**INFO 209 Fall 2012**

**Access Assignment Grading Criteria**

Name: *insert your name here* Course*: insert INFO209501 or 209502*

Email address: *insert your email address here*

# Deliverables

# Grading Criteria

Major Queries (10-15 pages) \_\_\_\_ ( - 5 % per query design if missing or incorrect &

- 1 % per datasheet view if missing or could not be result of design

***Overall, worth 60% of assignment grade***

**-5 % if ANY page header information missing or incorrect in MSWord document**

**- 5 % if ANY page footer information missing or incorrect in MSWord document**

***Each query is basically worth 6% of the assignment grade. Should have ten cropped query design screen captures and ten query results.***

***– 5 each for missing query design***

***– 1 each for missing query results or if results could not have been achieved by the query design, or if column labels and record entries not fully visible.***

***Almost all errors occur in the query design.***

***- 2 if query design screen capture not cropped (MSWord Format Tab | Crop)***

***- 2 if query design screen capture cropped such that tables do not show, not all required fields are shown, or sort / selection criteria not show***

***- 3 if query design displays unrelated tables OR tables not required***

***-1 per other design error (tables, fields, field name, label name, aggregate function, selection criteria, sort criteria, etc) up to maximum of -5% per query.***

***Table field name is NOT to appear anywhere in query result heading; each query result column should have label specified in problem statement.***

***Check sorting.***

***Check selection criteria.***

***Check to see if, when applicable, correct aggregate function used.***

Major Report (2-4 pages) \_\_\_\_ ( - 15 % per report design and – 25% per report if incorrect, or –40% per set if missing)

***Overall, worth 40% of assignment grade.***

***Report Design:***

***- 15 if report design not provided. May appear in previous document following query 10 or in separate document.***

***- 10 if report design image not cropped and resized so that ALL design elements are easily viewed***

***NOTE: Neither the query design nor the results of the query used to create the report is to be printed***

***Report:***

***-20 if report displayed via screen capture or MS Word document. Report must be printed PDF file.***

***` -5 if overall case count incorrect (the only way for this to happen is if there is a problem with the design of the query on which the report is based OR an incorrect starter file was used)***

***- 3 if counts in three footers do not vertically align***

***-5 if report title in report header does not match problem statement***

***- 10 if page footer not shown. otherwise***

***- 4 if date missing from page footer***

***- 2 if date not reformatted as medium date in page footer (i.e., xx-Nov-10)***

***- 2 if date not left-aligned***

***- 4 if page numbering missing from page footer***

***- 2 if page numbering not right-aligned***

***- 4 if ‘designed by’ label not in page footer***

***- 10 if report footer not shown, otherwise***

***- 2 if words 'Overall Case Count' not included in report footer***

***- 4 if overall case count not displayed in report footer***

***- 4 if overall case count not formatted and displayed as four (4) digits***

***- 2 if overall case count not left aligned in text box***

***- 10 if department footer not shown, otherwise***

***- 4 if department name not displayed in each department footer***

***- 3 if department name field in each department footer is too narrow to fully display department names (specifically check ‘Intellectual Property Law’)***

***- 2 if department name not right-aligned in text box***

***- 2 if words 'Case Count' not included in each department footer***

***- 4 if department case count not displayed in each department footer***

***- 4 if case count in department footer not formatted and displayed as four (4) digits***

***- 2 if department case count not left-aligned in text box***

***- 10 if office footer not shown, otherwise***

***- 4 if office name not displayed in each office footer***

***-3 if office name field in each office footer too narrow to fully display office names (specifically check ‘College Station’)***

***- 2 if words 'Case Count' not included in each office footer***

***- 4 if case count not displayed in each office footer***

***- 4 if case count in office footer not formatted and displayed as four (4) digits***

***- 2 if office case count not left-aligned in text box***

***- 3 if department name field in page header is too narrow to fully display department names (specifically check ‘Intellectual Property Law’)***

***- 3 if office name field in page header too narrow to fully display office names (specifically check ‘College Station’)***

***- 4 if report not grouped by department (each department name to appear once in each detail line)***

***- 4 if report not grouped by office (each office name to appear once in each detail line)***

***- 4 if report not grouped by lawyer (each lawyer name to appear only once in each detail line)***