



Glossary of terms used for externally-assessed units

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure learners are rewarded for demonstrating the necessary skills. Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command word	
Analyse	Learners examine in detail a scenario or problem to discover its meaning or essential features. Learners will break down the problem into its parts and show how they inter-relate. There is no requirement for any conclusion.
Annotated screen shot	Image copy of a computer screen (obtained by pressing the print screen key then pasting in a document) with added annotations explaining what the image shows.
Assess	Learners give careful consideration to all the factors or events that apply and identify which are the most important or relevant. Make a judgement on the importance of something.
Calculate	Learners apply some form of mathematical or computational process.
Complete	Learners complete a diagram or process. Can apply to problems/solutions of varying complexity.
Database structure	The structure is composed of fields (a single piece of data, e.g. name, date of birth, etc.), records (a complete set of fields, e.g. an employee's personnel record) and tables (a collection of records, e.g. all employees' personnel records).
Data dictionary	A centralised repository of information on data, such as meaning, relationships to other data, origin, usage, tables, fields and format.
Demonstrate	Learners illustrate and explain how an identified computer system or process functions. May take the form of an extended writing response, a diagram or a combination of the two.
Describe	Learners provide an account of something, or highlight a number of key features of a given topic. May also be used in relation to the stages of a process.
Discuss	Learners investigate a problem or scenario showing reasoning or argument.
Draw	Learners represent understanding through the use of a diagram or flowchart.

Command word	
Entity-relationship diagram	A diagrammatical representation of database tables and the relationships (and types of relationship) among them.
Explain	Learners denote a series of linked points needed and/or justify or expand on an identified point required.
Evaluate	Learners review and synthesise information to provide a supported judgement about the topic or problem. Typically, a conclusion will be required.
Identify	Learners assess factual information, typically when making use of given stimuli. Requires a single-word or short-sentence answer.
Normalisation	The process of organising raw data into separate related tables to minimise data redundancy.
Produce	Learners provide a solution that applies established constructs to a given computing problem.
Query	An SQL select statement that extracts data from a table or tables which match(es) defined criteria.
Report	A database report presents information from a database. Information should be displayed simply and efficiently. Printed reports from the database should allow the viewing of information quickly and easily.
State, name, give	Learners assess factual information. Requires a single-word or short-sentence answer
Test log	Used to plan and record program testing, record the outcomes of testing and the changes made to solve problems
User interface	The visual part of the database through which a user interacts with a computer or software. A good interface is intuitive and allows a user to easily enter the required data accurately. A user interface is implemented using screen forms with titles, labelled boxes for data-entry, buttons to perform actions and other features to make interaction as easy as possible.
Write	Learners produce a solution, or mechanism used as part of, a solution to a given computing problem.