

Information Technology Level 3

General Comments

This was a demanding test with quite a range of performance with some aspects proving quite challenging. The focus of the paper was on a database and query with word processing skills including the ability to import and position a graphic. The number of entries was similar to the January series last year and the percentage pass rate was comparable..

Task A

The majority of the candidates successfully imported the data although there are still candidates who lose a mark for the incorrect naming of the file. Candidates were able to set the primary key and data types including the logical fields. A few had some difficulty in fully displaying the table design .

Candidates still have difficulty in producing a report with the required number of records. Whilst the majority of candidates produced a report of some sort, many candidates did not have the correct records. Many had clearly not produced a query according to the required criteria with the result that the report contained either too many or too few records. Not all had selected the correct fields. The ability to group and sort is improving although it continues to be an issue for a few.

Task B

Almost all candidates attempted this task demonstrating the ability to import the data correctly and to format as required although some lost marks for not justifying the text correctly. Most were able to replace the specified items of text. A few found it difficult to centre the heading as specified. On the whole candidates successfully imported and positioned the graphic although a small number did not resize and maintain the ratio. The majority of candidates experienced great difficulty in centring the timetable at the end of the newsletter as directed; it is clear that few candidates are familiar with the use of decimal tabs.

The majority of candidates were able to set up a new folder with the appropriate files although one or two lost marks because they did not name the folder correctly.

Task C

Some candidates continue to lose marks because their files do not clearly demonstrate the use of the appropriate software. Candidates are reminded that if a list of filenames is produced then the extensions need to be included.

Centres are reminded that, during an exam, candidates **should not have access to other files.**

Recommendations to centres

Ensure that candidates are able to set all data types

Candidates need further practice setting up a query correctly so that the correct records are selected when producing a report

Candidates should be familiar with grouping and sorting

Candidates should be able to find and replace set items of text

The alignment of text continues to be an area that needs attention

More practice is required in centring particularly in the use of decimal tabs

Care needs to be taken in the importation and manipulation of graphics

Impress upon candidates the need to follow the test instructions carefully and accurately

Centres **must** ensure that candidates have fully covered the criteria set out in the Key Skill test specifications which can be found on the QCA website.

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