

**CAMBRIDGE**  
INTERNATIONAL EXAMINATIONS

**November 2003**

**GCE A/AS LEVEL**

**MARK SCHEME**

**MAXIMUM MARK: 60**

**SYLLABUS/COMPONENT: 9691/02**

**COMPUTING  
Practical Tasks**



UNIVERSITY of CAMBRIDGE  
Local Examinations Syndicate

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<b>Page 1</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A/AS LEVEL – NOV 2003</b>	<b>9691</b>	<b>2</b>

### Practical Tasks Assessment Form

<b>Centre Number</b>		<b>Centre Name</b>	
<b>Candidate Number</b>		<b>Candidate Name</b>	

The mark points indicated on the mark scheme are listed below. Indicate with a tick where each mark has been awarded.

<b>Question 1 (a)</b>		✓
<b>Maximum 8 marks</b>		
	Data capture form to include:	
	- name	
	- membership number	
	- age/date of birth	
	- gender (tick box or similar)	
	- type of membership (tick box or similar)	
	- travel distance (choice of answers)	
	- frequency of visits	
	Scale for:	
	- the quality of the sports facilities at the club	
	- the quality of the social facilities at the club	
	- the sports training classes that are offered	
	- value for money of the club	
	(radio buttons perfectly acceptable)	
	- suggestion box	
	<b>Sub-Total 1 (a)</b>	
<b>Question 1 (b) (i)</b>		
<b>Maximum 5 marks</b>		
	Data source includes:	
	- title, forename, surname fields	
	- 3 address fields	
	- membership number field	
	- membership type field	
	- membership renewal date field	
	- all 4 types of membership included	
	<b>Sub-Total 1 (b) (i)</b>	
<b>Question 1 (b) (ii)</b>		
<b>Maximum 6 marks</b>		
	Standard letter to include:	
	- club logo	
	- address of club	
	- date of letter	
	- member's address in correct position	
	- suitable font size (letter fits on single sheet of paper)	
	- personalised letter	
	- table of fees	
	- return slip	
	<b>Sub-Total 1 (b) (ii)</b>	

<b>Page 2</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A/AS LEVEL – NOV 2003</b>	<b>9691</b>	<b>2</b>

<b>Question 1 (c)</b>		
<b>Maximum 6 marks</b>		
	User guide to include instructions for:	
	- starting mail merge	
	- producing data source	
	- producing standard letter	
	- shutting down the system	
	User guide includes:	
	- troubleshooting guide	
	- example data source input screen	
	- example standard letter	
	- example output letter	
	<b>Sub-Total 1 (c)</b>	
<b>Question 2 (a)</b>		
<b>Maximum 9 marks</b>		
	Diagram to include:	
	- at least three levels	
	- sequence of actions which will work	
	- top layer has a title	
	- initialise	
	- input data	
	- total data	
	- calculate mean	
	- checks minimum	
	- checks maximum	
	- output mean, maximum, minimum	
	<b>Sub-Total 2 (a)</b>	
<b>Question 2 (b)</b>		
<b>Maximum 9 marks</b>		
	Algorithm to include:	
	- initialise the total (= 0 or first value)	
	- initialise the maximum (= very small or first value)	
	- initialise the minimum (= very large or first value)	
	For each value:	
	- add to total	
	- compare with maximum	
	- change maximum if necessary	
	- compare with minimum	
	- change minimum if necessary	
	- divide total by 9	
	- output results	
	<b>Sub-Total 2 (b)</b>	
<b>Question 2 (c)</b>		
<b>Maximum 3 marks</b>		
	Algorithm to include:	
	- rogue value in input list	
	- counter is initialised	
	- increment counter	
	- divide total by counter	
	<b>Sub-Total 2 (c)</b>	

<b>Page 3</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A/AS LEVEL – NOV 2003</b>	<b>9691</b>	<b>2</b>

<b>Question 3 (a) (i)</b>		
<b>Maximum 4 marks</b>		
	Template:	
	- all cells are labelled, e.g. name, date, etc.	
	function/formulae:	
	- number of days hired	
	- cost per day	
	- total cost	
	- date	
	<b>Sub-Total 3 (a) (i)</b>	
<b>Question 3 (a) (ii)</b>		
<b>Maximum 1 mark</b>		
	Printout	
	<b>Sub-Total 3 (a) (ii)</b>	
<b>Question 3 (b)</b>		
<b>Maximum 9 marks</b>		
	Screenshots of validation checks	
	For title:	
	- existence check	
	- suitable test data and error message	
	For invoice number:	
	- format check (not range check)	
	- suitable test data and error message	
	For type of car:	
	- existence check	
	- suitable test data and error message	
	For date of hire:	
	- valid date	
	- suitable test data and error message	
	For date of return:	
	- valid date	
	- suitable test data and error message	
	- date is after date of hire	
	- suitable test data and error message	
	<b>Sub-Total 3 (b)</b>	
	<b>Total (max 60)</b>	