

Name:		Exam Candidate No.:	
Student evaluation of Data Handling Coursework – Video Shop			Marks
<u>Data Entry (out of 6 marks)</u>			
I have entered different types of data into a data base including:			
• A key field [1mark], plus at least four of the following [2 marks]:	Max		1 <input type="checkbox"/>
• Text, number, date, drop down list, multichoice, currency, input mask, hyperlink, picture, check box, time, sequence.	3		1 <input type="checkbox"/>
			1 <input type="checkbox"/>
The path and filename of my databases are:			
Membership records:			1 <input type="checkbox"/>
DVD records:			
I have checked the databases for accuracy. There are no spelling mistakes. Capital letters are used appropriately.			
			1 <input type="checkbox"/>
I have checked the records are sensible, credible, plausible, believable			
			1 <input type="checkbox"/>
<u>Simple Data Processing (out of 4 marks)</u>			
I have produced a chart and explained how it could be useful.			
			1 <input type="checkbox"/>
I have sorted the records into a different order and explained why I did this.			
			1 <input type="checkbox"/>
I have performed searches on one string only, giving reasons for each.			
	Max		1 <input type="checkbox"/>
	2		1 <input type="checkbox"/>
<u>Advanced Data Processing (out of 5 marks)</u>			
I have performed complex searches on at least two strings:			
			1 <input type="checkbox"/>
Fields for the first search were:			1 <input type="checkbox"/>
Fields for the second search were:			
I have explained the use of each of these searches.			
			1 <input type="checkbox"/>
I imported an image file onto my data capture form.	<input type="checkbox"/>		1 <input type="checkbox"/>
I designed a mail merge letter to contact customers about new films.	<input type="checkbox"/>	Max	
I used a calculation type field to work out if a video was available.	<input type="checkbox"/>	2	
I used personalised headers / footers in my report / test plan.	<input type="checkbox"/>		1 <input type="checkbox"/>
<u>Design of Data Processing (out of 5 marks)</u>			
I have designed a data capture form for new members.			
			1 <input type="checkbox"/>
Details of the design and structure of my video catalogue database are included.			
			1 <input type="checkbox"/>
The design of my database includes evidence of validation techniques used in field type and, or style, through screen shots and explanations.			
			1 <input type="checkbox"/>
I created a video catalogue.			
Validation techniques have been tested with normal and illegal data. Evidence of this with explanation is printed out.			
			1 <input type="checkbox"/>
* Put a tick in the box if you have completed the task.		Total out of 20	