INFORMATION AND COMMUNICATION TECHNOLOGY 0417/22
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.

Cambridge is publishing the mark schemes for the May/June 2017 series for most Cambridge IGCSE®, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.
Welcome to the University of Tawara. We are delighted to say that we are an outstanding university with a community of students who are committed to academic excellence. Take this opportunity to meet our new community.

International Community

Welcome Week

Your first week is known as Welcome Week and includes important events such as your induction events. Some of these events such as your first meeting with the Programme Director and Personal Tutor are essential. Other events are optional but very much recommended as they are designed to help you get off to a good start. The card is also recognised by many businesses around the world and production of this card may entitle you to discounts or additional benefits.

University Card

Personal Tutor

When you arrive at the university you will be assigned a personal tutor who has both an academic and pastoral role. This is a named member of academic staff from your school. Your personal tutor is there to help you get the most from your university career. They provide crucial support and it is therefore vital that you get to know them and use them for support and advice.

Students By Dominant Origin

- UK 25%
- EU countries 12%
- Other countries 63%
- Non-EU countries

Title
UG-title style applied, sans serif, 24 pt, underline, right aligned, 12 pt space after, no changes to text

Subtitle
Data entry 100% accurate
UG-subtitle style applied – sans serif, 16 pt, italic, centre aligned, no space after

International Community

Header
Page numbers left aligned
Automated file name and path right aligned

Columns
Section break correct position
3 columns, 1.5 cm column spacing

Chart
Pie chart, correct data (Total only)
Chart in correct position, within margins, all data fully visible
Chart title 100% accurate
% labels only on each sector, correct legend displayed

Subheadings (8)
UG-subhead style – sans serif, 14 pt, centre aligned, 12 pt space after bold, italic

Bullets
Square bullets applied
1 cm hanging indent

Footer
Name, Centre Number, candidate number left aligned
Teaching Methods

We are proud that 80 per cent of our graduates leave the university with a 1st or 2:1 award in their degree. This is testament to the quality of teaching here. Teaching styles in university are different to other educational environments. The teaching environment will vary in different degree programmes but is likely to include lectures, seminars, tutorials, practical sessions and electronic learning.

Lectures are designed to convey ideas or information to a large group and are one of the main ways that you will be taught. There can be anything from 50 to more than 200 students in a lecture hall and a typical lecture lasts 50 minutes to an hour. At a lecture, the lecturer has to deliver a lot of information to such a large audience in a short space of time and there are not normally opportunities to ask questions during the lecture. To ensure that you can follow what is being covered in lectures you should check whether slides/handouts are available for download beforehand. Lectures provide an introduction to a topic, covering the key ideas and areas of importance from which you will be expected to conduct further reading and research.

Seminars are smaller and less formal than lectures, typically with groups of 5 to 30 students. They provide an opportunity to ask detailed questions and debate themes and ideas. In seminars you have the chance to discuss a wide range of personal and key skills such as problem solving and team working.

Tutorials will usually be an individual meeting with a unit or personal tutor. They are often used to give feedback on your work and to discuss your general progress. It is important that you make the most of this opportunity for personal attention. Prepare in advance any questions you wish to raise or particular study problems that you would like advice on.

Practical sessions enable you to learn by doing. This helps to consolidate ideas and make them more meaningful. Practical sessions provide an opportunity to explore ideas and put theory into practice.

Libraries

There are five university libraries which you can use with your university card. Our team of librarians will help you make the best use of the resources available. They will help you find relevant information from reliable sources for your assignments and will teach you how to identify, navigate, interpret and use information resources successfully. You can be invited to attend a library session and details can be found at the top of your personalised Student Induction Checklist.

Leisure Activities

We provide plenty of opportunities to enjoy activities outside of your studies. We have more than 100 societies covering everything from culture, music and dance, to politics, business and enterprise. There is no limit to how many societies you can join, so come with an existing hobby or try something new. We also have more than 60 sports clubs so there are plenty of opportunities to play sport at competitive level or purely to keep fit and meet new people. Visit the sports centre to see our outstanding facilities.
Computing Services

We have extensive computing facilities. Desktop PCs are available for students to use in study spaces and you can borrow a wireless laptop for up to 24 hours to connect anywhere on campus. WiFi is freely available throughout the campus and in student bedrooms, and is very easy to connect. Our network provides you with access to a wide range of software applications and collaboration tools to support study and research.

On enrolment you will be provided with a computer account and a university email address. You should activate your computer account before arriving to get a head start in the registration process and to be able to access the internet and university online services as soon as you arrive on campus. Your computer account enables you to access online resources and services including email and networked file storage.

Your university email account is web-based so you can access your email from anywhere at any time. Throughout your time of study the university will contact you through your university email account so it is important that you check it regularly to ensure you receive important messages.

Page layout
Landscape orientation 1 mark
UG-body style applied - serif, 12pt, single, justified, 12pt space after 1 mark
Document complete/paras intact, margins consistent, spacing consistent, top of columns balanced, no widows/orphans, split lists/charts, blank pages 1 mark

Correct paragraph moved to here 1 mark
Spellings students and course corrected 1 mark
## Extended Doctoral Options

<table>
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<th>Subject</th>
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Total subjects: 33

### Search

**Qual_Code = PHD**  
**Length >=4**  
(33 records)

**Title**  
Correct, 100% accurate  
1 mark

**Sorted descending Length, ascending order Subject**  
1 mark

**Specified fields only, correct order**  
1 mark

**Portrait, fits a single page only, all fields present, fully visible**  
1 mark

Calculated count under Subject column.  
1 mark

Label 100% accurate, left of number  
1 mark

Name, Centre number, Candidate number

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Tawara University – New Student Guidance

Student Induction Checklist

Preparations for study
- Complete registration online through UniPortal
- Apply for student card by uploading photograph to UniPortal
- Ensure you will be ready to begin your studies on the date above
- Check the New Student website to see what welcome events are relevant to you
- Check what personal insurance you need to buy eg contents, bike etc.
- Check your accommodation move in date and plan accordingly
- Plan your budget

Tuition Fees
- Make arrangements for the payment of your tuition fees
- Check your offer letter to see if there are any additional costs associated with your programme

On Arrival
- Check into your accommodation – the date you can move in is written in your accommodation contract or lease
- Read the information provided specifically for new students starting your degree
- Collect your University student card
- Meet your Personal Tutor

Information Services
- Read the new student guidance on computing, library and e-learning services
- Register for wireless and virtual private network (VPN) access
- Once on University premises, connect to a wireless network.
- Load print credit to your card
- Attend your Library Services induction

Practicalities
- Register with a doctor
- Open a bank account if you do not already have one
- Get a television licence

You are invited to attend a Welcome Meeting which will be held at [Site] on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, [Tutor], and fellow students. The schedule for the day is as follows:

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
<th>Session 3</th>
<th>Session 4</th>
<th>Session 5</th>
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</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>10:30 am</td>
<td>12:30 pm</td>
<td>2:00 pm</td>
<td>3:00 pm</td>
</tr>
</tbody>
</table>

Student Signature:
Personal Tutor Signature:

© UCLES 2017 Page 7 of 14
Result of merge - 4 checklists printed –
Sophie Arnold, Mohamed Bansal, Ishmael Contreras and Sophia Cunningham only 1 mark
Slides imported correctly, no blank slides, no overlap of items, no changes to text  
1 mark

Master Slide – items to be in same position and size on all slides for following marks:  
Logo top left, appropriate size, aspect ratio maintained 1 mark
Name, Centre no and candidate no bottom right, auto slide numbers top right 1 mark

Slide 1 - changed to title and subtitle layout, name inserted 1 mark
 Characteristics of the Internet deleted 1 mark

Web search tools – slide 3
Title and table layout, 3 x 9 plain table grid, no shading, gridlines displayed 1 mark
Data copied correctly into table, displayed on one line 1 mark
New first row inserted, title entered accurately 1 mark
First row cells merged, title centred over 3 columns 1 mark
Rows 1 and 2 – bold and 24pt font size 1 mark

How to evaluate website content
• check the website domain - ac.gov.uk.suffixes are usually reliable
• compare information from different sources/sites
• check for links/ads/reason for site
• see if responsible bodies have endorsed the site
• if site has testimonials it is likely to be reliable
• check date if out of date is unlikely to be reliable
• check author’s credentials
• check functionality of website

Citing online resources
• avoiding plagiarism
• adhering to copyright
Why internet information may not be reliable

- anybody can set up a website
- internet is not regulated
- commercial sites may be biased
- wikis can be edited by non-experts

Why Internet information may not be reliable – slide 4
Two reasons given, i.e.
- Internet not regulated 1 mark
- Anyone can set up a website 1 mark

1 mark per valid reason, max 2 marks.
**How to evaluate website content – slide 5**

Two methods given, i.e.

- Check website domain 1 mark
- Check author’s credentials 1 mark

1 mark per valid reason, max 2 marks.

- check the website domain - .ac, .gov, .org, .edu suffixes are usually reliable
- compare information from different sources/sites
- check for bias/advertising/purpose of site
- see if responsible bodies have endorsed the site
- if site has testimonials it is likely to be reliable
- check date – if out of date is unlikely to be reliable
- check author’s credentials
- check functionality of website

Print
Print 6 slides to page and
Two × single full page slides 4 and 5 1 mark
Evidence Document

Step 2 – **EVIDENCE 1** – File saved as and evidence of file type

File saved as UGGUIDE in the format of the software 1 mark

---

Step 4 – **EVIDENCE 2** – UG-bullet style definition screen shot here

UG-bullet Style
UG-bullet style created 1 mark
Serif font, 12pt, left or justified 1 mark

---

Step 23 – **EVIDENCE 3** – Evaluation and recommendation here:

Any 3 from:

Blog – one person/organisation disseminating information, postings can be longer/more detailed
Blog is a personal internet journal/diary - writer will type in observations on some topic
Blog creator drives content, one person’s thoughts, one author posts thought on a subject, blog posts typically longer, readers can comment on content, blog unmoderated

Forum: - a group sharing thoughts, discussions, comments are brief, user generated content, broader collection of thoughts, conversation between members of a group, several different thoughts on a subject, comments could be moderated to ensure content is appropriate for the university.

1 mark per valid response up to 3 marks
1 mark for justified recommendation
[4 marks]

---

Step 24 – **EVIDENCE 4** – Database field structure screen shot here:

DB Structure
All field names as given/correct data types as given 1 mark
Course_Code set as key field 1 mark
Step 25 – **EVIDENCE 5** – Criteria to limit data entry screenshot here:

![Length field data entry restriction screenshot](image)

**Length field**
Data entry restriction \(<=6\) 1 mark

Step 27 – **EVIDENCE 6** – Relationship between the two tables screenshot here

![Relationship between Faculty_Code fields screenshot](image)

Relationship between Faculty_Code fields 1 mark

Step 28 – **EVIDENCE 7** – Calculated control formula screenshot here

![Formula evidence of COUNT screenshot](image)

**Formula evidence of COUNT** 1 mark

Step 30 – **EVIDENCE 8** – Date field screenshot here:

![Mail Merge screenshot](image)

**Mail Merge**
Today’s date field used, correct format 1 mark
(Must see dd MMMM yyyy)
Step 31 – EVIDENCE 9 – Mail merge selection method screenshot here:

Mail Merge
Evidence of Start_Date >=11/9/2017 selected  1 mark