

## OCR Nationals Unit 7 Coursework

### Evidence

If you are going to get good marks for this GCSE coursework project it is important that you produce evidence of every task you undertake. There is no point in you doing the work without providing the evidence. If your work is safely stored in your user area and there is no evidence in your portfolio then you will get **NO MARKS** and **FAIL** your GCSE.

### Portfolio

To build a portfolio get a set of dividers and add the Assessment objective numbers to them (1 to 6). As you complete a task put the evidence in that section. When you have all the evidence for an assessment objective then complete the checklist and number your pages (by hand) so that you can add page references to your checklist. Place the checklist(s) for each Assessment objective at the front of that section. Use treasury tags or a ring binder to store your work as one booklet.

### Marks

Throughout this guide there are helpful highlights to show you where to get your marks and maximise your grades. You should always start by completing all the tasks shown for a Pass mark, to gain further marks you should then carry on to complete the Merit tasks and finally the distinction tasks. To get a distinction grade you must have completed the tasks shown in ALL THREE sections.

Tasks shown in **Blue** will get you a Pass mark (C grade equivalent)

Completing the additional tasks shown in **Pink** will get you a Merit mark (B grade equivalent)

Completing the additional tasks shown in **Green** will get you a Distinction mark (A grade equivalent)

## Scenario

### Bouncy Party

You have been asked to help with the setting up of a new business “Bouncy Party” a bouncy castle hire business. The company is run by a young couple from their home and they started by hiring out one bouncy castle and have now expanded to having a range of bouncy castles to hire as well as other party attractions. Their business offers

Bouncy castle hire (choice of 10)  
Character costumes  
Party bags  
Party theme packs  
Entertainers  
Party food

You have already worked with the owners of Bouncy Party to produce a range of materials to support their business and they have now asked you to produce a database to help them with the bouncy castle hire. They want the database to

- Keep customer records
- Keep Booking Records
- Produce lists of customers & bookings
- Produce customer invoices
- Run reports to help them with promotion and marketing purposes

An example of the related database tables you could create is shown below:

Table 1 : Customer Details

Table 2: Bouncy Castles

Table 3: Bookings (Created from a lookup table) – based on table 1 and 2 where the customer details are retrieved from the Customer Details table and are then related to the Bouncy Castle table showing the Bouncy Castles which have been booked.

Here is some sample data you may include in your customers table, if you have additional fields not shown here just make up information to include in them.

Surname	Forename	Title	Address1	Address2	Town	County	Postcode	TelephoneNo
Smith	Frank	Mr	22 Able Road		Thundersley	Essex	CM12 8XP	01277123456
Albert	Lillie	Ms	566 Trotton Avenue		Basildon	Essex	SS15 7XP	012684444567
Jones	Kerry	Mrs	33 Price Place	South Green	Thundersley	Essex	CM12 7NN	01277890789
Farmbrige	Jim	Mr	45 Fetter Street	Downham	Canvey Island	Essex	CM7 9XP	01245890238
Farkes	Nick	Mr	110 Stumper Rise		Thundersley	Essex	CM12 OXR	01277232439
Bolter	Eddie	Mr	48 Albert Road		Basildon	Essex	SS17 8CM	01268239484
Fearon	Clare	Ms	87 Warren Drive		Thundersley	Essex	CM11 8SP	01277346827
Blackmore	Amanda	Mrs	29 Curlew Tye	Downham	Canvey Island	Essex	CM4 7IW	01277234246
Tyler	Alison	Mrs	20 Able Street		Thundersley	Essex	CM9 4WI	01277673455
Binder	Brian	Mr	39 Trittons		Basildon	Essex	SS14 9SX	01268345747
Scott	Diane	Miss	87 Feller Road		Thundersley	Essex	CM11 7CW	01277234668
Cosgrove	Andrew	Mr	Ash House, Main Road	Rettendon	Canvey Island	Essex	CM3 9WL	01268247583
Turner	Chloe	Ms	96 Feller Road		Thundersley	Essex	CM12 4CM	01277467878
Adams	Jason	Mr	67 Dundee Place		Basildon	Essex	SS18 8BB	01268568956
Crest	Angela	Miss	765 Harvard Road		Thundersley	Essex	CM12 7BW	01277679578
Brown	Jill	Miss	85 School Road	Downham	Canvey Island	Essex	CM4 6WU	01277478569
Mitchell	Adam	Mr	38 Bank Street		Thundersley	Essex	CM12 9SL	01277368467
Stephenson	Denise	Mrs	96 Roebank		Basildon	Essex	SS14 5EE	01268357878
Prince	Richard	Mr	37 Coronation Drive		Thundersley	Essex	CM13 7ME	01277356778
Fuller	Gordon	Mr	57 Lodge Lane	Ramsden	Canvey Island	Essex	CM5 3BP	01277356845
Summerton	Ed	Mr	38 Martindale	Stock	Thundersley	Essex	CM18 9ER	01277356848
Taylor	Len	Mr	30 Great Lownder		Basildon	Essex	SS14 7EG	01268536856
Glover	Linda	Miss	29 Roebank		Thundersley	Essex	CM12 7ES	01277789789

Surname	Forename	Title	Address1	Address2	Town	County	Postcode	TelephoneNo
Thomas	Ros	Mrs	19 Starlings	Stock	Canvey Island	Essex	CM18 5WS	01277236356
Fletcher	Anne	Mrs	82 Fenton Drive		Brentwood	Essex	CM15 6UP	01277245637
Beckford	Lisa	Ms	78 Fenton Drive		Brentwood	Essex	CM15 6UR	01277234536
Simons	Tom	Mr	23 Abervey Place		Thundersley	Essex	CM11 8RX	01277383749
Michaels	Fred	Mr	85 Feller Road		Canvey Island	Essex	CM24 8PQ	01277436478
Waterman	Rebecca	Mrs	85 Sooly Street		Canvey Island	Essex	CM21 8PW	01277948272
Rogers	Gerri	Miss	828 Main Road		Thundersly	Essex	CM21 8PW	01277290814

## Task 1 – Database Design

### Assessment objective 1 is assessed in this task

The owners of Bouncy Party want to see your designs for their database. You need to show every aspect of the database in a hand drawn design, specifying fonts and colours as well as giving a visual representation of the layout of your proposed database. In the designs they expect to see:

- Table designs
- Relationship diagrams
- Data entry forms

#### To achieve a pass you must:

- Explain what the user requirements are, remembering to include purpose and audience
- Create a table design document showing
  - Field names
  - Field types
  - Field lengths
  - Primary keys
- Add a relationship diagram
- Design a form for one of your tables

#### To progress to Merit or Distinction you will also need to show evidence of:

- Details of any combo boxes you will use
- Details of your validation rules
- Form designs for each of your tables

#### To progress to Distinction you will also need to show evidence of:

- Details of at least one input mask

*(Evidence can be hand drawn designs, a table in word and a document outlining the user requirements.)*

## Task 2 – Construct a database

### Assessment objective 2 is assessed in this task

The owners of Bouncy Party liked your database design and have now asked you to construct the database for them. Remember the database you construct should look like your designs.

To achieve a pass you must:

- Create your database tables
- Create a relationship between the tables
- Create a data entry form for one table
- Add a minimum of 20 records to the customer details and bookings tables

To progress to Merit or Distinction you will also need to show evidence of:

- Creating a form for each of your tables

To progress to Distinction you will also need to show evidence of:

- Creating a custom form for each of your tables

*(Evidence can be annotated screen shots.)*

### Task 3 – Interrogate the database

#### Assessment objective 3 is assessed in this task

Now that your database has been constructed and contains booking data the owners of Bouncy party would like you to create some sorts and queries to allow them to retrieve usable data from the database.

To achieve a pass you must:

- Open the Bookings table and sort by castle into ascending order
- Create a query showing all the bookings for August, showing all the fields
- Create a query showing suitable fields from both tables that shows all the July bookings for castles bigger than 12ft
- Describe the purpose of your queries

To progress to Merit or Distinction you will also need to show evidence of:

- Sort the second query on at least two fields
- Create a new query showing suitable fields from at least two tables. Search for customers in Thundersley who booked castles in July or August that were suitable for adults
- Explain your range of queries

To progress to Distinction you will also need to show evidence of:

- Create a new query showing suitable fields from at least two tables. Search for customers in Canvey Island who hired a castle in the last six months which was smaller than 15ft. Sort the query on two of the fields.
- Fully justifying your range of queries

*(Evidence can be annotated screen shots, for sorts the entire table should be printed, for queries both the criteria and the results should be printed. Justifications and explanations should be added as annotations.)*

## Task 4 – Create Reports

### Assessment objective 4 is assessed in this task

Your queries are a good way of allowing the owners of Bouncy Party to interrogate the database but do not present the output in a usable manner. Using the results from your queries you should now create a series of reports to present your data.

To achieve a pass you must:

- Create a report for each sort and query using standard templates

To progress to Merit or Distinction you will also need to show evidence of:

- Creating appropriate reports for each sort and query
- Creating at least one custom report

To progress to Distinction you will also need to show evidence of:

- Creating a range of different custom reports

*(Evidence can be annotated screen shots.)*

## Task 5 – Create a user interface

### Assessment objective 5 is assessed in this task

Your database has impressed the owners of Bouncy Party and they want to use it to support their business. They are not very familiar with using database software and would like you to create a simple to use user interface to allow them to use the database with a minimum of training.

To achieve a pass you must:

- Create a basic user interface
- Your interface gives access to some of the main areas of the database

To progress to Merit or Distinction you will need to show evidence of:

- Creating a clearly structured user interface
- Your user interface giving access to the main areas of the database

To progress to Distinction you will need to show evidence of:

- Creation of a fully customized user interface
- Your interface is easy to use
- Your user interface gives access to the main areas of the database

*(Evidence can be annotated screen shots.)*

## Task 6 – Test the database

### Assessment objective 6 is assessed in this task

Before handing over your database to the owners of bouncy party you should fully test your database using normal, extreme and invalid data. Following your tests you should correct any errors

To achieve a pass you must:

- Create a test plan to test the following
  - Database meets design brief
  - Forms
  - Queries
  - Reports
  - Validation
- Carry out tests and comment on success/failure of each
- Correct any areas of the database containing errors

To progress to Merit or Distinction you will also need to show evidence of:

- Your tests including normal, invalid and extreme data
- Your tests including most areas of the database

To progress to Distinction you will also need to show evidence of:

- Your tests including all of the main areas of the database

*(Evidence can be your test plan with notes on the success/failure of the tests and subsequent revisions to your database. You should **NOT** include screen shots of the actual testing.)*