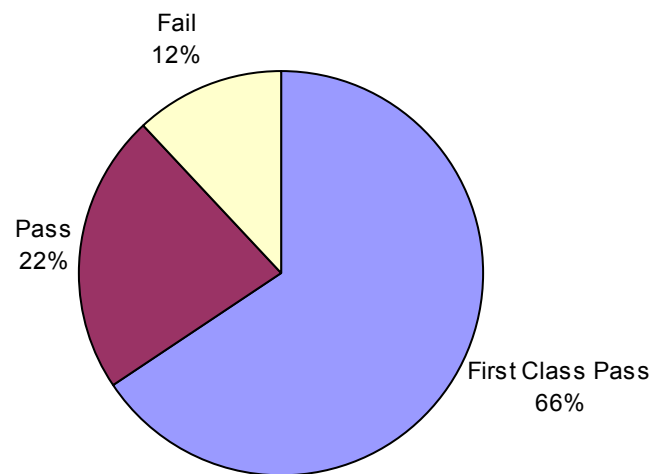


8966 Practical Data Processing - Elementary

General observations

The examiners were pleased to note a high standard of work in this examination. The majority of candidates enter the new records correctly (unless confused by incorrect data in the tutor's file). Selection and deletion of records was another area of good performance.

Some candidates continue to fail through not reading the requirements of the tasks carefully enough eg deleting the wrong record or carrying out selection/searches on the original files instead of the amended and updated files.



Areas of good performance

Candidates were generally well prepared. At this level, data entry was accurate, amendments were made correctly and selections were usually carried out correctly.

Areas for development

Some areas were noted as being those where candidates would benefit from the following suggestions:

- when entering new data, candidates should check that the format of the new records matches that of the existing data eg capitals, title case, spacing
- columns should be widened so that data is fully displayed
- when amending records the original specified record must be amended and not deleted and then a new record entered
- no new fields should be added to the original database structure
- selection of records is dependent on correct data entry so care must be taken to proofread amended and new data.

Recommendations

Candidates should be given plenty of practice in working through example materials before attempting the examination.

Candidates need to read carefully through the whole paper before commencing the examination and complete the tasks in the order given.

- Unless specified otherwise, all printouts should be in table format with field headings. Report format embodying the table is also acceptable.
- Usually only two printouts are required, the fully amended data printout of all the records (deletion, amendments) and the selected records printout.
- The original database records should not be entered by the candidate. The original database should be supplied by the tutor for use by each candidate.

Tips

- Printouts should be in table format with field headings displayed, on one side of A4 paper, not as individual records on several pages.
- Print in landscape orientation if all the fields will not fit on one portrait page.
- Make sure that all data is fully displayed in each column.
- Highlight the number of printouts required so that you print the required number.

Additional comments

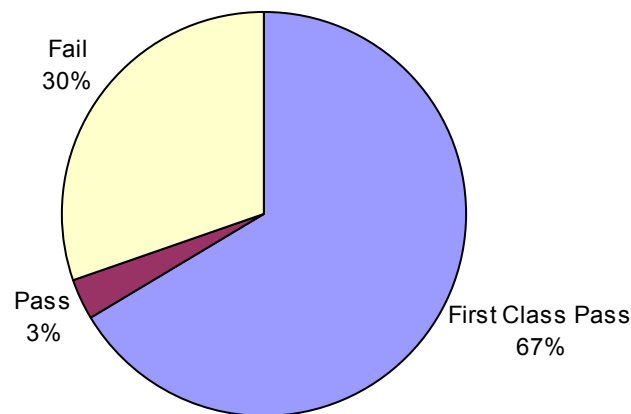
Tutors must enter data exactly as specified and then proofread their printout to avoid any disadvantage to candidates. The tutor data entry printout **must** be returned with each batch of candidates' scripts.

8966 Practical Data Processing - Intermediate

General observations

The examiners were pleased to note a high standard of work in this examination. The majority of candidates enter the new records correctly. Selection and amendment of records was another area of good performance.

Some candidates continue to fail through not reading the requirements of the tasks carefully enough eg using incorrect criteria for selection/searches or selecting an incorrect number of fields for a selection/search.



Areas of good performance

Most candidates are well prepared for this examination and examiners again reported an overall high quality of work. Most candidates at this level are able to carry out the creation of database files, entry of data and amendment of records with a high degree of accuracy.

Areas for development

Where candidates failed, it was often due to one or more of the following:

- using a currency symbol in the data where it is given in the field heading
- correct selection of records but printout contains incorrect fields or number of fields
- use of one criteria for selection where two criteria or more are required
- sorting done incorrectly or on an incorrect field
- Inclusion of an extra field such as an ID field on a selection printout.

Recommendations

- Remember to submit a printout of the original data input. Amendments are not usually required on the first printout.
- Highlight the number of printouts required and print out that number.
- Do not add a primary key as this affects the order in which the records are presented.

Tips

- Use short but informative field names or use the field names given eg on record cards.
- Use a currency symbol in the field name but not in the data or use a currency symbol in the data but not in the field name. A currency symbol should not be used in both the field name and the data.
- When selecting records make sure that the correct fields are output.
- When selecting records check the instruction to make sure that all criteria specified are used for the selection.
- Make sure the correct number of printouts is produced.
- Make sure that all data is fully displayed in each column.
- Printouts should be in table format with field headings displayed, on one side of A4 paper, not as individual records on several pages.
- Print in landscape orientation if all the fields will not fit on one portrait page.
- Check that records are sorted on the correct field and in the correct order (ascending or descending) as requested.