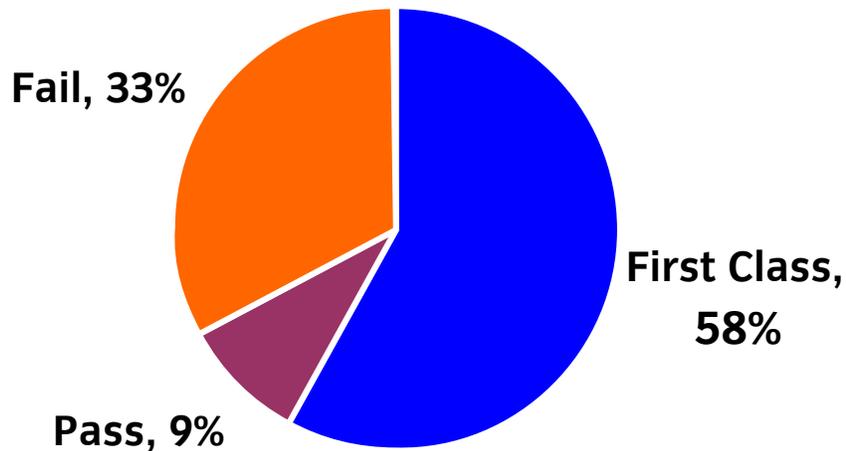


# 8966-PDP-3 Practical Data Processing Intermediate

## General Observations

The majority of candidates are well prepared and have been taught the required skills but a significant number of candidates did not appear to have been taught how to select data from a database correctly using multiple criteria

The statistics to date show that the FCP rates have decreased whilst the passes and failures have increased



## Areas of good performance

Initial set up of the database and amendments were performed well

## Areas for development

Sorting of records must be done on the specified field and in the correct order as specified i.e. ascending OR descending

A primary key is not required and is not part of the syllabus

Printouts for selected records must contain only the specified fields and field headings

Incorrect number of printouts handed in

Selection of records will use multiple criteria

Use of relational operators i.e. >, <, <=, >=, =

Extra fields should not be added to the database e.g. ID

Only the specified fields should be included for selected records in a query

Use of a data type for a field e.g. currency, 2 decimal places, numeric, 2 decimal places

Produce the correct number of printouts in particular a printout of the original file without amendments

## Recommendations

Read the instructions carefully before attempting the tasks

Check that the selected records and number of fields meet the criteria required by the task

Do not use a primary key

Only include the required fields in a query

Check that the correct fields have been sorted and the sort is done in the correct order i.e. ascending OR descending

Check the data type for a field is correct

Check that the correct relational operator has been used

Set the printout to landscape if it is too wide to fit on portrait

Make sure that no extra unspecified spaces are entered in data as this can affect selection and sorting

Make sure that data is entered consistently in a field by using the record cards as guidance

Make sure that the currency symbol is consistent i.e. the same symbol in field heading and field data (if required)

### **Tips**

Use print preview to proofread data entered and also check that all data is fully displayed

Make sure that all printouts have the candidate's name on them

Tick off tasks as they are completed

### **Additional comments**

Failure to sort the records into the correct order means that the candidate fails