

The Data Accuracy Challenge

Subject: Information Technology

Topic: Data Validation and Verification

Instructions: Read each question carefully. Select or enter the correct answer. Complete all sections before submitting your worksheet.

Section A: Multiple Choice

1. What is data validation?

- A. Checking that data follows specified rules
- B. Printing a document
- C. Deleting a file
- D. Changing a computer password

2. What is data verification?

- A. Organising files into folders
- B. Checking that entered data matches the original source
- C. Calculating a total
- D. Formatting a spreadsheet

3. Which validation check ensures that a required field is not left blank?

- A. Range check
- B. Type check
- C. Presence check
- D. Length check

4. Which check ensures that a mark falls between 0 and 100?

- A. Range check
- B. Format check
- C. Presence check
- D. Check digit

5. Which method involves entering data twice and comparing the entries?

- A. Proofreading
- B. Double-entry verification
- C. Random access
- D. Serial organisation

Section B: Complete the Sentences

6. A _____ check ensures that data is the correct type, such as a number or a date.

7. A _____ check ensures that data follows a required pattern.
8. A _____ error occurs when two digits are accidentally swapped, such as 45 becoming 54.
9. A collection of related fields about one person or item is called a _____.
10. A field used to uniquely identify a record is called a _____ field.

Section C: Match the File Access Method

Match each method with its correct description.

- 11. Serial file organisation
- 12. Sequential access
- 13. Random/direct access
- 14. Indexed-sequential access

- A. An index helps locate records, which can also be accessed in sequence.
- B. Records are stored in the order they arrive.
- C. A record can be located directly without reading every earlier record.
- D. Records are accessed in sequence.

Section D: Apply Your Knowledge

15. A student enters a date into a school database. The system checks that the date follows the required format. Which validation check is being used?
16. A clerk compares a student's entered address with the address on the original form. Is this validation or verification?
17. A form requires a student's identification number, but the field is empty. Which validation check should identify the problem?
18. Explain one difference between data validation and data verification.
19. Give one example of how double-entry verification can help identify an error.
20. State one difference between sequential access and random/direct access.

End of worksheet. Check your answers before submitting.