

January Test Series 2007

Chief Examiner's Report

Information & Communication Technology

Level 3

General Comments

Some centres presented candidates for this series who were unprepared for the test. Other centres presented candidates who had been well prepared to undertake all the tasks within the paper. The focus of the paper was on a database and query followed by word processing skills, the ability to set tabs and mail merge.

Task A

The majority of candidates completed the tasks of importing the data and presenting the design of the table. However, in a number of cases the wrong dataset was used in a number of Centres. Many failed to produce any evidence of a database report, resulting in the loss of 25% of the total marks. The candidates who did present the evidence performed the task well, losing minimal marks, mainly for failing to display data in full.

The validation rule caused a few problems with some candidates unable to employ the correct operands.

Task B

With a few exceptions, the majority of candidates were able to import the data correctly. The task was performed well by most candidates, with marks lost mainly for failing to set the tables correctly or spacing errors in the merge fields. A few candidates failed to printout a copy of the unmerged letter which impacted on the marks for the printout of the merged letters.

The majority of the candidates were able to produce a printout of the selected letters required.

Almost all were able to set up a new folder and renamed file.

Task C

Almost all candidates produced a screen print illustrating files used; some lost a mark as they had saved the files as text documents. **Centres are reminded again that candidates should not have access to other files during a test.**

Recommendations to centres

The setting of validation rules needs further practice

Candidates need to be able to produce a query using specified criteria

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

A number of candidates are still being entered for the test who have obviously not covered part A of the standards and are therefore not ready to perform level 3 tasks

Secure scripts appropriately, as they sometimes fall apart

Centres should be discouraged from including the test papers with the scripts, as the parcels are twice as heavy and costly for postage.

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