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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/02**

Paper 2 Practical Test A

**October/November 2016**

MARK SCHEME

Maximum Mark: 120

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**Published**

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the October/November 2016 series for most Cambridge IGCSE<sup>®</sup>, Cambridge International A and AS Level components and some Cambridge O Level components.

Page 2	Mark Scheme	Syllabus	Paper
	Cambridge International AS/A Level – October/November 2016	9713	02

A Candidate, ZZ999, 9999

**Header:**  
Name and numbers 1 mark

QNZ	Zheng	Tong	No 188 Citong South Road East	Fengze District	362020	Yuan	Admin/clerical	H
QNZ	Wu	Lim	No 188 Citong South Road East	Fengze District	362020	Yuan	Recruitment/Talent Scout	I
WHN	Mei Mei	Wang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Regional director	J
WHN	Wei	Lim	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Sales	I
WHN	Zhao	Zhang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Recruitment/Talent Scout	E
WHN	Li	Liu	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Admin/clerical	B
WHN	Tang	Cheng	No 4010 Ba Yi Road	Wuchang	430073	Yuan	Admin/clerical	E
WHN	Zheng	Yang	No 4010 Ba Yi Road	Wuchang	430073	Yuan	IT systems	A
BLH	Chaka	D'Silva	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	A
BLH	Pablo	Habib	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	I
BLH	Mohammed	Jayme	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	IT systems	D
BLH	Miguel	Ferreira	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	C
BLH	Lucas	Grau	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Regional director	K
BLH	Dylan	Castro	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Recruitment/Talent Scout	E
BLH	Arthur	Acquarone	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	E
BLH	Davi	Borges	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Sales	I
BLH	Saniago	Mean	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	A
BLH	Sofia	Du Bois	Avenida Bias Fortes 382	Lourdes	MG 30170-012	Real	Admin/clerical	E

Only rows 140 onwards 1 mark  
 Single page wide and fully visible 1 mark  
**BLH data**  
 10 rows 1 mark  
 No column labels/titles included 1 mark  
 Address 1 correct -not dragged down 1 mark  
 Zip code correct -not dragged down 1 mark  
 Data present and in correct columns 1 mark

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**Header:**  
Name and numbers 1 mark

## Evidence document

Q3

	E	F	G
1			City
2	28-43 Rutland Park	Brent Cross	=VLOOKUP(B2,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
3	28-43 Rutland Park	Brent Cross	=VLOOKUP(B3,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
4	28-43 Rutland Park	Brent Cross	=VLOOKUP(B4,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
5	28-43 Rutland Park	Brent Cross	=VLOOKUP(B5,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
6	28-43 Rutland Park	Brent Cross	=VLOOKUP(B6,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
7	28-43 Rutland Park	Brent Cross	=VLOOKUP(B7,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
8	28-43 Rutland Park	Brent Cross	=VLOOKUP(B8,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
9	28-43 Rutland Park	Brent Cross	=VLOOKUP(B9,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
10	28-43 Rutland Park	Brent Cross	=VLOOKUP(B10,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
11	28-43 Rutland Park	Brent Cross	=VLOOKUP(B11,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
12	28-43 Rutland Park	Brent Cross	=VLOOKUP(B12,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
13	28-43 Rutland Park	Brent Cross	=VLOOKUP(B13,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
14	28-43 Rutland Park	Brent Cross	=VLOOKUP(B14,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
15	28-43 Rutland Park	Brent Cross	=VLOOKUP(B15,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
16	28-43 Rutland Park	Brent Cross	=VLOOKUP(B16,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
17	28-43 Rutland Park	Brent Cross	=VLOOKUP(B17,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
18	28-43 Rutland Park	Brent Cross	=VLOOKUP(B18,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
19	28-43 Rutland Park	Brent Cross	=VLOOKUP(B19,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)
20	28-43 Rutland Park	Brent Cross	=VLOOKUP(B20,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$B\$2:\$C\$101,2,FALSE)

**City:**  
VLOOKUP(...) 1 mark  
Correct relative reference to B2 1 mark  
External file 1 mark  
B2 to C or D 101 1 mark  
Absolute reference 1 mark  
,2 1 mark  
FALSE 1 mark  
Replication 1 mark

Q4

	H	I
1		Country
2	NW2 4RE	=VLOOKUP(B2,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
3	NW2 4RE	=VLOOKUP(B3,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
4	NW2 4RE	=VLOOKUP(B4,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
5	NW2 4RE	=VLOOKUP(B5,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
6	NW2 4RE	=VLOOKUP(B6,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
7	NW2 4RE	=VLOOKUP(B7,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
8	NW2 4RE	=VLOOKUP(B8,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
9	NW2 4RE	=VLOOKUP(B9,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
10	NW2 4RE	=VLOOKUP(B10,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
11	NW2 4RE	=VLOOKUP(B11,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
12	NW2 4RE	=VLOOKUP(B12,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
13	NW2 4RE	=VLOOKUP(B13,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
14	NW2 4RE	=VLOOKUP(B14,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
15	NW2 4RE	=VLOOKUP(B15,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)
16	NW2 4RE	=VLOOKUP(B16,'N:\cie\9713_2_Nov_2016\[N16city.csv]N16city!\$D\$2:\$D\$101,3,FALSE)

**Country:**  
VLOOKUP(...) 1 mark  
Correct relative reference to B2 1 mark  
External file 1 mark  
B2:D101 1 mark  
Absolute reference 1 mark  
,3 1 mark  
FALSE 1 mark  
Replication 1 mark

Q5

	A
1	Office_Name Offi
2	=TEXT(G2,"") B.N
3	=TEXT(G3,"") B.N
4	=TEXT(G4,"") B.N
5	=TEXT(G5,"") B.N
6	=TEXT(G6,"") B.N
7	=TEXT(G7,"") B.N
8	=TEXT(G8,"") B.N
9	=TEXT(G9,"") B.N
10	=TEXT(G10,"") B.N
11	=TEXT(G11,"") B.N
12	=TEXT(G12,"") B.N
13	=TEXT(G13,"") B.N
14	=TEXT(G14,"") B.N

**Office name:**  
Function to return office name 1 mark  
Replication 1 mark



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Q9

<b>Values to be changed</b>	
4 errors identified	4 marks
SFRBrSt	
PUNBaSa	
PUNMaSa	
QNZLiWu	
<b>What I will change them to</b>	
4 amended records	4 marks
<b>How I changed them</b>	
May be description of some elements and/or screen shot evidence if formulae used	
All data	1 mark
Sorted in ascending/descending order on	1 mark
Employee code column	1 mark
FUNCTION used	1 mark
... that works as expected	1 mark
...Function replicated	1 mark
Compare concurrent values in Employee code column	1 mark
... and flag an error if match made	1 mark
Evidence of a retest/errors removed	1 mark

Example answer:

**Values to be changed**

SFRBITa	US Dollars	Recruitment/Talent Scout	E	
SFRBrJo	US Dollars	IT systems	C	
SFRBrSt	US Dollars	Sales	I	Error
SFRBrSt	US Dollars	Sales	J	
SFRBuTa	US Dollars	Studio technician	C	
	K	L	M	N
PUNBaBa	Rupees	Regional director	K	
PUNBaSa	Rupees	Recruitment/Talent Scout	E	Error
PUNBaSa	Rupees	Tours/Promotions crew	C	
PUNChBa	Rupees	Sales	I	
PUNChSa	Rupees	Sales	C	
PUNDaZa	Rupees	Tours/Promotions crew	C	
PUNEINa	Rupees	Studio technician	G	
PUNHuNa	Rupees	Admin/clerical	A	
PUNKhSa	Rupees	Tours/Promotions crew	C	
PUNMaSa	Rupees	Sales	B	Error
PUNMaSa	Rupees	Sales	I	
PUNMeHa	Rupees	Studio technician	J	
PUNMeSa	Rupees	Studio technician	G	
PUNMuMo	Rupees	Sales	B	
PUNPaHa	Rupees	Sales	I	
PUNPeMo	Rupees	Studio technician	F	
QNZ RCa	Yuan	Regional director	K	
QNZChLi	Yuan	Sales	D	
QNZChyu	Yuan	Sales	A	
QNZJoEm	Yuan	Recruitment/Talent Scout	E	
QNZLiWu	Yuan	IT systems	G	Error
QNZLiWu	Yuan	Recruitment/Talent Scout	I	

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Corrected values

SFRBITa	US Dollars	Recruitment/Talent Scout	E		
SFRBrJo	US Dollars	IT systems	C		
SFRBrSt1	US Dollars	Sales	I		
SFRBrSt2	US Dollars	Sales	J		
SFRBuTa	US Dollars	Studio technician	C		
	K	L	M	N	O
PUNBaBa	Rupees	Regional director	K		
PUNBaSa1	Rupees	Recruitment/Talent Scout	E		
PUNBaSa2	Rupees	Tours/Promotions crew	C		
PUNChBa	Rupees	Sales	I		
PUNChSa	Rupees	Sales	C		
PUNDaZa	Rupees	Tours/Promotions crew	C		
PUNEINa	Rupees	Studio technician	G		
PUNHuNa	Rupees	Admin/clerical	A		
PUNKhSa	Rupees	Tours/Promotions crew	C		
PUNMaSa1	Rupees	Sales	B		
PUNMaSa2	Rupees	Sales	I		
PUNMeHa	Rupees	Studio technician	J		
PUNMeSa	Rupees	Studio technician	G		
PUNMuMo	Rupees	Sales	B		
PUNPaHa	Rupees	Sales	I		
PUNPeMo	Rupees	Studio technician	F		
QNZRCa	Yuan	Regional director	K		
QNZChU	Yuan	Sales	D		
QNZChyu	Yuan	Sales	A		
QNZJoEm	Yuan	Recruitment/Talent Scout	E		
QNZLiWu1	Yuan	IT systems	G		
QNZLiWu2	Yuan	Recruitment/Talent Scout	I		

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### How I changed them

Sort all data into order of Employees code

I added this function & replicated it.

K	L	M	N	O
Employee code	Currency	Job description	Pay grade	
=B2&LEFT(D2,2)&LEFT(C2,2)	Yuan	Regional director	K	=IF(K2=K3,"Error","")
=B3&LEFT(D3,2)&LEFT(C3,2)	Yuan	Admin/clerical	A	=IF(K3=K4,"Error","")
=B4&LEFT(D4,2)&LEFT(C4,2)	Yuan	Admin/clerical	A	=IF(K4=K5,"Error","")
=B5&LEFT(D5,2)&LEFT(C5,2)	Yuan	Admin/clerical	A	=IF(K5=K6,"Error","")
=B6&LEFT(D6,2)&LEFT(C6,2)	Yuan	Recruitment/Talent Scout	E	=IF(K6=K7,"Error","")
=B7&LEFT(D7,2)&LEFT(C7,2)	Yuan	Sales	I	=IF(K7=K8,"Error","")
=B8&LEFT(D8,2)&LEFT(C8,2)	Yuan	Sales	I	=IF(K8=K9,"Error","")
=B9&LEFT(D9,2)&LEFT(C9,2)	Yuan	IT systems	C	=IF(K9=K10,"Error","")
=B10&LEFT(D10,2)&LEFT(C10,2)	Yuan	Admin/clerical	A	=IF(K10=K11,"Error","")
=B11&LEFT(D11,2)&LEFT(C11,2)	Yuan	IT systems	H	=IF(K11=K12,"Error","")
=B12&LEFT(D12,2)&LEFT(C12,2)	Yuan	Tours/Promotions crew	C	=IF(K12=K13,"Error","")
=B13&LEFT(D13,2)&LEFT(C13,2)	Yuan	IT systems manager	B	=IF(K13=K14,"Error","")
=B14&LEFT(D14,2)&LEFT(C14,2)	Yuan	Tours/Promotions crew	C	=IF(K14=K15,"Error","")
=B15&LEFT(D15,2)&LEFT(C15,2)	Yuan	Tours/Promotions crew	C	=IF(K15=K16,"Error","")
=B16&LEFT(D16,2)&LEFT(C16,2)	Yuan	Studio technician	H	=IF(K16=K17,"Error","")
=B17&LEFT(D17,2)&LEFT(C17,2)	Yuan	Studio technician	I	=IF(K17=K18,"Error","")
=B18&LEFT(D18,2)&LEFT(C18,2)	Yuan	Studio technician	I	=IF(K18=K19,"Error","")
=B19&LEFT(D19,2)&LEFT(C19,2)	Yuan	Studio technician	G	=IF(K19=K20,"Error","")
=B20&LEFT(D20,2)&LEFT(C20,2)	Yuan	Sales	E	=IF(K20=K21,"Error","")
=B21&LEFT(D21,2)&LEFT(C21,2)	Yuan	Sales	E	=IF(K21=K22,"Error","")

I edited them by adding &1 or &2 to the function in those duplicate cells

When I tested again there were no duplicates.

Q10

Staff Table created

- Correct table name 1 mark
- Employee\_Code 1 mark
- Office\_Code 1 mark
- Full\_Name 1 mark
- Job\_Description 1 mark
- Pay\_Grade 1 mark
- Field types all text 1 mark
- Primary key created 1 mark
- ...on Employee\_Code field 1 mark

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The screenshot shows the Microsoft Access interface for a database named 'EMPLOYEES: Database (Access 2007 - 2010)'. The 'Table Tools' ribbon is active, and the 'Staff' table is selected in the Navigation Pane. The table data is displayed in Datasheet View. A callout box highlights the table with the text 'Staff Table Correct data imported 1 mark'.

Employee_Code	Office_Code	Full_Name	Job_Description	Pay_Grade
BJNChLI	BJN	Chong: Liu	Regional director	K
BJNChMa	BJN	Cheung: Mao	Admin/clerical	A
BJNChSi	BJN	Cheng: Si Ma	Admin/clerical	A
BJNChYo	BJN	Chan: Yo-Yo	Admin/clerical	A
BJNGoMi	BJN	Gow: Min	Recruitment/Talent Scout	E
BJNHuYI	BJN	Hu: Yi	Sales	I
BJNLiLa	BJN	Lim: Lan	Sales	I
BJNMoJa	BJN	Morrison: Jane	IT systems	C
BJNOoWa	BJN	Oon: Wai Wai Hnin	Admin/clerical	A
BJNPaNa	BJN	Paterson: Natasha	IT systems	H
BJNPaVi	BJN	Patel: Vishnu	Tours/Promotions crew	C
BJNRoLa	BJN	Ross: Lauren	IT systems manager	B
BJNSuFa	BJN	Sun: Fang	Tours/Promotions crew	C
BJNSuLi	BJN	Su: Li	Tours/Promotions crew	C
BJNTeLe	BJN	Teo: Lei	Studio technician	H
BJNWaLi	BJN	Wang: Li	Studio technician	I
BJNXuDa	BJN	Xu: Daniu	Studio technician	I



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Q11

Office Table created  
 Correct table name 1 mark  
 Office\_Code 1 mark  
 as key field 1 mark  
 Office\_Name 1 mark  
 Currency 1 mark  
 5 Address fields - appropriate names 5 marks  
 ... within naming conventions 1 mark  
 Field types all text 1 mark

Field Name	Data Type
Office_Code	Text
Office_Name	Text
Street	Text
Suburb	Text
City	Text
Zip_Code	Text
Country	Text
Currency	Text

Office Table  
 Correct data imported 1 mark

Office_Code	Office_Name	Street	Suburb	City	Zip_Code	Country	Currency
BJN	Beijing	82 Chongwen	Dongcheng Di	Beijing	100005	China	Yuan
BLH	Belo Horizonte	Avenida Bias F	Lourdes	Belo Horizonte	MG 30170-012	Brazil	Real
LDN	London	28-43 Rutland	Brent Cross	London	NW2 4RE	United Kingdo	Sterling
MDL	Medellin	Kr 72 no. 14-28	La Candelaria	Medellin		Colombia	Peso
PUN	Pune	4003 Hinjewad	Taluka-Mulshi	Pune	411057	India	Rupees
QNZ	Quanzhou	No 188 Citong	Fengze District	Quanzhou	362020	China	Yuan
SFR	San Francisco	2995-2297 Turk		San Francisco	CA 94118	USA	US Dollars
SYD	Sydney	656 Liverpool I	Greenacre	Sydney	NSW 2150	Australia	Aus Dollars
WHN	Wuhan	No 4010 Ba Yi F	Wuchang	Wuhan	430073	China	Yuan

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Q12

**Input mask for Staff.Pay\_Grade field**

EMPLOYEES : Database (Access 2007 - 2010) Table Tools Design

Field Name	Data Type	Description
Employee_Code	Text	
Office_Code	Text	
Full_Name	Text	
Job_Description	Text	
Pay_Grade	Text	

Navigation Pane

General Lookup

Field Size	1
Format	@
Input Mask	L
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A pattern for all data to be entered in this field

Design view. F6 = Switch panes. F1 = Help. Num Lock

Correct table and field 1 mark  
 Field length 1 characters 1 mark  
 Input mask set to L or correct validation 1 mark

Q13

Edit Relationships

Table/Query: Office - Staff

Office\_Code Office\_Code

Enforce Referential Integrity

Relationship Type: One-To-Many

Correct fields 2 marks  
 ... one-to-many 1 mark

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Q15

Field:	Office_Name	First Of Pay_Grade; Pay_	Count Of Staff: Count(*)
Table:	q14	q14	
Total:	Group By	First	Expression
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			
or:			

Office_Name	Count Of Staff
Beijing	5
Belo Horizonte	2
London	15
Medellin	6
Pune	4
Quanzhou	2
San Francisco	3
Sydney	4
Wuhan	2

Evidence of counting 2 marks

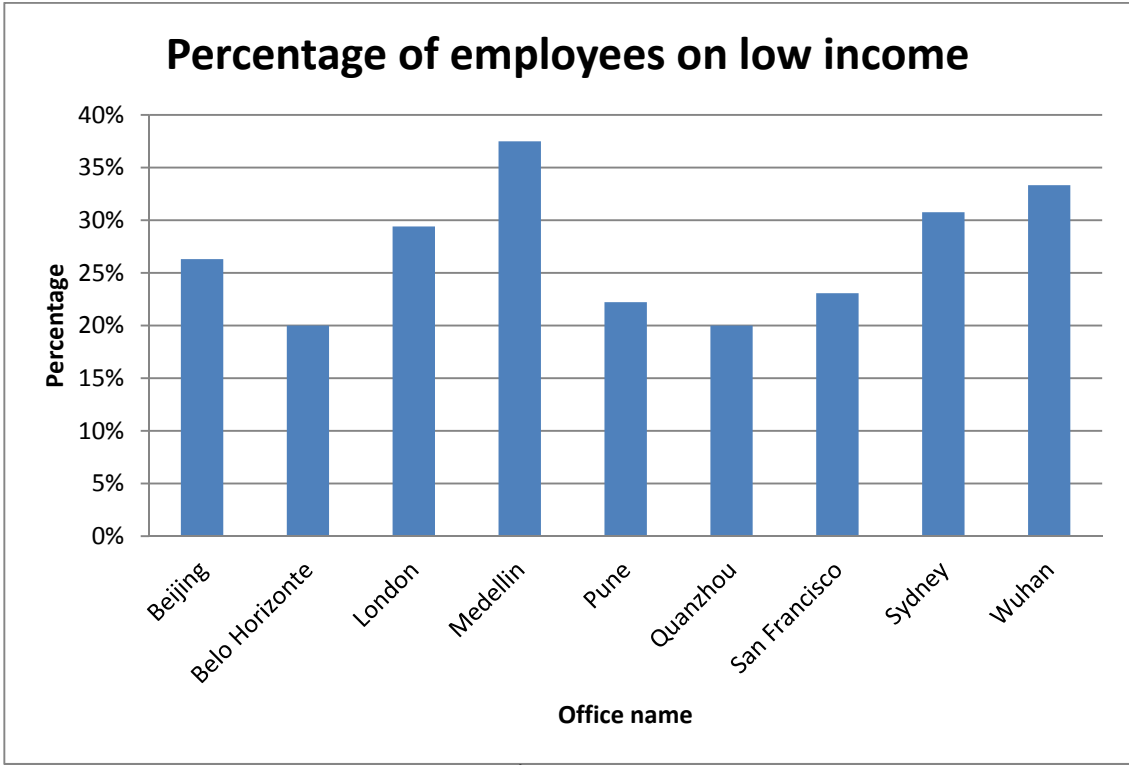
Field:	Office_Name	First Of Pay_Grade; Pay_	Count Of Staff: Count(*)
Table:	Office	Staff	
Total:	Group By	First	Expression
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			
or:			

Office_Name	Count Of Staff
Beijing	19
Belo Horizonte	10
London	51
Medellin	16
Pune	18
Quanzhou	10
San Francisco	13
Sydney	13
Wuhan	5

Evidence of counting 2 marks

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Q16



- |                                   |         |
|-----------------------------------|---------|
| Correct data                      | 2 marks |
| Bar chart                         | 1 mark  |
| Appropriate title                 | 1 mark  |
| Office <u>names</u> fully visible | 1 mark  |
| Appropriate axis titles           | 1 mark  |

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## Members of staff with lowest income.

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**Beijing** 82 Chongwenmennei Yuan  
Dongcheng District  
Beijing  
100005  
China

BJNChSi	BJN	Cheng: Si Ma	Admin/clerical	A
BJNChYo	BJN	Chan: Yo-Yo	Admin/clerical	A
BJNOoWa	BJN	Oon: Wai Wai Hnin	Admin/clerical	A
BJNChMa	BJN	Cheung: Mao	Admin/clerical	A
BJNRoLa	BJN	Ross: Lauren	IT systems manager	B

**Belo Horizonte** Avenida Bias Fortes 382 Real  
Lourdes  
Belo Horizonte  
MG 30170-012  
Brazil

BLHD'Ch	BLH	D'Silva: Chaka	Admin/clerical	A
BLHMeSa	BLH	Mean: Saniago	Admin/clerical	A

**London** 28-43 Rutland Park Sterling  
Brent Cross  
London  
NW2 4RE  
United Kingdom

LDNCILi	LDN	Clark: Li Sun	Admin/clerical	A
LDNBaDu	LDN	Baiardo: Duncan	Admin/clerical	A
LDNKeLa	LDN	Kelly: Lauren	Admin/clerical	A
LDNLeKi	LDN	Lewis: Kieran	Finance assistant	B
LDNPaLi	LDN	Patel: Linda	Finance assistant	B
LDNRyKa	LDN	Ryder: Kate	IT systems	A
LDNWaJa	LDN	Watson: Jasmine	Programmer	B
LDNVeJo	LDN	Vercoe: Joe	Sales	A
LDNChZa	LDN	Chalmers: Zachary	Sales	A

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A Candidate, ZZ999, 9999

LDNBrHe	LDN	Brown: Henry	Sales	B
LDNPuTo	LDN	Purton: Tony	Sound engineer	B
LDNReNa	LDN	Read: Naomi	Sound engineer	B
LDNYeCh	LDN	Yeung: Christine	Sound engineer	B
LDNHoWa	LDN	Hoy: Wally	Sound engineer	B
LDNCaDo	LDN	Campbell: Dougie	Web technician	B

<b>Medellin</b>	Kr 72 no. 14-28 La Canderaria Medellin  Colombia	Peso
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MDL DDa	MDL	Días: Daniel	Admin/clerical	A
MDL PHe	MDL	Pérez: Hector	IT systems	B
MDLRaSo	MDL	Ramírez: Sofia	IT systems	B
MDL MJu	MDL	Muñoz: Juan	Sales	B
MDLLóCa	MDL	López: Carlos	Sales	B
MDLGaVa	MDL	García: Valeria	Studio technician	B

<b>Pune</b>	4003 Hinjewadi Park Taluka-Mulshi Pune 411057 India	Rupees
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PUNAIaSa	PUN	Ali: Sandy	Admin/clerical	A
PUNHuNa	PUN	Hubaishi: Naag	Admin/clerical	A
PUNMaSa1	PUN	Mangat: Sachet	Sales	B
PUNMuMo	PUN	Muti: Mohamed Hazem	Sales	B

<b>Quanzhou</b>	No 188 Citong South Road East Fengze District Quanzhou 362020 China	Yuan
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QNZTaTa	QNZ	Tang: Tang	Admin/clerical	A
QNZChyu	QNZ	Cheng: yu	Sales	A

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A Candidate, ZZ999, 9999

<b>San Francisco</b>	2995-2297 Turk Street	US Dollars
	San Francisco CA 94118 USA	

SFRWhKa	SFR	White: Karl	Admin/clerical	A
SFRGuAl	SFR	Guttermann: Alejandro	Studio technician	B
SFRThJa	SFR	Thomas: Jayden	Studio technician	B

<b>Sydney</b>	666 Liverpool Road	Aus Dollars
	Greenacre Sydney NSW 2190 Australia	

SYDCaJa	SYD	Castro: Jan	Admin/clerical	A
SYDDaVi	SYD	Das: Vishnu	IT systems	A
SYDTrAa	SYD	Trojacek: Aaron	IT systems	B
SYDWaPe	SYD	Warne: Peter	Studio technician	B

<b>Wuhan</b>	No 4010 Ba Yi Road	Yuan
	Wuchang Wuhan 430073 China	

WHNLiLi	WHN	Liu: Li	Admin/clerical	B
WHNYaZh	WHN	Yang: Zheng	IT systems	A

Search	Pay grade A or B	2 marks
Grouped ascending on Office		1 mark
...Sorted ascending on Job_Description (within the group)		1 mark
<b>Header:</b>		
Appropriate title & candidate details		1 mark
Header – White sans serif font		1 mark
Black background		1 mark
<b>Group header:</b>		
Grey background		1 mark
Fields: Office_Name, all 5 address fields, Currency		2 marks
Layout: Office on left, address in centre, currency on right		1 mark
Address as vertical aligned list		1 mark
<b>Detail rows:</b>		
Fields: Employee_Code, Office_Code, Full_Name, Job_Description, Pay_Grade		1 mark
<b>Whole report:</b>		
Fieldnames not visible		1 mark
Single page wide & fully visible with white detail row		1 mark

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