# Model Assignment

# Updated November 2009

OCR Level 2 Nationals in ICT

Unit 7: Databases – design and use

**Please note:**

**This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow candidates to meet all the assessment objectives and provide sufficient opportunity for candidates to demonstrate achievement across the full range of grades.**

**The scheme codes for these qualifications are:**

OCR Level 2 National First Award in ICT        06324

OCR Level 2 National Award in ICT        06325

OCR Level 2 National First Certificate in ICT    06299

OCR Level 2 National Certificate in ICT        06276

**The QCA Accreditation Number for this unit is:**

Unit 7: Databases – design and use        D/500/2227

This OCR model assignment remains live for the life of these qualifications.

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# Model Assignment: Tutor Information

OCR Level 2 Nationals in ICT

Unit 7: Databases – design and use

# Guidance For Centres

**1    General**

1.1    OCR model assignments are issued free to centres on approval and are available to download from our website www.ocr.org.uk.

1.2    Centres may choose to:
- use OCR model assignments for formal summative assessment of candidates
- tailor OCR model assignments for formal summative assessment of candidates
- use OCR model assignments as a benchmark for devising their own assignment.

1.3    This assignment has been designed to meet the full assessment requirements of the unit.  Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit.

**2    Before carrying out the assignment**

2.1    Candidates should be provided with a copy of the *Candidate Information* section of this assignment.

2.2    Candidates may carry out preparations prior to undertaking the tasks; there is no time limit for this.

**3    When completing the assignment**

3.1    Candidates should be allowed sufficient time to complete all of the tasks  However, this may vary depending on the nature of the tasks and the ability of individual candidates. It is suggested that evidence is produced in several sessions.

3.2    Each candidate must produce individual and authentic evidence for each task within the assignment.

3.3    Centre staff may give support and guidance to candidates.  This support and guidance should focus on checking that candidates understand what is expected of them.  It is not acceptable for tutors to provide model answers or to work through answers in detail.

3.4    Candidates may use information from any relevant source to help them with producing evidence for the tasks.

3.5    It is acknowledged that candidates in their responses may refer to situations in the scenario but as the scenario is fictitious this does not break any rules of confidentiality. However, candidates must be guided on the use of information from other sources to ensure that confidentiality is maintained at all times.

## 4 After completing the assignment

4.1 Candidates' evidence is assessed by the centre's assessor against the qualification specification contained in the Centre Handbook. When grading candidates' work centres **must** use the grading descriptors in the unit. For further information about assessment please refer to the section on Assessment and Moderation in the Centre Handbook.

4.2 Assessors' decisions should be quality assured across the centre through internal moderation. For further information about internal moderation please refer to the section on Assessment and Moderation in the Centre Handbook.

## 5 Presentation of work

5.1 Candidates may use the *Candidate Checklist* provided to ensure that they submit evidence for ALL tasks. They can do this by using the *Candidate Checklist* as a contents page inserting references/page numbers in the boxes provided.

5.2 Centres may wish to discourage candidates from excessive use of plastic wallets for presentation of their evidence as this may hinder the assessment process. Instead centres may wish to encourage candidates to present their work so that it is easily accessible, eg spiral bound, stapled booklet, treasury tag.

## 6 Acceptable evidence

6.1 For guidance on generation and collection of evidence please refer to the section on Assessment and Moderation in the Centre Handbook.

## 7 Reworking the assignment

7.1 If candidates do not meet the minimum PASS requirements for the assessment objectives, further work will be required.

7.2 Tutors may give feedback to candidates to support and guide them in producing evidence to the required standard.

# Notes For Tutors

## Introduction to the Tasks

**Candidates will need to use relational database software for this project.**

The tasks have been designed to enable candidates to develop knowledge, understanding and skills to enable them to create and use a relational database.   The tasks have been designed so that all of the assessment objectives in Unit 7 are addressed.

**This model assignment must be used in conjunction with the unit specifications and the grading grids.**

Evidence can also be provided in an electronic format – eg the switchboard of the database can be viewed electronically by the Visiting Moderator.

Candidates have been provided with a list of current DVDs that are available for rent and a list of customers.

**DVD Stock**

| DVD Name | Category | Date Released | Cost | Running Time |
|---|---|---|---|---|
| Electric Dreams | Comedy | 12/03/2002 | 3.99 | 96 |
| Nanny McPhee | Children's | 13/02/2006 | 3.99 | 94 |
| The Jungle Book | Children's | 07/08/2006 | 3.99 | Unknown |
| Laurel and Hardy Collection | Comedy | 10/11/2003 | 3.99 | 82 |
| Will and Grace | Comedy | 07/08/2006 | 3.99 | Unknown |
| Father Ted | Comedy | 18/11/2002 | 3.99 | Unknown |
| Simpsons - Season 2 | Television | 08/07/2002 | 3.99 | 202 |
| Red Dwarf | Television | 10/02/2003 | 3.99 | Unknown |
| The Omen | Horror/Thriller | 01/01/2006 | 3.99 | 94 |
| Cube | Horror | 17/01/2000 | 3.99 | Unknown |
| The Birds | Horror | 21/04/2003 | 3.99 | Unknown |
| King Kong | Action | 10/04/2006 | 3.99 | 179 |
| Brokeback Mountain | Action | 17/04/2006 | 3.99 | 134 |
| Chronicles of Narnia | Action/Children's | 03/04/2006 | 3.99 | 137 |
| Wallace And Gromit - The Curse Of The Were-Rabbit | Children's/Comedy | 20/02/2006 | 3.99 | 81 |
| Harry Potter And The Goblet Of Fire | Children's | 20/03/2006 | 3.99 | 150 |
| Pride & Prejudice | Drama | 06/02/2006 | 3.99 | 121 |
| The Brothers Grimm | Action | 13/03/2006 | 3.99 | 114 |
| Just Like Heaven | Comedy/Romance | 08/05/2005 | 3.99 | 91 |
| Batman Begins | Action/Thriller | 21/03/2006 | 3.99 | 140 |

**Customer Details**

| Name | Address | | | Postcode | Date Joined | Ref Number | Date Out | Date Returned |
|---|---|---|---|---|---|---|---|---|
| J Bloggs | 1 Finchale Avenue | Durham | | DH1 5NT | 12/01/2006 | DVD101 | 12/01/2006 | 19/01/06 |
| A Smith | 45 The Parks | Leeds | | LS1 3BQ | 12/01/2006 | DVD102 | 16/01/2006 | 18/01/06 |
| C Hogg | 31 Haystings Close | York | | YO4 2TT | 13/01/2006 | DVD103 | 20/01/2006 | 25/01/06 |
| B Hall | 4 Richmond Close | Durham | | DH2 1QQ | 15/01/2006 | DVD104 | 24/01/2006 | |
| K Edmondson | 44 The Links | Leeds | | LS2 4BN | 28/01/2006 | DVD105 | 28/01/2006 | 03/02/06 |
| K Harris | Dene View | Durham | | DH1 3PZ | 01/02/2006 | DVD106 | 01/02/2006 | 03/02/06 |
| A Chisholm | 121a Richmond Court | Leeds | | LS1 2QQ | 05/02/2006 | DVD107 | 05/02/2006 | 10/02/06 |
| B Singh | 66 The Bronx | Garforth | Leeds | LS2 4BN | 05/02/2006 | DVD108 | 09/02/2006 | 15/02/06 |
| A Clarkson | 67 Canal Street | Newton Hall | Durham | DH1 2BB | 13/02/2006 | DVD109 | 13/02/2006 | 20/02/06 |
| J Booth | 99 Mill Way | Belmont | York | YO3 2QT | 17/02/2006 | DVD110 | 17/02/2006 | 20/02/06 |
| M Bond | 1 The Croft | Durham | | DH5 9NN | 21/02/2006 | DVD111 | 21/02/2006 | 25/02/06 |
| C Smithson | 4 Mill Lane | Durham | | DH9 5QT | 21/02/2006 | DVD112 | 28/02/2006 | 03/03/06 |
| T Parks | 43 Haydon Bridge Road | Garforth | Leeds | LS41 8RQ | 28/01/2006 | DVD113 | 29/01/2006 | 02/02/06 |
| A Tindale | 3 Elvet Bridge | Newton Hall | Durham | DH1 3PZ | 02/02/2006 | DVD114 | 02/02/2006 | 05/02/06 |
| T Jones | 14 Market Place | Newton Hall | Durham | DH1 4NQ | 06/02/2000 | DVD115 | 06/02/2006 | 12/02/06 |
| P Jolly | 13 Howling Lane | Chester le Street | Durham | DH2 3PB | 10/02/2006 | DVD116 | 10/02/2006 | |
| C Beaumont | 42 Cathedral View | Belmont | Durham | DH1 2FR | 10/02/2006 | DVD117 | | |
| T Manson | 43 Hylton Road | Belmont | Durham | DH1 2PT | 05/03/2006 | DVD118 | 05/03/2006 | |
| H Marley | 21 Garforth Road | Durham | | DH5 8QN | 09/03/2006 | DVD119 | 09/03/2006 | 15/03/06 |
| K Bates | 21 York Road | Leeds | | LS1 8NB | 09/03/2006 | DVD120 | 13/03/2006 | |

An example of how the related database tables could be created is shown below:

Table 1:     DVD Stock
Table 2:     Customer Details
Table 3:     Rentals (created from a lookup table) – based on tables 1 and 2 where the customer details are retrieved from the Customer Details table and are then related to the DVD Stock table showing the DVDs which have been or are currently on loan.

# The Tasks

## Task 1:   Design a relational database to meet the needs of an organisation

Assessment Objective 1 is assessed in this task.

The scenario for DVD Rentals will allow the candidates to design a functioning relational database. When designing the database, candidates must identify the user requirements, which are outlined in the scenario.

The plan for the database will need to show an outline of the database and each of the tables which are to be created. A minimum of three tables will be created and the relationships between the tables will need to be shown on the design plan. The design plan will need to show the structure of each table including:

a) primary keys
b) field names
c) field types
d) field lengths
e) relationships.

Candidates will also need to design at least one form template this should include basic layout details (eg title, page numbers, fields, background colour). The form could be for entering new customer details into the database.

To achieve a Merit grade the design will also include combo boxes, validation rules and forms for each table. Distinction grade candidates will include combo boxes, validation rules, at least one input mask and custom forms for each table in their design plan.

*(The design plan can be drawn graphically by hand or by using word-processing or DTP or specialist software such as Microsoft Visio with hand written or word processed annotations)*


## Task 2: Construct the database according to the design

Assessment Objective 2 is assessed in this task.

Candidates will need to use the plan that they have drawn up in task 1, and the data provided in the scenario, to build a functional relational database which includes a **minimum of 20 records in each of the three tables**. The created database must include the field names, types and relationships highlighted in the design plan.

Candidates could create a form to help with the input of DVDs into stock or for entering the customer details (but this will be dependent on their plan).

To achieve the higher grades candidates will include more than one form and for a Distinction the created forms will be customised and there will be at least one form per table for data entry.


## Task 3: Interrogate the database

Assessment Objective 3 is assessed in this task.

Candidates are required to open one of their tables and sort the data in one of the fields. The candidates will open the DVD Stock table and sort the table into ascending or descending order on one of the fields.

For Pass level, candidates must then carry out more than one query using simple and multiple criteria. Candidates must annotate the queries to describe the purpose of each query.

Merit level candidates will also need to sort another query on at least two fields. Using the queries above, the second query could be sorted on at least two fields. Candidates must annotate the queries to explain the purpose of each query.

Distinction level candidates will also need to carry out one further complex query. Candidates should fully justify the range of queries used.

## Task 4:   Create reports

Assessment Objective 4 is assessed in this task.

Using the database tables and queries the candidates have created they will now produce at least one report.

Pass level candidates will need to create at least one report for each query/sort created in task 3. A range of standard report templates will be used.

Merit level candidates will need to create at least one custom report and Distinction level candidates will need to use a range of different custom reports.

## Task 5:   Create a user interface

Assessment Objectives 5 is assessed in this task.

Using the database tables, queries and forms that have been created in tasks 2-4, candidates will now need to create a user interface.  The user interface will allow users to access the main areas of the database eg forms, queries and reports.

The user interface could take the form of a switchboard or customised form making use of a range of macros.

## Task 6:   Test the database

Assessment Objective 6 is assessed in this task.

Now that the database has been created, candidates must provide evidence that some of the elements in the database have been tested.

The test plan can be word processed or handwritten.  Candidates do not need to include screen shots of the testing that has taken place, however they must provide evidence of some testing of the database against the test plan and they must make necessary changes to improve the functionality of the database (if any occurred).  If the database is fully functioning then this will be evidenced on the test plan only.

If the candidates have found problems with their database then they must make improvements to the functionality of their database **if** issues are identified through the tests carried out.  This will be evidenced on the test plan.

Merit level candidates will provide evidence of testing most of the main areas of the database. Distinction level candidates will provide evidence of testing all the main areas of the database.

CANDIDATE NAME:

# General Information for Candidates

*Q     Do I have to pass this assignment?*

A     Yes.  You must pass this assignment to achieve the full qualification.


*Q     What help will I get?*

A     Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

*Q     What if I don't understand something?*

A     It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in.  If you are not sure, check with your tutor.

*Q     Can I copy other people's work?*

A     No.  The work that you produce must be your own work.  You should never copy the work of other candidates or allow others to copy your work.  Any information that you use from other sources, eg books, newspapers, professional journals, the internet, must be clearly identified and not presented as your own work.

*Q     Can I work in a group?*

A     Yes.  However, if you work in a group at any stage you must still produce work that shows your individual contribution.

*Q     How should I present my work?*

A     You can present your work in a variety of ways, eg handwritten, word processed, on video. However, what you choose should be appropriate to the task(s).  For some work, eg presentations, coaching sessions, role-play, work experience, you will need to provide proof that you completed the task(s).  A witness statement or observation sheet could be used for this.  If you are unsure, check with your tutor.

*Q     When I have finished, what do I need to hand in?*

A     You need to hand in the work that you have completed for each task.  Do not include any draft work or handouts unless these are asked for.  When you hand in your work make sure that it is labelled, titled and in the correct order for assessing.

*Q     How will my work be assessed?*

A     Your work will be marked by an assessor in your centre.   The assessor will mark the work using the assessment objectives and grade descriptors in the qualification specification.

# Scenario

## DVD Rentals

You have been employed as an ICT Consultant for DVD Rentals, a business which rents DVDs via the internet. Customers login to the website, place their order and then the rentals are sent out within 24 hours by post. The DVDs are available to hire for up to 14 days and are then posted back.

You will assist DVD Rentals by creating a database solution for storing DVD stock and customer details electronically. Currently customer data is held in a paper-based system but it is becoming difficult to manage as the business is expanding. The owner has provided you with a list of the current DVDs and customer details (on the following page).

The owner would like the database to be easy to use as he has basic database skills and needs to be able to run simple queries quickly. He has asked you to create data entry forms to add details of newly received DVDs and to add records of new customers. A user interface which allows quick access to the forms, queries and reports is also required.

After you have produced the database you will need to interrogate it and create a number of queries and reports and show examples of data sorted on various fields. The database also needs to be tested to ensure that it works effectively.

You have been provided with a list of DVDs and customer details which should be used in the database. It is up to you how the database is created, the fields used and the data in each field.

**DVD Stock**

| DVD Name | Category | Date Released | Cost | Running Time |
|---|---|---|---|---|
| Electric Dreams | Comedy | 12/03/2002 | 3.99 | 96 |
| Nanny McPhee | Children's | 13/02/2006 | 3.99 | 94 |
| The Jungle Book | Children's | 07/08/2006 | 3.99 | Unknown |
| Laurel and Hardy Collection | Comedy | 10/11/2003 | 3.99 | 82 |
| Will and Grace | Comedy | 07/08/2006 | 3.99 | Unknown |
| Father Ted | Comedy | 18/11/2002 | 3.99 | Unknown |
| Simpsons - Season 2 | Television | 08/07/2002 | 3.99 | 202 |
| Red Dwarf | Television | 10/02/2003 | 3.99 | Unknown |
| The Omen | Horror/Thriller | 01/01/2006 | 3.99 | 94 |
| Cube | Horror | 17/01/2000 | 3.99 | Unknown |
| The Birds | Horror | 21/04/2003 | 3.99 | Unknown |
| King Kong | Action | 10/04/2006 | 3.99 | 179 |
| Brokeback Mountain | Action | 17/04/2006 | 3.99 | 134 |
| Chronicles of Narnia | Action/Children's | 03/04/2006 | 3.99 | 137 |
| Wallace And Gromit - The Curse Of The Were-Rabbit | Children's/Comedy | 20/02/2006 | 3.99 | 81 |
| Harry Potter And The Goblet Of Fire | Children's | 20/03/2006 | 3.99 | 150 |
| Pride & Prejudice | Drama | 06/02/2006 | 3.99 | 121 |
| The Brothers Grimm | Action | 13/03/2006 | 3.99 | 114 |
| Just Like Heaven | Comedy | 08/05/2005 | 3.99 | 91 |
| Batman Begins | Action | 21/03/2006 | 3.99 | 140 |

**Customer Details**

| Name | Address | | | Postcode | Date Joined | Ref Number | Date Out | Date Returned |
|---|---|---|---|---|---|---|---|---|
| J Bloggs | 1 Finchale Avenue | | Durham | DH1 5NT | 12/01/2006 | DVD101 | 12/01/2006 | 19/01/06 |
| A Smith | 45 The Parks | | Leeds | LS1 3BQ | 12/01/2006 | DVD102 | 16/01/2006 | 18/01/06 |
| C Hogg | 31 Haystings Close | | York | YO4 2TT | 13/01/2006 | DVD103 | 20/01/2006 | 25/01/06 |
| B Hall | 4 Richmond Close | | Durham | DH2 1QQ | 15/01/2006 | DVD104 | 24/01/2006 | |
| K Edmondson | 44 The Links | | Leeds | LS2 4BN | 28/01/2006 | DVD105 | 28/01/2006 | 03/02/06 |
| K Harris | Dene View | | Durham | DH1 3PZ | 01/02/2006 | DVD106 | 01/02/2006 | 03/02/06 |
| A Chisholm | 121a Richmond Court | | Leeds | LS1 2QQ | 05/02/2006 | DVD107 | 05/02/2006 | 10/02/06 |
| B Singh | 66 The Bronx | Garforth | Leeds | LS2 4BN | 05/02/2006 | DVD108 | 09/02/2006 | 15/02/06 |
| A Clarkson | 67 Canal Street | Newton Hall | Durham | DH1 2BB | 13/02/2006 | DVD109 | 13/02/2006 | 20/02/06 |
| J Booth | 99 Mill Way | Belmont | York | YO3 2QT | 17/02/2006 | DVD110 | 17/02/2006 | 20/02/06 |
| M Bond | 1 The Croft | | Durham | DH5 9NN | 21/02/2006 | DVD111 | 21/02/2006 | 25/02/06 |
| C Smithson | 4 Mill Lane | | Durham | DH9 5QT | 21/02/2006 | DVD112 | 28/02/2006 | 03/03/06 |
| T Parks | 43 Haydon Bridge Road | Garforth | Leeds | LS41 8RQ | 28/01/2006 | DVD113 | 29/01/2006 | 02/02/06 |
| A Tindale | 3 Elvet Bridge | Newton Hall | Durham | DH1 3PZ | 02/02/2006 | DVD114 | 02/02/2006 | 05/02/06 |
| T Jones | 14 Market Place | Newton Hall | Durham | DH1 4NQ | 06/02/2000 | DVD115 | 06/02/2006 | 12/02/06 |
| P Jolly | 13 Howling Lane | Chester le Street | Durham | DH2 3PB | 10/02/2006 | DVD116 | 10/02/2006 | |
| C Beaumont | 42 Cathedral View | Belmont | Durham | DH1 2FR | 10/02/2006 | DVD117 | | |
| T Manson | 43 Hylton Road | Belmont | Durham | DH1 2PT | 05/03/2006 | DVD118 | 05/03/2006 | |
| H Marley | 21 Garforth Road | | Durham | DH5 8QN | 09/03/2006 | DVD119 | 09/03/2006 | 15/03/06 |
| K Bates | 21 York Road | | Leeds | LS1 8NB | 09/03/2006 | DVD120 | 13/03/2006 | |

An example of how the related database tables could be created is shown below:

Table 1:   DVD Stock
Table 2:   Customer Details
Table 3:   Rentals (created from a lookup table) – based on tables 1 and 2 where the customer details are retrieved from the Customer Details table and are then related to the DVD Stock table showing the DVDs which have been or are currently on loan.

# Tasks

## Task 1:   Design a relational database to meet the needs of an organisation

Assessment Objective 1 is assessed in this task.

**A**      Using the scenario on page 12, produce a basic design of a relational database which includes at least 3 tables.  The design will include details of:

- user requirements (purpose and audience)
- table structure:
  a)      primary keys
  b)      field names
  c)      field types
  d)      field lengths
  e)      relationships.
- at least one form template.

To achieve a Merit grade the design will also include combo boxes, validation rules and forms for each of the tables created.

To achieve a Distinction grade the design will also include combo boxes, validation rules, at least one input mask and the forms for each table will be customised.

(*The design can be drawn graphically by hand or by using word-processing or DTP or specialist software such as Microsoft Visio*)

## Task 2:   Construct the database according to the design

Assessment Objective 2 is assessed in this task.

**A**      Using the plan that you have drawn up in task 1, and the data provided in the scenario, create a functional relational database which includes a **minimum of 20 records in each of the three tables**

**B**      Create a form to enter data into the database

To achieve the higher grades you will include more than one form and for a Distinction the forms will be customised and there will be at least one form per table.

- The first form could be created to facilitate the input of DVDs in stock.
- The second form could be created to facilitate creating and updating new customer records.

(*The evidence could be screenshots/full printouts of the three tables created and printouts of the forms created*)

## Task 3:  Interrogate the database

Assessment Objective 3 is assessed in this task.

**A**  Open the DVD Stock table and sort the table on one of the fields in either ascending or descending order

(*This must be evidenced as a full printout of the table showing the sorted data identifying the sort field and order*)

**B**  Carry out the following queries using simple and multiple criteria:

- create a new query showing the new customers who joined in one of the months eg March and display all the fields.
- create a new query and display fields from at least two tables.  Search for one category of  DVDs (eg Comedy) that  were issued on loan in January.

*(Evidence could be full printouts of the queries showing the data in full and screenshots of the queries in design view.  The printouts should be annotated to describe the purpose each of the queries produced)*

To achieve a Merit or Distinction you will also need to:

**C**  Sort the second query on at least two fields

**D**  Create a new query to display fields from at least two tables showing customer details and DVD details for new DVDs that were released in March and April and have a Running Time of over 2 hours (120 minutes)

*(Evidence could be full printouts of the queries showing the data in full and screenshots of the queries in design view.  The printouts should be annotated to describe the purpose each of the queries produced)*

To achieve a Distinction you will also need to carry out the following query:

**E**  Create a new query and display fields from at least two tables.  Search for those customers who have borrowed two different categories of DVD (eg comedy and children's DVD) and who borrowed them during a particular month. Sort the query on two of the fields

*(Evidence could be full printouts of the queries showing the data in full and screenshots of the queries in design view.  The printouts should be annotated to describe and justify each of the queries produced)*

## Task 4:   Create reports

Assessment Objective 4 is assessed in this task.

Using the database tables and queries you have created you will now create a number of reports:

**A**     Create at least one report for **each** query/sort created in task 3

To achieve a Pass you will need to use a range of standard report templates.  To achieve a Merit you will need to create at least one custom report.  To achieve a Distinction you will need to use a range of different custom reports.

*(Evidence could be full printouts of the reports.  Each report should be annotated clearly describing the custom reports used)*

## Task 5:   Create a user interface

Assessment Objective 5 is assessed in this task.

Using the database tables, queries and forms that you have created you are now required to create a user interface.

**A**     Create a user interface which will allow users access to the main areas of the database eg forms, queries and reports

The interface could take the form of a switchboard or customised form making use of a range of macros.

*(Evidence could be screenshots to show the design of the user interface and any macros created.  Alternatively the database can be made available electronically for assessment*)

## Task 6:   Test the database

Assessment Objective 6 is assessed in this task.

Now that the database has been created you need to provide evidence that you have tested some of the elements in the database.

**A**     Produce a test plan or checklist which includes the following checks:

- database meets original design brief
- forms
- queries
- reports
- validation (if appropriate).

You must provide evidence of some testing of the database against the test plan and make the necessary changes to improve the functionality of the database (if any occurred).

**B**     Make improvements to the functionality of their database **if** issues are identified through the tests carried out

To achieve a Merit you must provide evidence of testing most of the main areas of the database.  To achieve a Distinction you must provide evidence of testing all the main areas of the database.

*(Evidence could be annotations on the test plan/checklist including a written explanation showing the changes made*)

# Model Assignment: Candidate Checklist

CANDIDATE NAME:

| For task 1 (AO1) have you: | Completed (✓) |
|---|---|
| **A** Designed a relational database which includes details of:<br><br>User requirements<br><br>Table Structure:<br><br>• primary keys<br>• field names<br>• field types<br>• field lengths<br>• relationships.<br><br>At least one form template | |
| *Merit only* | |
| Designed the database to include combo boxes, validation rules and forms for each of the tables created | |
| *Distinction only* | |
| Designed the database to include combo boxes, validation rules, at least one input mask and customised forms for each of the tables created | |
| **Evidence provided (please ✓):** | Ref/Page no(s) |
| ❑ Graphic design plan of the database to be created | |
| ❑ or other (please give details) _____ | |

(continued overleaf)

| **For task 2 (AO2) have you:** | Completed (✔) |
|---|---|
| **A** Created a functional relational database which includes 20 records in each of the three tables | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Screenshots of the design view of the tables | |
| ❑ Printouts of the three tables created | |
| ❑ or other (please give details) _____ | |

| **For task 2 (AO2) have you:** | Completed (✔) |
|---|---|
| **B** Created a form to enter data into the database | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Printout of the form created | |
| ❑ or other (please give details) _____ | |

| *Merit level candidates* | |
|---|---|
| **For task 2 (AO2) have you:** | Completed (✔) |
| Created more than one form | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Printout of the forms created | |
| ❑ or other (please give details) _____ | |

| *Distinction level candidates* | |
|---|---|
| **For task 2 (AO2) have you:** | Completed (✔) |
| Created a customised form for each table | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Printout of the customised forms created | |
| ❑ or other (please give details) _____ | |

| For task 3 (AO3) have you: | Completed (✔) |
|---|---|
| **A**     Sorted the table on one field in ascending or descending order | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❏     Full printouts of the tables showing the sorted data | |
| ❏     or other (please give details) _____ | |

| For task 3 (AO3) have you: | Completed (✔) |
|---|---|
| **B**     Created two new queries | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❏     Full printouts of the tables showing the sorted data | |
| ❏     Full printouts of the queries | |
| ❏     Screenshots of the queries in design view | |
| ❏     Annotated screen shows describing/explaining/justifying the range of queries used | |
| ❏     or other (please give details) _____ | |

| *Merit and Distinction level candidates* | |
|---|---|
| **For task 3 (AO3) have you:** | Completed (✔) |
| **C**     Sorted the second query on at least two fields | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❏     Full printouts of the tables showing the sorted data | |
| ❏     Full printouts of the queries | |
| ❏     Screenshots of the queries in design view | |
| ❏     Annotated screen shows describing/explaining/justifying the range of queries used | |
| ❏     or other (please give details) _____ | |

| For task 3 (AO3) have you: | Completed (✔) |
|---|---|
| **D**      Created a query displaying from at least two tables searching for new DVD releases in March and April that are over 2 hours long | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑      Full printouts of the tables showing the sorted data | |
| ❑      Full printouts of the queries | |
| ❑      Screenshots of the queries in design view | |
| ❑      Annotated screen shows describing/explaining/justifying the range of queries used | |
| ❑      or other (please give details) _____ | |

| *Distinction level candidates* | |
|---|---|
| **For task 3 (AO3) have you:** | Completed (✔) |
| **E**      Created a new query using two tables for customers who have borrowed two different categories of DVD and who borrowed them during a particular month.  Sorted the query on two of the fields. | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑      Full printouts of the tables showing the sorted data | |
| ❑      Full printouts of the queries | |
| ❑      Screenshots of the queries in design view | |
| ❑      Annotated screen shows describing/explaining/justifying the range of queries used | |
| ❑      or other (please give details) _____ | |

| For task 4 (AO4) have you: | Completed (✔) |
|---|---|
| **A**      Created one report for each query/sort in task 3 using a range of standard report templates | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑      Full printouts of the reports | |
| ❑      Annotated printouts of the reports describing customisation | |

| *Merit level candidates* | |
|---|---|
| **For task 4 (AO4) have you:** | Completed (✔) |
| **A** Created reports for each of the queries/sorts in task 3 using at least one custom report | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Full printouts of the reports | |
| ❑ Annotated printouts of the reports describing customisation | |

| *Distinction level candidates* | |
|---|---|
| **For task 4 (AO4) have you:** | Completed (✔) |
| **A** Created reports for each of the queries/sorts in task 3 using a range of different custom reports | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Full printouts of the reports | |
| ❑ Annotated printouts of the reports describing customisation | |

| **For task 5 (AO5) have you:** | Completed (✔) |
|---|---|
| **A** Created a user interface | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Annotated screenshots of the user interface | |
| ❑ Electronic copy of the database interface for the assessor | |

| **For task 6 (AO6) have you:** | Completed (✔) |
|---|---|
| **A** Produced a test plan or checklist showing testing of the database | |
| **Evidence provided (please ✔):** | Ref/Page no(s) |
| ❑ Annotated test plan/checklist including written explanation of the changes made | |