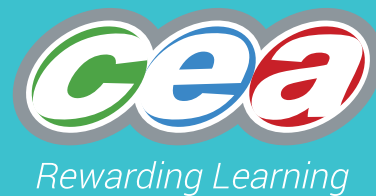


GCSE



CCEA GCSE  
DATA CAPTURE HELP SHEET

# Business and Communication Systems

For first teaching from September 2017



# Factsheet – Data Capture

## Question – Summer 2016

A file named “Logo” is available to assist you with this task.

Belfast Auto Centre has a vacancy for a mechanic in their Servicing Department. They are going to make an application form for this vacancy available on their website. Applications will be submitted online.

The first page of the application form must include the following essential information:

- Applicant Title, Forename, Surname, Address, Town, Postcode, Gender, Date of Birth, Telephone Number and Email Address
  - Applicants must specify on the form if they have a disability
  - Applicants must give details of previous employment.
- (a) Using your knowledge of form design produce an effective A4 data capture form which includes the essential information above. This will be used as page one of the application form. [5]
- (b) Include two other pieces of appropriate information on your data capture form. [2]
- (c) Use appropriate fonts, styles and boxes in your design. [5]
- (d) Save this document as Application Form. Print one copy of the application form on one A4 page. Label the printout Application Form. [1]

[13]

## Mark Scheme

- (a) Essential information included – Applicant Title, Forename, Surname, Address, Town, Postcode, Gender, Date of Birth, Telephone Number, Email Address, Disability, Previous Employment max [5]

([5] if all included [4] if some included)

- (b) Appropriate information, e.g.: Logo [1] Instructions for completing the form [1]. Title of form, e.g. ‘Application for Mechanic’ [1] Mandatory fields marked [1] Position [1] Qualifications [1] Any other relevant information (Max [2])

- (c) Effective use of boxes/lines [1] Effective fonts [1] Effective use of radio buttons/tick boxes/drop down list [1] Effective style [1] Max. [2]

Next page/Reset buttons [1]

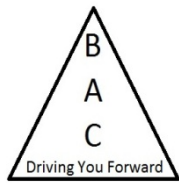
Level 0 ([0]) Answer not worthy of credit.

Level 1 ([1]) The candidate has demonstrated a satisfactory knowledge of form design. The candidate demonstrates a satisfactory level of accuracy in spelling, punctuation and grammar. The candidate makes satisfactory use of alignment and white space, and the organisation of work is satisfactory.

Level 2 ([2]) The candidate has demonstrated a good knowledge of form design. The candidate demonstrates a good level of accuracy in spelling, punctuation and grammar. The candidate makes good use of alignment and white space, and the organisation of work is good.

**(d)** A4 printout [1]

Answer - Example



# Application Form

## **Personal Details**

Title	Mr/Mrs/Miss/Ms			
Surname		Forename(s)		
Address		Telephone Details		
		Mobile		
		Landline		
Town		Gender	<input checked="" type="radio"/> Male	<input type="radio"/> Female
Postcode		DOB		Age
National Insurance Number				
Do you have any disability		Yes/No *delete as appropriate		
If you have stated Yes to the above question please give details in the box below:-				

## **Employment Details**

Please give details for all your employment history starting with the latest

Name and Address of Employer	Dates of Employment	Duties / Responsibilities

## **Hobbies/Interests**

Please provide any details of any hobbies or interests which you feel which would support your application.

	<a href="#">Submit</a>	<a href="#">Reset</a>	
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## Example 1 Marked 13/13

### Marks Awarded

- (a) Have included all essential information – Applicant Title, Forename, Surname, Address, Town, Postcode, Gender, Date of Birth, Telephone Number, Email Address, Disability, Previous Employment 5/5
- (b) Appropriate information – Logo/employment details etc. 2/2
- (c) Use of table-boxes/Fonts/Radio Button  
Submit-Reset Button  
Level 2 – candidate has demonstrated a good knowledge of form design work is accuracy in spelling, punctuation and grammar. Good use of alignment and white space, and the organisation of work is good. 5/5
- (d) Awarded mark for printout 1/1