OCR AS ICT

Frequently Asked Questions

OCR AS ICT G062 June 2015 (version 3)

General

You **must not** give, either individually or as a group, any assistance, verbal or written, in the carrying out of the tasks or evidence to produce.

1. I don't think the software available within my centre will enable me to successfully complete all elements of a particular task. What should I do?

- Either consider purchasing software that will enable this (budget permitting) or investigate a number of widely available open source or freeware products that are available. Try this link: http://en.wikipedia.org/wiki/List_of_free_and_open_source_software_packages

2. Is any additional guidance available?

- Yes. There is a document called 'Guidance for Teachers' that is available for download from OCR Interchange. It contains details regarding what is meant by certain terms such as annotated evidence and the general standard expected for items such as test plans or user guides.

Task 1

3. Does the house style given at the start of task 1 need to apply to all forms and reports?

- The house style requirement will only be assessed in the section of the task for which it is required.

4. Can candidates use any images for products in 1(b)(ii)?

- Product images are supplied in the data files.

5. The new orders form only shows space for two products. Will there be only two products listed in 1(g)?

- No, there could be more than two products present.

6. In relation to 1(c) Fig. 1.1 why is there a drop-down list for customer ID in the suggested form layout?

- The drop-down list selects a customer by their customer ID. However, there is no requirement for the order line details to update when a different customer ID is selected. Navigation through orders should be via the customised navigation buttons.

Task 2

7. Do candidates have to print the row and column headings?

- Yes. Marks cannot be awarded without row/column headings. They are required so that formulae can be cross-referenced with values to check that the solution is correct.

8. Does the scroll bar used on the FIT calculator need to be of a specific kind?

- The scroll bar can be any kind of scrollable formatting.

9. Should the sentence below 2(a)(iv) be included within the seven mark tariff?

- Yes. As part of the seven mark tariff candidates will be expected to produce annotated evidence to explain how all of the requirements of their calculations were met. Explanations will need to identify how the different parameters are used to generate the FIT rate. The mark scheme when issued to centres will reflect these assessment requirements.

10. In 2(b)(i) and (ii) do the last two date ranges overlap?

- There is an overlap that does exist in the last two date ranges. This may mean that students cannot achieve a fully working solution. This is an anomaly in the data file but we would instruct teachers to inform candidates that they (the candidate) should pick one of the two possible prices for the overlap date and use that price. Their marks won't be affected by the choice of price that they make. When the mark scheme is released to centres appropriate guidance will be provided to centres so no candidates are disadvantaged over this issue.

  It is worth highlighting that if candidates wish to progress to a fully working solution to allow for a variety of data, they may be able to use the last date range as 01/04/2013 instead of 01/02/2013. Candidates do not need to change the data file as this new data will not affect the outcomes/results as required for task completion.

11. Does the worksheet referred to in 2(c) need to be a specific worksheet?

- Candidates can use any worksheet to demonstrate cell and worksheet protection.

12. How many tests will be marked in 2(d)?

- Only the first three tests documented will be marked. If there are more than three tests the fourth and subsequent will not be marked.

Task 3

13. Does the design specification just need to cover the website as a whole?

- Yes, it should be a design specification for the website as a whole and not for each individual page.

14. For 3(b)(i) do I need to print any code for this section?

- No, this section of the task asks for printed evidence of the webpages. The printed evidence required is screen shots of each webpage and does not include code. If code is required for a website, annotated evidence will be requested.

15. For 3(c) this postcode does not exist?

- The postcode does not point towards a particular building or organisation. It does point towards a general area and this is what candidates are expected to demonstrate.

16. Can validation be used as a different test in 3(e)?

- No, validation has been used in the example so it cannot be used as the basis for a further test.

17. How many tests will be marked in 3(e)?

- Only the first three tests documented will be marked. If there are more than three tests the fourth and subsequent will not be marked.

Useful Spreadsheet Skills

Cells

- Formatting (alignment, wrapping, data type)
- Conditional formatting
- Naming cells
- Relative and absolute references
- Validation

Specialised functions

- Lookup functions – HLOOKUP, VLOOKUP, LOOKUP, INDEX, MATCH
- Rounding functions – ROUND, INT, CEILING
- Logical functions – IF, nested IF, AND, OR
- Financial Functions – PMT, PPMT, NPER, PV

Worksheets

- Naming
- Linking

Customised interface controls

- Drop down combo box / list box
- Check box
- Spinner / Scroll bars
- Buttons

Macros

- Attaching a macro to a control or button

Useful Database Skills

Tables

- Primary key identification and assignment
- Field data types
- Field validation (rules and input masks)
- Importing data from another data source

Relationships

- Creating a foreign key
- Referential integrity

Form design

- Simple form based upon one table
- Customising e.g. removing the default navigation bar and adding buttons
- Discussion of bound controls (linked to the underlying table) and unbound controls that can
- be created to include expressions
- Sub-forms to show data from a 1:M relationship or the results from a query

Queries

- Simple parameter
- Complex parameter
- Parameters taken from form values
- Query joins (Left and Right Join)
- Cross-tab query
- Actions queries (Update, Make Table, Append, Delete)

Reports

- Basing a report on a query
- Adding calculations to reports e.g. totals
- Grouping levels and pagination by grouping level

Calculations and Macros

- Writing expressions to perform calculations

  o Domain aggregate functions e.g. DSUM, DCOUNT, DMAX to extract results from queries
  o DateDiff, DateAdd, Now()
  o IIF and nested IIF

- Creating sequences of instructions for more complex processing e.g. creating a macro to run an archive routine