

## Common Issues with Unit 7

See also the **FAQ** on

[http://community.ocr.org.uk/community/ocr\\_nationals\\_in\\_ict/home](http://community.ocr.org.uk/community/ocr_nationals_in_ict/home)

### Assessment Objective 1:

- The design of the relationships should show the tables to be linked *and* the fields to be used
- Primary keys must be identified for each table.
- At Pass level candidates might simply state the options that will be chosen for the forms, using a Wizard/template. At the higher levels some drawn designs are required.

### Assessment Objective 2

- Evidence for this AO can be the electronic database file.
- Although there must be an assessment of the level to which the design has been followed, if the candidate makes improvements to the design and documents these improvements, with reasons, the database can be considered to match the design.
- To be considered functional the database must work. This means that the relationships must be correct.
- There is no requirement for candidates to produce screenshot evidence of entering data using forms. The requirement is for the database structure to use forms for the entry of data.

### Assessment Objective 3

- The intention of this AO is that queries are created and explained. Sorting must therefore be carried out using queries, rather than by using the immediate 'sort table' button. Reports in AO4 must include any sorts created here.
- Multiple criteria generally use more than one field whilst complex criteria involve the use of more than simple '=' requirements. For example, comparative criteria using <>, wildcards, parameters or OR in the same field.
- Although evidence for the queries can be provided by the electronic database file, there must also be a written description of each query and for higher levels there must be reasons for each query (this might include reasons for the fields output as well as the criteria used), with consideration of alternatives at Distinction level.
- Candidates should be advised to delete unwanted queries from the database, especially if the file is to be provided as assessment evidence.

## Assessment Objective 4

- Even at Pass level candidates must produce a report for **each** sort/search created.
- Even at Pass level candidates need to use a **range** of different report types. This might include tabular/columnar/charts/labels with different layout options chosen.
- Reports produced should show all data clearly.

## Assessment Objective 5

- Use of a switchboard on MS Access is acceptable – database *users* do not generally require direct access to tables or queries.

## Assessment Objective 6

- The main areas of the database to be tested are listed in the Knowledge, understanding and skills section of the database.
- Common errors that might need correcting would include incorrect tab order on forms, data entry areas on forms that are insufficient to accept and display the longest possible entry, reports where details are cropped because of inadequate column width.
- Evidence of changes is not needed at any level if no errors are found. However, the electronic evidence should support the candidate's claim that everything works.