General Observations
The majority of candidates are well prepared and have been taught the required skills but a significant number of candidates did not appear to have been taught how to select data from a database correctly using multiple criteria.
The statistics to date show that the FCP rates have decreased whilst the passes and failures have increased.

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

Areas for development
- 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 will use multiple criteria
- Use of relational operators i.e. >, <, <=, >=, =
- 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 e.g. currency, 2 decimal places, numeric, 2 decimal places
- Produce the correct number of printouts in particular a printout of the original file without amendments

Recommendations
- Read the instructions carefully before attempting the tasks
- Check that the selected records and number of fields meet the criteria required by the task
- Do not use a primary key
- Only include the required fields in a query
- Check that the correct fields have been sorted and the sort is done in the correct order i.e. ascending OR descending
- Check the data type for a field is correct
Check that the correct relational operator has been used
Set the printout to landscape if it is too wide to fit on portrait
Make sure that no extra unspecified spaces are entered in data as this can affect selection and sorting
Make sure that data is entered consistently in a field by using the record cards as guidance
Make sure that the currency symbol is consistent i.e. the same symbol in field heading and field data (if required)

**Tips**
Use print preview to proofread data entered and also check that all data is fully displayed
Make sure that all printouts have the candidate’s name on them
Tick off tasks as they are completed

**Additional comments**
Failure to sort the records into the correct order means that the candidate fails