

Please read the instructions printed at the end of this form. One of these sheets, suitably completed, should be attached to the assessed work of each candidate.											
Unit Title	Handling data using databases				Unit Code	R004	Session	Jan/June/Nov	Year	2 0	
Centre Name							Centre Number				
Candidate Name							Candidate Number				
Criteria							Teacher Comments		Mark	Page No.	
LO1: Be able to modify databases to meet user requirements¹											
MB1: 1 - 6 marks		MB2: 7 - 11 marks		MB3: 12 - 15 marks							
<p>Makes basic modifications to a database by adding fields and properties to an existing table and attempting to include validation rules.</p> <p>Limited explanation is given for the validation rules used.</p> <p>Data added to the database may contain some minor errors. Errors may be intrusive, which are likely to impact significantly on the functionality of the database.</p> <p>Draws upon limited skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[1 2 3 4 5 6]</p>		<p>Makes sound modifications to a database by adding fields, properties and validation rules, and adding tables.</p> <p>Sound explanation is given for the validation rules used.</p> <p>Data added to the database is largely free from errors; these have no impact the functionality of the database.</p> <p>Draws upon some relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[7 8 9 10 11]</p>		<p>Makes effective modifications to a database by adding fields, properties and tables; adding validation rules, including original error messages; and linking tables using key fields.</p> <p>Detailed justification is given for the validation rules used.</p> <p>Data added to the database is free from errors.</p> <p>Clearly draws upon relevant skills/knowledge/understanding from other units in the specification.</p> <p style="text-align: right;">[12 13 14 15]</p>							

LO2: Be able to produce outputs from databases to meet user requirements ^{2 3}			Teacher Comments	Mark	Page No.
MB1: 1 - 6 marks	MB2: 7 - 11 marks	MB3: 12 - 15 marks			
Creates simple queries, using single table/single criteria, which meet some of the user requirements. Produces reports from simple queries which display some of the relevant data and show some attempt at formatting and customisation. Reports may have some minor errors such as field names truncated or a field omitted. [1 2 3 4 5 6]	Creates simple and complex queries, using single table/single criteria and multiple tables/multiple criteria, which meet some of the user requirements. Produces reports from simple and complex queries which clearly display most of the relevant data and have been formatted and customised in an attempt to create a consistent house style. Reports may require some amendment to the layout in more than one area. [7 8 9 10 11]	Creates complex queries, using single table/single criteria and multiple tables/multiple criteria, which meet most of the user requirements. Produces reports from complex queries which clearly display all of the relevant data and have been formatted and customised to create a consistent house style. Reports require little or no amendment to the layout. [12 13 14 15]			
LO3: Be able to create user interfaces for databases to meet requirements ^{4 5}					
MB1: 1 - 6 marks	MB2: 7 - 11 marks	MB3: 12 - 15 marks			
Creates a simple data entry form to enable data to be entered into a single table. Produces a basic menu-driven interface which allows the user to select either a table or a form from the menu. [1 2 3 4 5 6]	Creates clear data entry forms for most of the tables in the database. The forms contain at least one feature to simplify data entry. Produces a sound menu-driven interface which allows the user to select some of the database objects from the menu. [7 8 9 10 11]	Creates effective data entry forms for most of the tables in the database. The forms contain a range of features to simplify data entry. Produces an effective menu-driven interface which allows the user to select all of the database objects they have created i.e. forms, queries and reports from the menu. [12 13 14 15]			

LO4: Be able to analyse a database's suitability for a business purpose					Teacher Comments	Mark	Page No.
MB1: 1 - 6 marks		MB2: 7 - 11 marks		MB3: 12 - 15 marks			
Provides a basic explanation of testing that has been used in the database and gives limited justification for the choice of method used.		Provides a sound explanation of methods of testing that have been used and gives sound justification for the choice of methods used.		Provides a detailed explanation for each of the methods of testing that have been used and gives a detailed justification for the choice of methods used.			
Carries out peer testing of a user interface and provides limited feedback, some of which is relevant .		Carries out peer testing of a user interface and provides feedback, most of which is relevant .		Carries out peer testing of a user interface and provides detailed and relevant feedback.			
Carries out a limited analysis of the test results, identifies limited modifications that could be made as a result of testing and, where possible, implements them.		Carries out a sound analysis of the test results, identifies some modifications that could be made as a result of testing and, where possible, implements them.		Carries out a detailed analysis of the test results, identifies a range of appropriate modifications that could be made as a result of testing and, where possible, implements them.			
[1 2 3 4 5 6]		[7 8 9 10 11]		[12 13 14 15]			
Total 60/							
If this is a re-sit, please tick		Session and Year of previous submission	Jan/June/Nov	2	0	Please tick to indicate this work has been standardised internally	

Please note: This form may be updated on an annual basis. The current version of this form will be available on the OCR website (www.ocr.org.uk).

Guidance on Completion of this Form

- 1 **One** sheet should be used for each candidate.
- 2 Please ensure that the appropriate boxes at the top of the form are completed.
- 3 Please enter *specific* page numbers where evidence can be found in the portfolio, and where possible, indicate to which part of the text in the mark band the evidence relates.
- 4 Circle the mark awarded for each strand of the marking criteria in the appropriate box and also enter the circled mark in the final column.
- 5 Add the marks for the strands together to give a total out of 60. Enter this total in the relevant box.