

Task 3 Student Instructions

Task 3 Database Practical Assessment - Unit 3 - 7.5%

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Microsoft Lists Database Practical

You will build a Microsoft Lists database for school equipment loans. The three database lesson weeks are the assessment. There is no separate one-day test after the three-week sequence.

Item	Details
Course	Year 12 Computer Science General
Unit	Unit 3
Assessment type	Practical test
Weighting	7.5%
Raw mark total	50 marks
Timing	Term 2 Weeks 5-7
Tool	Microsoft Lists in a web browser

What To Build

Create one Microsoft List that stores equipment loan records. Your database must help staff answer questions such as:

- Which items are currently on loan?
- Which items are overdue?
- Which loans belong to a year group?
- Which damaged or unreturned items need follow-up?

Minimum Requirements

Your final database must include:

1. One clearly named Microsoft List.
2. At least 10 useful columns with suitable column types.
3. A required unique `LoanID` column.
4. At least 12 realistic records.
5. A usable new/edit item form.
6. At least 4 saved query views.
7. At least 2 report-style views.
8. Clear view names and sensible column order.
9. Short documentation with screenshots.

Three-Week Build Plan

Week	Focus	Checkpoint
Week 1	Create the list, columns, data types, <code>LoanID</code> and sample records.	Show your teacher your structure and records.
Week 2	Create query views, report views and improve the interface.	Show your saved views and one interface improvement.
Week 3	Finish documentation, export data and submit through the LMS.	Submit evidence DOCX, Excel export and share link.

What To Submit

Submit these three items through the LMS:

1. **Evidence document:** `CSCGT_Task3_2026_Surname_FirstName_Evidence.docx`
2. **Data export:** `CSCGT_Task3_2026_Surname_FirstName_DataExport.xlsx`
3. **Microsoft Lists share link:** paste this into the LMS comment box.

The DOCX and XLSX are the permanent evidence. The share link lets your teacher check live features such as forms and saved views.

Database Terms

Database term	Microsoft Lists evidence
Table	List
Field	Column
Data type	Column type
Primary key	Required unique <code>LoanID</code> column
Form	New/edit item form
Query	Saved filtered, sorted or grouped view
Report	Saved report-style view

Marks

Criterion	Marks
Database structure and data types	10
Primary key and data integrity	7
Forms and visual interface	8
Query views and view evidence	8
Report views and evidence	7
Documentation	10
Total	50

Conditions

- Use Microsoft Lists in the browser, including on iPad.
- Build and submit your own database.
- Keep the List available until marking is complete.
- Be ready to explain your `LoanID` , data types, views and screenshots.

Prepared for Task 3: Three-Week Database Practical Assessment.