



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test A

May/June 2017

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

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This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **12** printed pages.

Name, Centre number and candidate number

Header – Name, Centre no, candidate number left, page numbers right aligned 1 mark

TAWARA SUMMER SCHOOLS

TSS-title style applied, serif, 24pt, bold, all caps, centre, 11pt space after, no changes to text 1 mark
 Subtitle – data entry 100% accurate, with name 1 mark
 TSS-subtitle style applied – serif, 16pt, italic, right aligned, no space after 1 mark

Produced by: Candidate name
 all over the world. With an unbeatable
 programmes provide a lively, bustling
 are everyday occurrences.

and encouraged to discuss, debate and develop your own understanding of the issues raised in class. You will be inspired to think and reason in a different way, and to learn and develop hope you will enjoy.

Subheadings (8)
 TSS-subhead style – matches style set 1 mark

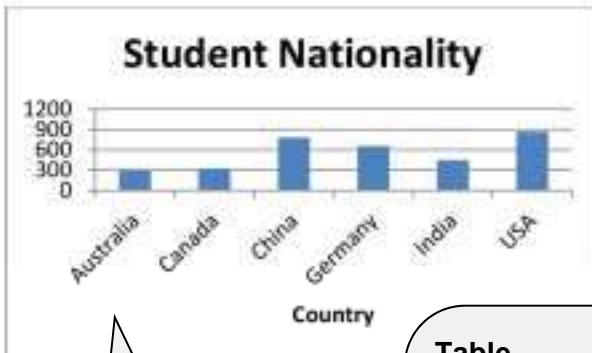
International Community

We guarantee a vibrant and truly international community with over 60 nationalities and...
 below shows where the largest groups of international students came from in 2016:

you to... your own... study schedule. Alternatively you can study a specific subject area in more depth with our specialist programmes. Fees for specialist programmes are as follows:

Columns
 Section break correct position 1 mark
 2 columns, 1 cm column spacing 1 mark

Specialist Programme Fees		
	TWO WEEKS	ONE WEEK
Ancient & Classical Worlds	£1090	£655
Creative Writing	£1485	N/A
History	£1090	£655
Literature	£1120	£705
Medieval Studies	£1090	£655
Science	£740	£720
Shakespeare		£690



Our teaching staff are gifted and...

Table
 New row correct position, below History 1 mark
 Correct data entry - Literature, £1120, £705 1 mark
Specialist Programme Fees row merged, centred over 3 columns, light grey shading applied 1 mark
 First row text bold and italic, 1 mark
 Text fits within column, no wrap in column 1, gridlines printed 1 mark
 TSS-table style applied rows 2 to 8 – sans serif, 11pt, left, no space after each row 1 mark

Participants are graduate or... students... and adults of a... background... bringing other 'life... the class...

Programmes

Our 20... has a trend... of academic... deliver 19... over... You can study from...

Resources

Application has been processed you access our Online Hub. Here you to liaise with fellow participants, use materials and learn more about school.

Chart
 Vertical bar chart – correct data (2016 enrolments only) 1 mark
 Chart in correct place, within margins, all data fully visible 1 mark
 Chart title Student Nationality - 100% accurate 1 mark
 Category label Country, 100% accurate, no legend 1 mark
 Maximum y-axis value displays 1200, increments of 300 1 mark

...course all students have access to our library which contains books listed on the

Footer – automated file name and path right aligned 1 mark

C:\Users\ExamID1\TSSLEAFLET.DOCX

Name, Centre number and candidate

2

course reading lists. Computing facilities will also be available for your use. You will be given a computer account to enable you to access email and write papers for evaluation. If you are staying in college accommodation you will also be able to connect your laptop or other devices to the network from your room.

Accommodation

You can choose to stay in one of our historic colleges and enjoy a wide range of social activities and weekend excursions. All are situated within walking distance of the teaching sites and the city centre which offers a wide variety of restaurants, cafes, shops and a daily market.

Accommodation is in very basic, single bedrooms normally occupied by undergraduates. The accommodation fee pays for a single room, breakfasts and evening meals, unless otherwise stated. There are no double or twin rooms available. Couples are normally housed in adjacent rooms. All rooms must be vacated after breakfast on your departure date. Non-residential attendance is also possible if you prefer to find your own lodgings.

Language requirements



All summer teaching is in English. If you are not English you are required to provide evidence that your English is of an adequate standard. The test result must show that you are able to understand and follow arguments presented in written and spoken English at university level. In addition, if you are applying for Creative Writing

Visas are not needed by European Economic Area (EEA) or Swiss nationals. Everyone else must obtain a Short-Term Study Visa. We will support your student visa application. To meet the visa requirements you must be at least 18 years of age, already have an unconditional offer to study in the UK for no more than 6 months,

and have enough money to pay your tuition fees and support yourself while you are in the UK. Visa regulations are subject to change. Please check the UK Government Visa and Immigration website for the most up-to-date information.

Insurance

It is essential that you take out travel insurance before travelling to cover your journeys and your stay. Your insurance must cover you if you have to leave early as we cannot refund tuition or accommodation fees if you have to cut short your stay. Insurance should also cover any expenses incurred as a result of lost or stolen property, late arrival, early or delayed departure, or cancellation due to unforeseen circumstances.

Medical care is free if your country has a reciprocal arrangement with the UK. If it does not, you must take out medical insurance to ensure you are covered during your stay, particularly if you have known medical needs that may require attention. Medical and hospital costs are expensive and payment is often needed at the time of treatment.

Entertainment and Excursions

Evening lectures form part of your programme but we also organise a number of recreational excursions to give participants the opportunity to

the subjects covered in the academic programmes and are a good way to meet new people, explore England and learn more about British culture. The estimated cost of excursions ranges from £15 for a local walking tour and £65 for a day trip, to £80 for a theatre day. All prices

Image

- Correct image inserted in correct position 1 mark
- Image reflected so the scroll on right 1 mark
- Aligned top of text and to left margin, text wrapped 1 mark
- Resized to 4 cm wide, aspect ratio maintained 1 mark

Page layout

- TSS-body style applied – sans serif, 11pt, single line, justified, 11pt space after 1 mark
- Document complete/paragraphs intact, margins unchanged and consistent, spacing consistent, top of columns balanced, no widows/orphans, split tables/charts, blank pages 1 mark

For further information please visit our website or contact the Tawara Summer School office. They will be happy to help you.

PUBLISHED

Art Summer Schools

Title

Correct, 100% accurate 1 mark

Roll_No	Course	Weeks	First_Name	Last_Name	Birth_Date	Paid
SS0179	Art and English Literature	7	Melosia	Natal	06/07/1987	Yes
SS0299	Art and Philosophy	7	Hendrik	Vrijdag	18/07/1999	Yes
SS0056	Introduction to Contemporary Art	7	Morgan	Collins	21/04/1964	Yes
SS0165	Ancient Art	6	...	Tucker	11/10/1985	Yes
SS0071	Art and English Literature	5	15/11/1967	Yes
SS0259	Art and English Literature	5	10/07/1993	Yes
SS0267	Arts of Asia	5	16/10/1993	Yes
SS0193	Theatre Arts Education and Deaf Studies	5	18/01/1991	Yes
SS0252	Art and English Literature	5	Vasilis	Anania	21/06/1993	Yes
SS0143	Fine Art	5	Scarlett	Norman	28/06/1981	Yes
SS0198	Fine Art	5	Zak	Barry	21/02/1992	Yes
SS0072	History of Art	5	Ella	Leonard	27/02/1968	Yes
SS0006	Theatre Arts Education and Deaf Studies	5	Gabriel	Bryan	24/04/1952	Yes
SS0125	Theatre Arts Education and Deaf Studies	5	09/01/1978	Yes
SS0114	Portrait, one page wide, all fields present and data fully visible					1 mark
SS0005	Sorted descending Weeks, ascending order Course					1 mark
SS0031	Specified fields, correct order					1 mark
SS0163	Portrait, one page wide, all fields present and data fully visible					1 mark
SS0039	Art Photography and its Markets	4	Scarlett	Barton	27/09/1959	Yes
SS0275	Arts of Asia	4	Oliver	Fitzgerald	27/08/1995	Yes
SS0273	Arts of Asia	4	Sebastian	Coleman	30/03/1995	Yes
SS0050	Arts of Asia	4	Max	Lawrence	10/10/1962	Yes
SS0195	Arts of Asia	4	Sophie	Arnold	15/04/1991	Yes
SS0268	Classical Art	4	Patrick	McLean	26/01/1994	Yes
SS0272	Fine Art	4	Rachel	Randall	24/03/1995	Yes
SS0260	Fine Art	4	Kratika	Gupta	24/07/1993	Yes
SS0171	Foundations of Western Art	4	Lily	Baker	12/12/1986	Yes
SS0232	History of Art	4	Jonas	Verdonk	06/04/1993	Yes
SS0162	History of Art	4	Alfie	Thomas	05/06/1985	Yes
SS0009	History of Art	4	Jennifer	Welch	23/03/1953	Yes
SS0209	History of Art	4	Anwar	Maroun	21/01/1993	Yes
SS0266	History of Art	4	...	Nicolo	08/08/1993	Yes
SS0043	History of Art	4	...	Graham	29/07/1961	Yes
SS0245	History of Art	4	...	Ramirez	01/06/1993	Yes
SS0117	Introduction to Contemporary Art	4	...	Fox	22/04/1976	Yes
SS0243	Ancient Art	4	...	Taubman	26/05/1993	Yes
SS0130	Art	3	Greg	Garrido	11/04/1979	Yes
SS0296	Art and Psychology	3	Ewan	Barrett	12/07/1998	Yes
SS0077	Arts of Asia	3	Nicholas	Middleton	02/05/1969	Yes
SS0225	Decorative Art and Design	3	Tomas	Cordero	14/03/1993	Yes
SS0184	Decorative Art and Design	3	Pedro	Garrido	01/03/1988	Yes
SS0217	Foundations of Western Art	3	Sandra	Cooper	11/02/1993	Yes
SS0069	History of Art	3	Harriet	Singh	30/06/1967	Yes
SS0154	History of Art	3	Masaaki	Nakao	06/07/1983	Yes
SS0173	Introduction to Contemporary Art	3	Agathe	Thalberg	24/01/1987	Yes
SS0105	Introduction to Contemporary Art	3	Scott	Miller	01/12/1974	Yes
SS0033	Introduction to Contemporary Art	3	21/02/1959	Yes
SS0276	Introduction to Contemporary Art	3	17/12/1995	Yes
SS0070	Theatre Arts Education and Deaf Studies	3	Liam	Barry	27/10/1967	Yes

Search

Course contains Art 1 mark

Weeks >=3, Paid is Yes 1 mark

(49 records)

Record added

Sorted descending Weeks, ascending order Course

Specified fields, correct order

Portrait, one page wide, all fields present and data fully visible

1 mark

1 mark

1 mark

1 mark

Display

Paid displays as Yes/No,

Weeks in integer

Birth Date as dd/mm/yyyy 1 mark

Calculated count under Course column. 1 mark

Label to left of calculation, 100% accurate 1 mark

Total enrolments

49

Name, Centre no, Candidate number

Outstanding Room Fees

Name, Centre Number, Candidate Number

Title
Correct, 100% accurate 1 mark

Calculated field
Heading 100% accurate 1 mark
Calculated field – Weeks * Weekly_Cost 1 mark
Both Weekly_Cost and Room_Cost display same currency symbol, 2 dp 1 mark

Header
Name, Centre number and candidate top right, no page number displayed. 1 mark

First_Name	Last_Name	Weekly_Cost	Course	Weeks	Accommodation	Room_Type	Room_Cost
Mohamed	Bansal	£685.50	Art and English Literature	5	Molesworth Lodge	En suite	£3,427.50
Freddie	Benson	£600.65	Creative Writing	4	Molesworth Lodge	Standard	£2,402.60
Francesca	Brooks	£685.50	Classical Art	2	Molesworth Lodge	En suite	£1,371.00
Luigi	Brown	£600.65	History of Art	4	Molesworth Lodge	Standard	£2,402.60
Maisie	Byrne	£685.50	Medieval Archaeology	4	Molesworth Lodge	En suite	£2,742.00
Jodie	Carpenter	£600.65	Military History and Strategic Studies	2	Molesworth Lodge	Standard	£1,201.30
Lily	Harvey	£685.50	Shakespeare	1	Molesworth Lodge	En suite	£685.50
Ella	Heath	£600.65	Economic and Social History	2	Molesworth Lodge	Standard	£1,201.30
Margaret	Jakobson	£685.50	Classical Art	2	Molesworth Lodge	En suite	£1,371.00
Logan	Johnston	£600.65	Victorian Fiction	4	Molesworth Lodge	Standard	£2,402.60
Billy	Mitchell	£685.50	Foundati	4	Molesworth Lodge	En suite	£1,371.00
Satoko	Miyamoto	£685.50	Medieval	4	Molesworth Lodge	En suite	£685.50
Louis	Moore	£600.65	Decorative	4	Molesworth Lodge	Standard	£1,201.30
Samuel	Potts	£600.65	Foundati	4	Molesworth Lodge	Standard	£3,603.90
Rebecca	Scott	£600.65	European Cultures and Histories	6	Molesworth Lodge	Standard	£3,603.90
Leo	Spencer	£685.50	Ancient Art	4	Molesworth Lodge	En suite	£2,742.00
Poppy	Stanley	£600.65	Art and English Literature	2	Molesworth Lodge	Standard	£1,201.30
Chin	Tao	£685.50	Arts of Asia	5	Molesworth Lodge	En suite	£3,427.50
John	Walker	£685.50	Fine Art	3	Molesworth Lodge	En suite	£2,056.50
Natasha	Walters	£600.65	Theatre Arts Education and Deaf Studies	3	Molesworth Lodge	Standard	£1,801.95
Patrick	Woodward	£685.50	Classical Art	5	Molesworth Lodge	En suite	£3,427.50
Jian	Yin	£600.65	Ancient and Classic Worlds	1	Molesworth Lodge	Standard	£600.65

Sort ascending order of *Last_Name* 1 mark
Specified fields, correct order 1 mark
Landscape, fits a single page only, all fields present and data fully visible 1 mark

17 August 2015

Search (22 records)
Accommodation = Molesworth Lodge, Paid = No 1 mark
Room_Type = Standard or En suite 1 mark

Tawara Summer School

1 Punting Place
CAMBRIDGE

Date field

Date displays in correct format dd/mm/yy (ie 04/04/17) 1 mark

11/10/16

«Title» «First_Name» «Last_Name»,
«Street»,
«Area»,
«Post_Code»
«Country»

Fields «Title» «First_Name» «Last_Name»,
«Street»,
«Area»,
«Post_Code»
«Country» correct position and space 1 mark

Dear «Title» «Last_Name»

Fields «Title» «Last_Name» correct position and space 1 mark

Summer School2017

Thank you for your interest in attending Tawara
advise that your application has been successful

Fields «Course» | «Start_Date» | «Duration»
correct position and space 1 mark

A place has been reserved for you on the «Course» summer school programme. The course will start on «Start_Date» and will run for «Duration» weeks. The name of your course tutor is «Tutor». As requested, «Room_Type» accommodation has been reserved for you at «Accomm» for the duration of your course.

This offer remains open for two weeks. Please contact this office to confirm your acceptance as soon as possible.

Yours sincerely

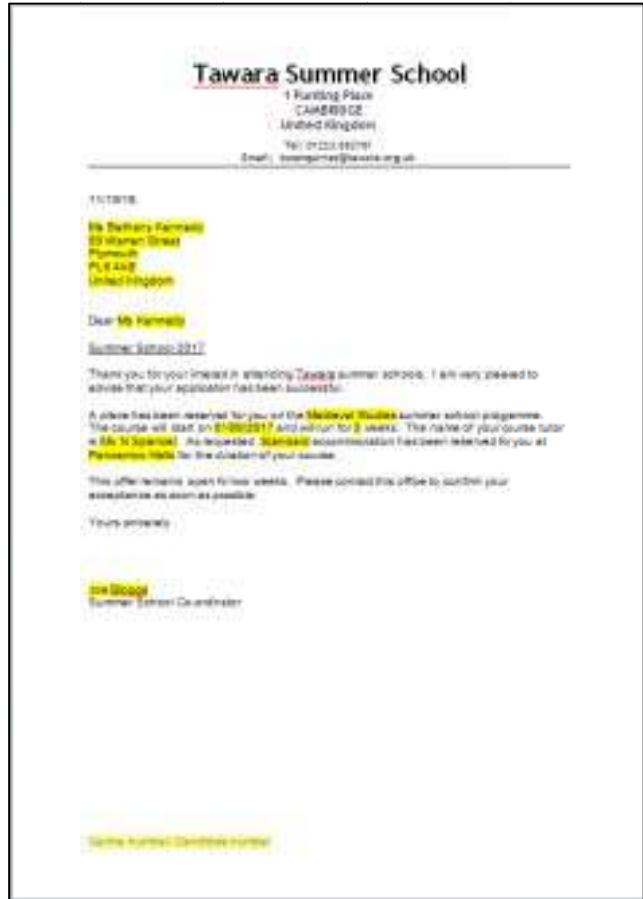
Fields «Tutor». | «Room_Type» | «Accomm»
correct position, space, punctuation intact 1 mark

Joe Bloggs

Summer School Co-ordinator

Name replaces Candidate Name
Centre number and candidate number in the footer 1 mark

Centre number, Candidate number



Result of merge – 3 letters printed
Wasem, Kennedy, Lord only
1 mark



6 slides imported correctly, no changes to text, no blank slides, no overlap of items 1 mark
 Logo inserted top right, resized, aspect ratio maintained 1 mark
 Name, Centre number and candidate number bottom left/auto slide numbers top left 1 mark

Slide 1 – changed to centred title and subtitle layout, name inserted 1 mark

Accommodation Options

Guide produced by: Candidate name

Application Process

```

    graph TD
      A[Start your application] --> B[Check in and register]
      B --> C[Check out etc.]
      C --> D[You're well done!]
    
```

Historic Buildings

- Molesworth Lodge
- St Aubyn College
- Pencarrow Halls
- Crispin Court

Room Types

- En suite
 - single bed
 - separate bath/shower room
 - includes breakfast and evening meals
- Standard
 - single bed
 - washbasin
 - includes breakfast and evening meals
- Room only
 - single bed
 - washbasin
 - no meals or self-catering facilities

Room Types slide
 2nd level bullet items demoted – italic, inset with dash bullet style 1 mark

Facilities

- private bedroom with study area
- wireless internet access in rooms
- computer room
- public telephones
- laundry room
- chapel/prayer room
- common room
- gardens

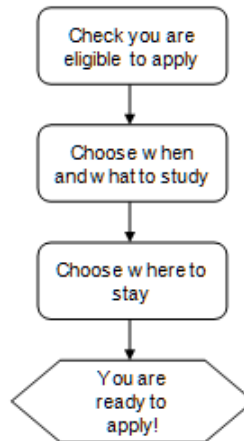
Central Locations

- within walking distance of city centre
- adjacent to the teaching site
- peaceful secluded gardens and 'hidden' historic courts
- riverside location

2



Application Process



Name, Centre number, Candidate number

Application Process slide

Text accurate, within shapes

1 mark

3 rounded rectangles, 1 hexagon vertically aligned

1 mark

3 arrows, touch but not overlap objects

1 mark

Print


Print 6 slides to page and
single full page slide Application Process

1 mark

Evidence Document

Step 1 – EVIDENCE 1 – File saved showing the file type here:

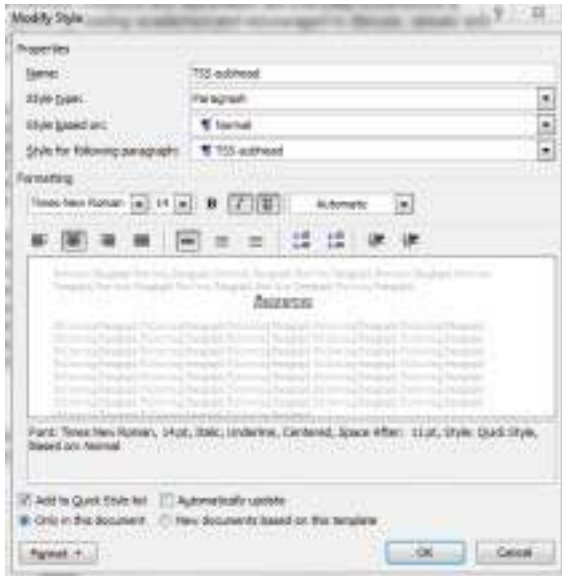
File saved as TSSLEAFLET (ignore case) in the format of the software 1 mark

 TSSLEAFLET.docx

16/08/2015 22:08 Microsoft Office Word Document

26 KB

Step 3 – EVIDENCE 2- TSS-subhead style definitions here:



TSS-subhead Style

TSS-subhead style created, correctly named 1 mark

Serif font, 14pt, italic, underlined 1 mark

Centre aligned, 11pt space after 1 mark

Step 22 – EVIDENCE 3 – Database field structure screen shot here:

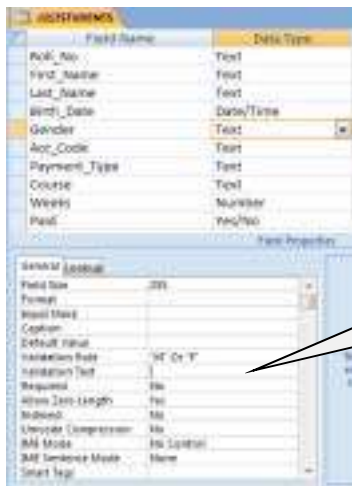
Field name	Data Type
Roll_No	Text
First_Name	Text
Last_Name	Text
Birth_Date	Date/Time
Gender	Text
Acc_Code	Text
Payment_Type	Text
Course	Text
Weeks	Number
Paid	Yes/No

DB Structure

All field names as given with correct data types 1 mark

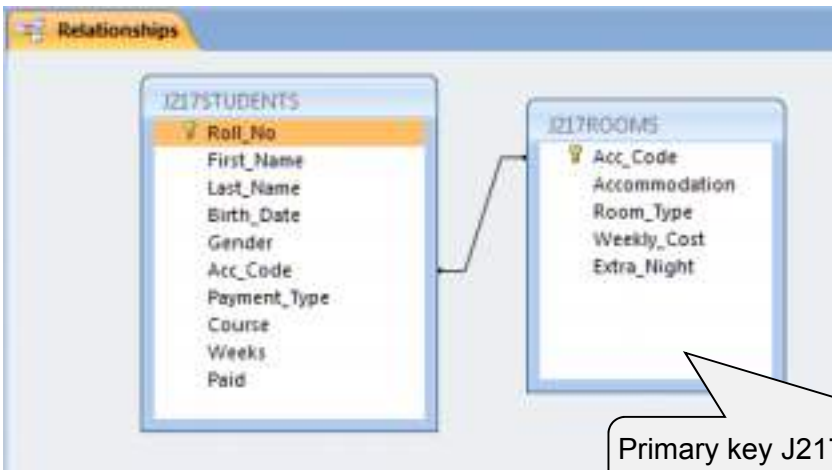
Roll No set as primary key 1 mark

Step 23 – EVIDENCE 4 – Criteria to limit data entry screenshot here:



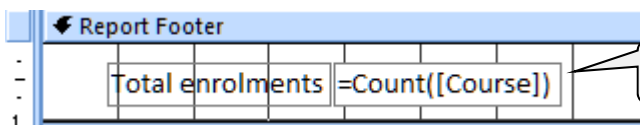
Gender field
 Data entry restriction Gender field - F or M 1 mark

Step 25 – EVIDENCE 5 – Relationship between the two tables screen shot here



Primary key J217ROOMS.Acc_Code
 Joined to J217STUDENTS.Acc_Code 1 mark

Step 26 – EVIDENCE 6 - Calculated control formula screenshot here



Calculated Count for total number of courses 1 mark

Step 28 – EVIDENCE 7 – Give two reasons:

- File size smaller/saves memory/storage space
- Data entry faster
- Reduces data entry errors
- To make data less understandable/unreadable if data is intercepted
- More efficient normalisation

[2 marks]

Step 29 – EVIDENCE 8 – Data type and reason for choice:

Alphanumeric/Text (1 mark)

May contain additional character(s) such as oblique/dash/space/brackets/plus symbol

Retains leading zeros

Field would not be used for any calculations

[1 mark]

Step 30 – EVIDENCE 9 – Evaluation of fields here:

Gender

Two from:

Remove additional radio button

Missing label e.g. prefer not to answer

Labels in full/displays all options

Change of control type e.g. drop down list

Easy method of data entry

Payment_Type

Two from:

Dimensions of control too long for data/position of field

No drop down list/selection process

Label font size/type

More appropriate label

[4 marks]

Step 31 – EVIDENCE 10 – Date field screenshot here:`{ DATE \@ "dd/MM/yy" * MERGEFORMAT }`**Mail Merge**

Correct today's date field, correct format dd/mm/yy 1 mark

Step 32 – EVIDENCE 11 – Mail merge selection method screen shot here**Mail Merge**Evidence of *Medieval Studies* and 3 weeks selected 1 mark