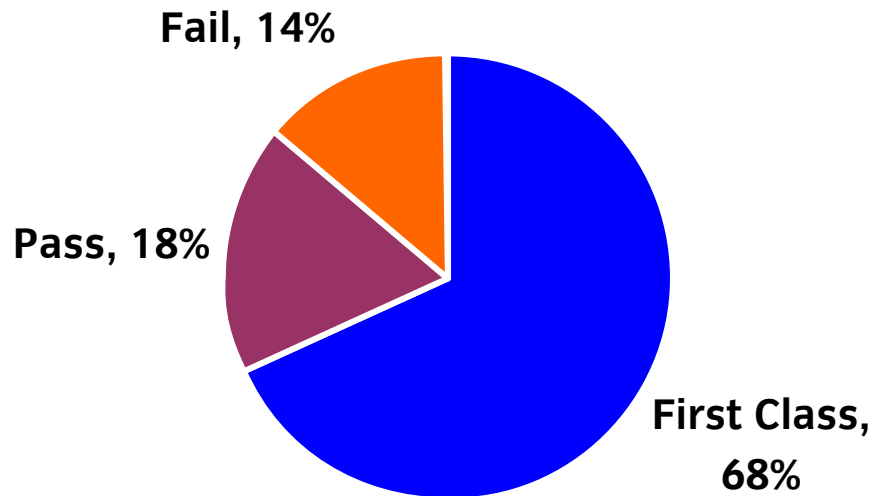


8966-PDP-2 Practical Data Processing Elementary

General Observations

At this level the majority of candidates are well prepared and have been taught the required skills. The statistics to date show that the number of FCP's is increasing, the number of passes is decreasing and the number of failures has slightly increased.



Areas of good performance

Accuracy and amendments were well performed

Areas for development

Data entry must be consistent with the original data entry i.e. style and format

Incorrect number of printouts handed in

The tutor must supply the candidates with the original file i.e. candidates must not enter the original data

Recommendations

Read the instructions carefully before attempting the tasks

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

Fit the column to the data i.e. all data is fully displayed

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

Check that new data entered matches the style and format of existing data in the file e.g. initial capitals, block capitals

Use table format with field headings for the printouts

Check that the selected records meet the criteria required by the task

Where the data in a field is to be edited the whole record should not be deleted and then re-entered as this can lead to accuracy errors

Tips

Use print preview to check 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

The Tutor copy of the original file must be included with each **batch** of candidate scripts to ensure that candidates are not penalised for a tutor entry error

Tutors must make sure that the original file created for candidates has the data formatted correctly as specified e.g. numeric to two decimal places, currency to 2 decimal places