of tables	2,1,0	Accurate creation of <ul style="list-style-type: none"> • all tables and field names and PKs • all field types and sizes
		Restricted choice	1,0	Gender set to restricted choice – only male, female values accepted
		Link tables	1,0	Tables linked without teacher/lecturer help using School ID

Task 6	Form/Layout	Printed Layout	2,1,0	<ul style="list-style-type: none"> One page layout created without help. All fields from both tables should be clearly visible. (School ID should only appear once) (1 mark) Appropriately designed with Forename, Surname, School Name and Presentations Attending standing out using larger size or different style or colour etc (1 mark)
Task 7	Report	Correct Search	2,1,0	Complex search for <ul style="list-style-type: none"> Gender = female Date of Birth $\geq 1/1/1995$ AND $\leq 31/12/1995$ or <ul style="list-style-type: none"> Date of birth contains *1995*
		Correct Sort	2,1,0	Complex sort both ascending (2 marks) <ul style="list-style-type: none"> School Name ascending and then Surname ascending Simple sort only = 1 mark Complex sort with 1 ascending and 1 descending = 1 mark Otherwise = 0 marks
		Report Printed	1,0	School name, Forename, Surname, Date of Birth fields included and clearly visible
Task 8	Report	Correct Search	2,1,0	Complex search for <ul style="list-style-type: none"> Presentations Attending ≥ 2 School Name = Halshott Secondary OR Whiteford Academy
		Correct Sort	1,0	Sort <ul style="list-style-type: none"> Presentations Attending Ascending order
		Report Printed	1,0	School Name, Forename, Surname, Date of Birth and Presentations Attending fields included and clearly visible.
		Total Marks	30	

Sample Solutions

Task 1

Side 1 sample layout

Careers Convention
27th March 2012
9.30am - 5 pm

**Main Road Exhibition Centre
Edingow**

Contact Details
Careers Advisory Service
Telephone: 01234 999110
Email: ed@cas.co.uk

The Careers Assistance Service hosts Scotland's leading Careers Convention offering advice from career professionals and an exhibition from employers, industry bodies, training providers, education establishments and government agencies.

At the Careers Assistance Service Careers Convention delegates can take part in the popular and well attended presentations that take place in the 200 seat theatre. These presentations cover relevant topics and provide insights, inspiration and practical guidance for pupils planning their career beyond school.

Side 2 sample layout

What is the Careers Convention?
The careers convention is a series of presentations and exhibits that provide young people with an opportunity to meet with the organisations who can help with their career decisions and provide insights and inspiration into the possibilities their futures hold.

Who will be exhibiting?
A wide range of exhibitors have already agreed to attend. These include employers from both public and private sectors, further education colleges, universities and higher education institutions, training and work based learning providers and careers advice organisations.

Why should I attend?
If you are currently in S3, S4, S5 or S6 you can learn about future career and job choices through expert information and advice. You can obtain up to date information from employers, qualification bodies, colleges and universities, government and advice related organisations to help advise and plan your career pathway. Interactive exhibits also give you a chance to have a go and experience a range of skills, trades and professions.

When can I visit?
The main exhibition hall is open from 9.30am until 4pm. So you can select your arrival time to suit. Presentations are held at the time stated in the programme guide.

Where is the convention?
Careers Assistance Service Careers Convention is being held at The Main Road Exhibition Centre in Edingow.

When is the convention?
The dates for the convention have been confirmed as Thursday 27th March 2013.

How do I book a place?
There are several ways to book your place now. Why not call our national helpline on 01234 999111 or visit our website at www.casconvention.co.uk and click on the 'book a place' link.

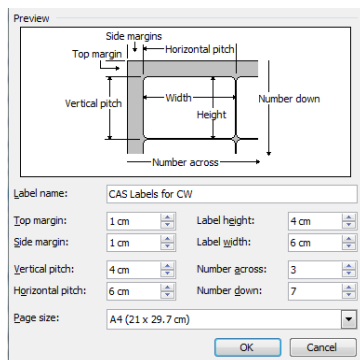
Presentation 1: Entry to Higher Education
Speaker: Mrs J Smith
Time: 10:15am-11:15am
Venue: Main Theatre
Summary: Covers the main steps in applying for Higher Education - choosing the right course, the application/interview process, understanding offers, starting the course.

Presentation 2: Working for the Future
Speaker: Mr F Brown
Time: 12:15pm-1:15pm
Venue: Main Theatre
Summary: Understand yourself and understand the job market! Tips on a range of job related topics such as networking, volunteering, skills you have, skills you want to learn, your personal pitch and tackling interviews.

Presentation 3: Realise your Potential
Speaker: Miss D Aziz
Time: 1:45pm-2:45pm
Venue: Main Theatre
Summary: Whatever your next step, it is important to maximise your potential! Excellence in training and learning programs assist individuals in long range personal development, promoting responsibility and achievement.

Task 2

Screenshot showing label set up Printout/Screenshot showing merge fields



«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»	«Next Record»«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»	«Next Record»«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»
«Next Record»«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»	«Next Record»«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»	«Next Record»«Contact_Name» «School_Name» «Address» «District» «Town» «Postcode»

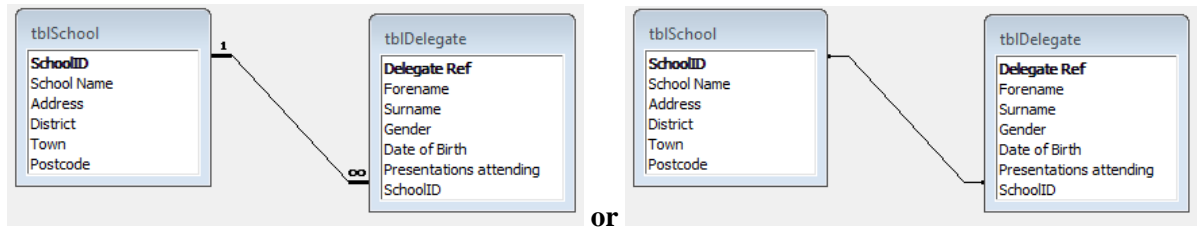
Single A4 page with 21 address labels (including own contact details)

<p>Mrs C White Whiteford Academy Denhow Road North Milloom Whiteford IV27 2FB</p>	<p>Miss D Fraser Oakerwash High School Hindhead Road Maryston Oaken SO42 8UD</p>	<p>Mr F Godden Dunshield Academy Overton Circle Hillycrraig Dunkirk LA18 6AJ</p>
<p>Miss A Aziz Oakenfarn Academy Shire Oak Road Snead Oaken SY21 8JL</p>	<p>Miss B Alunso Fivebury High School Crown Street Ledridge Fivecourt IP17 2DS</p>	<p>Mrs C Clarke Grovetonpe Secondary Fulford Road Bellston Grove SY13 9WP</p>
<p>Mrs K MacKenzie Inching Community School Main Rd Drawkeys Inching NE21 6HF</p>	<p>Miss L Schmitt Tipperbrook Academy Bootham Terrace Holton Keilhamore CF81 1JJ</p>	<p>Mr G Franova Halshott Secondary Ross Road Clachy Cairness NR29 5AF</p>
<p>Miss S Mirren Quemegre Academy Gordon Terrace Ragmire Loosley L66 4ST</p>	<p>Mr L James Bracehaster High School Carndon Hill Sheetleburg Penterback SO30 1WA</p>	<p>Mr G Scott Cavenwood Community School Gulldry Street Gowany Cavenwood PA67 6QQ</p>
<p>Miss P Koli Cowanholm Academy Town Lane Palkrow Cowan WC99 5TA</p>	<p>Mrs J Smythe St Canwick Secondary Long Street Hanzfarn Scole LL36 7YU</p>	<p>Mr O Green Maddhead High School Holland Bridge Bighall Chlawaig LE7 1AH</p>
<p>Ms W Haskins Thirsmouth Secondary Quay Street Manby East Bolder DE65 0NE</p>	<p>Ms R Rose Barbarow School for Girls Furbum Terrace West Barrow Barroveston SA4 4ZL</p>	<p>Ms E Rivers Oxshaw Road High School Oxford Rd East Oxshaw Oxshaw OX8 2YH</p>
<p>Mr F Fofina Weston College Jenmond Rd West Barrow West Livy SE15 1ET</p>	<p>Miss M Eldon Southbon Gate School Wamer Avenue Stought Oldston KA6 0XX</p>	

Task 3

	A	B	C
1	Summary		
2		Number of Schools Attending	Total Applications
3	=HYPERLINK("C:\Users\fred\Desktop\Presentation 1.pdf","Presentation 1")	=COUNT(Presentation1!B4:B23)	=SUM(Presentation1!B4:B23)
4	=HYPERLINK("C:\Users\fred\Desktop\Presentation 2.pdf","Presentation 2")	=COUNT(Presentation2!B4:B23)	=SUM(Presentation2!B4:B23)
5	=HYPERLINK("C:\Users\fred\Desktop\Presentation 3.pdf","Presentation 3")	=COUNT(Presentation3!B4:B23)	=SUM(Presentation3!B4:B23)

Tasks 4-5



Task 6

Example A – 2 marks

Good consideration of design, all fields visible.

Delegate forename and surname, school name and Presentations attending clearly stand out using appropriate features (size/colour/style/border etc)

DelegateID: SchoolID:

Raclaw **Jabłoński** **Tipperbrook Academy**

Bootham Terrace

Gender: Presentations attending: Holton

Date of Birth: Keithmore

CF81 1JJ

Example B – 1 mark

No consideration of design or highlighting as specified, but all fields included are visible.

Delegate Ref: SchoolID:

Forename: School Name:

Surname: Address:

Gender: District:

Date of Birth: Town:

Presentations attending: Postcode:

Task 7: 28 records

Task 7 Girls aged 18

School Name	Surname	Forename	Date of Birth
Berbarrow School for Girls	Baldwin	Ruby	21/06/1995
Berbarrow School for Girls	Dickson	Ashleigh	16/04/1995
Berbarrow School for Girls	Gibbs	Keira	10/10/1995
Berbarrow School for Girls	Mills	Jessica	21/07/1995
Braechester High School	Curtis	Eloise	12/11/1995
Braechester High School	Hunter	Olive	29/03/1995
Braechester High School	Todd	Laura	26/05/1995
Cavenwood Community School	Campbell	Molly	30/09/1995
Cavenwood Community School	Dąbrowski	Oliwia	01/01/1995
Cavenwood Community School	Król	Bronislawa	30/01/1995
Halshott Secondary	Barnes	Lilly	14/09/1995
Halshott Secondary	Bryan	Natasha	07/04/1995
Halshott Secondary	Roberts	Freya	30/05/1995
Inching Community School	Borkowska	Julita	15/06/1995
Inching Community School	Crawford	Morven	17/12/1995
Inching Community School	Griffiths	Madeleine	22/07/1995
Inching Community School	Saunders	Bethany	06/01/1995
Oakenfarn Academy	May	Ellie	05/07/1995
Oakenfarn Academy	Olszewska	Roksana	27/02/1995
Oakenwash High School	Black	Chanelle	29/03/1995
Oakenwash High School	Kowalska	Elzbieta	19/09/1995
Oakenwash High School	Lyons	Georgia	21/08/1995
Oakenwash High School	Muir	Lena	22/07/1995
Oxshaw Road High School	Berry	Isabel	06/06/1995
Oxshaw Road High School	Hay	Lana	16/10/1995
Southon Gate School	Duda	Małgorzata	29/01/1995
Southon Gate School	Fleming	May	16/03/1995
Southon Gate School	Hunter	Annabel	10/04/1995

Task 8: 12 records

Halshott and Whiteford delegates attending 2 or 3 presentations

<u>School Name</u>	<u>Forename</u>	<u>Surname</u>	<u>Date of Birth</u>	<u>Presentations attending</u>
Halshott Secondary	Lilly	Barnes	14/09/1995	2
Halshott Secondary	Natasha	Bryan	07/04/1995	2
Halshott Secondary	Harley	Sharp	04/09/1995	2
Whiteford Academy	Hary	O'Donnell	08/07/1996	2
Whiteford Academy	James	Moss	19/02/1996	2
Whiteford Academy	Renae	Dickson	04/10/1996	2
Halshott Secondary	Luca	Hunter	09/05/1995	3
Halshott Secondary	Wieslaw	Kamiński	11/08/1997	3
Halshott Secondary	Fergus	Jamieson	17/11/1996	3
Halshott Secondary	Tobiasz	Szczepański	18/12/1997	3
Whiteford Academy	Poppy	Kirby	10/07/1996	3
Whiteford Academy	Skye	Hopkins	03/02/1996	3