



**Cambridge International Examinations**  
Cambridge International General Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/21**

Paper 2 Practical Test A

**May/June 2017**

MARK SCHEME

Maximum Mark: 80

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**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<sup>®</sup>, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

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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.

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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  
our 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

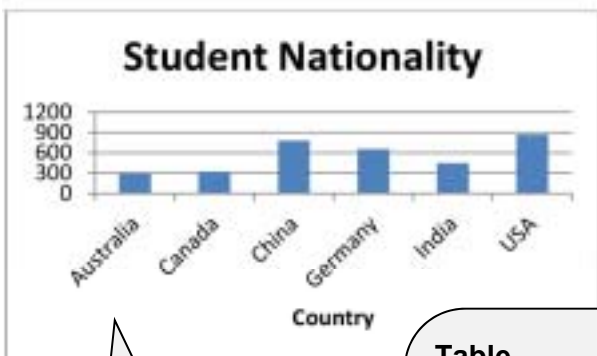
## International Community

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

you to ~~and~~ your own personalised 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

| <b>Specialist Programme Fees</b> |           |          |
|----------------------------------|-----------|----------|
|                                  | 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 experienced 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 1 mark  
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 2017 programme has a trend  
of academic excellence and deliver 19  
over 100 courses. You can study from  
a range of programmes

## Resources

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

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

**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

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

understand and follow arguments presented in written and spoken English at university level. In addition, if you are applying for Creative Writing

pro  
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for

**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

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

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and  
the  
are  
a good way to discover the city.

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      | ...        | ...        | 5/11/1967  | Yes  |
| SS0259  | Art and English Literature                                         | 5      | ...        | ...        | 0/07/1993  | Yes  |
| SS0267  | Arts of Asia                                                       | 5      | ...        | ...        | 6/10/1993  | Yes  |
| SS0193  | Theatre Arts Education and Deaf Studies                            | 5      | ...        | ...        | 8/01/1991  | 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 | ...        | ...        | 13/10/1975 | Yes  |
| SS0005  | Sorted descending Weeks, ascending order Course                    | 1 mark | ...        | ...        | 03/04/1952 | Yes  |
| SS0031  | Specified fields, correct order                                    | 1 mark | ...        | ...        | 22/05/1958 | Yes  |
| SS0163  | Portrait, one page wide, all fields present and data fully visible | 1 mark | ...        | ...        | 03/09/1985 | Yes  |
| 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

**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

**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

Name, Centre Number, Candidate Number  
**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                                | 2     | Molesworth Lodge | En suite  | £1,371.00 |
| Satoko     | Miyamoto  | £685.50     | Medieval                                | 1     | Molesworth Lodge | En suite  | £685.50   |
| Louis      | Moore     | £600.65     | Decorati                                | 2     | Molesworth Lodge | Standard  | £1,201.30 |
| Samuel     | Potts     | £600.65     | Foundati                                | 6     | 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 Summer School. We 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

**Tawara Summer School**  
1 Partridge Place  
CAMBRIDGE  
United Kingdom  
Tel: 01223 80791  
Email: [tschool@tawara.org.uk](mailto:tschool@tawara.org.uk)

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11/10/18

**Mr Wassel Wasem**  
221 King Street  
Aylesbury  
222 1A  
Herts

Dear **Mr Wassel**

Summer School 2017

Thank you for your interest in attending **Tawara** summer schools. I am very pleased to advise that your application has been successful.

A place has been reserved for you on the **Maths/Art Studies** summer school programme. The course will start on **21/06/2017** and will run for **2** weeks. The name of your course tutor is **Dr W Agnew**. As requested, **En-suite** accommodation has been reserved for you at **Willesden Hill Lodge** 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

**Jim Stoppa**  
Summer School Co-ordinator

Centre number: Candidate number

**Tawara Summer School**  
1 Partridge Place  
CAMBRIDGE  
United Kingdom  
Tel: 01223 80791  
Email: [tschool@tawara.org.uk](mailto:tschool@tawara.org.uk)

---

11/10/18

**Ms Bethany Kennedy**  
53 Roman Street  
Plymouth  
PL4 4AB  
United Kingdom

Dear **Ms Kennedy**

Summer School 2017

Thank you for your interest in attending **Tawara** summer schools. I am very pleased to advise that your application has been successful.

A place has been reserved for you on the **Maths/Art Studies** summer school programme. The course will start on **21/06/2017** and will run for **2** weeks. The name of your course tutor is **Dr W Agnew**. As requested, **En-suite** accommodation has been reserved for you at **Willesden Hill Lodge** 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

**Jim Stoppa**  
Summer School Co-ordinator

Centre number: Candidate number

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

**Tawara Summer School**  
1 Partridge Place  
CAMBRIDGE  
United Kingdom  
Tel: 01223 80791  
Email: [tschool@tawara.org.uk](mailto:tschool@tawara.org.uk)

---

11/10/18

**Mr Alan Lord**  
27 Malvern Street  
Gower  
CV5 9AA  
United Kingdom

Dear **Mr Lord**

Summer School 2017

Thank you for your interest in attending **Tawara** summer schools. I am very pleased to advise that your application has been successful.

A place has been reserved for you on the **Maths/Art Studies** summer school programme. The course will start on **21/06/2017** and will run for **2** weeks. The name of your course tutor is **Mr H Higgins**. As requested, **En-suite** accommodation has been reserved for you at **Olson Court** 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

**Jim Stoppa**  
Summer School Co-ordinator

Centre number: Candidate number

|                                                                                       |        |
|---------------------------------------------------------------------------------------|--------|
| 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[Check course options] --> B[Choose when and where]
    B --> C[Choose where to stay]
    C --> D{{You are ready to apply}}
  
```

***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***

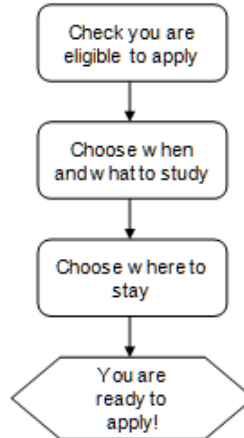
- within walking distance of city centre
- adjacent to the teaching site
- peaceful secluded gardens and 'hidden' historic courts
- riverside location



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

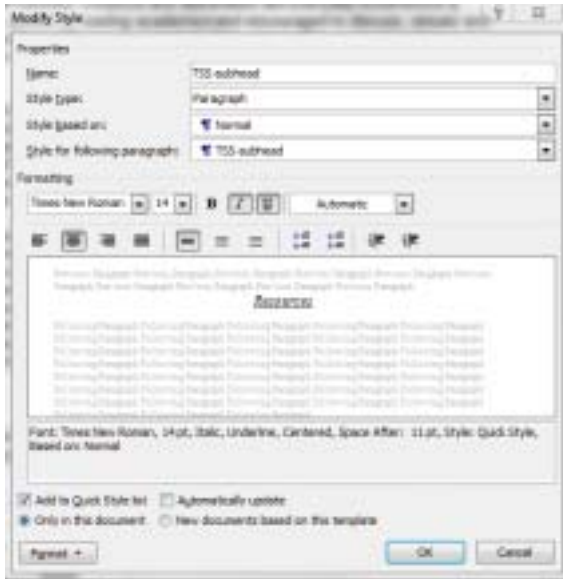
**Evidence Document**

**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



**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

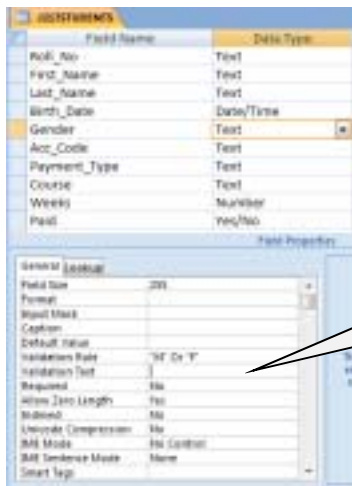
**Step 22 – EVIDENCE 3 –** Database field structure screen shot here:

| 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**

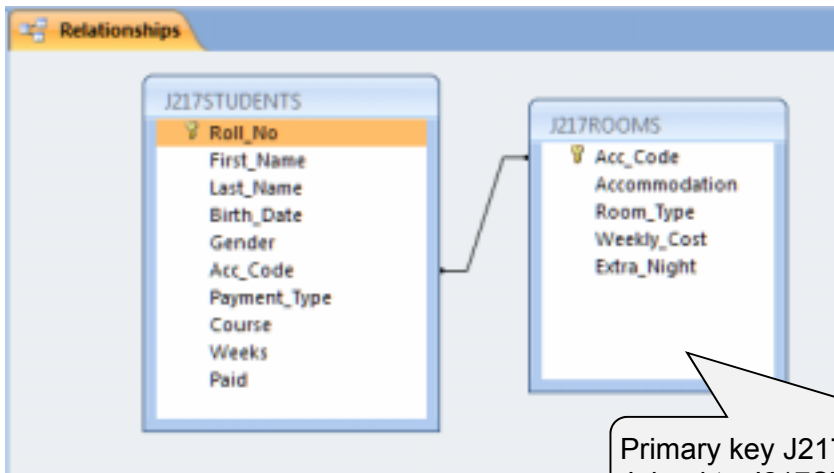
All field names as given with correct data types 1 mark  
 Roll No set as primary key 1 mark

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



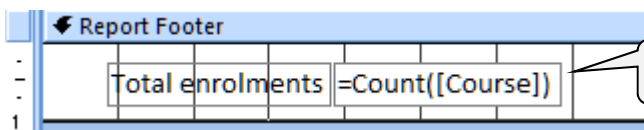
**Gender field**  
 Data entry restriction Gender field - F or M 1 mark

**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

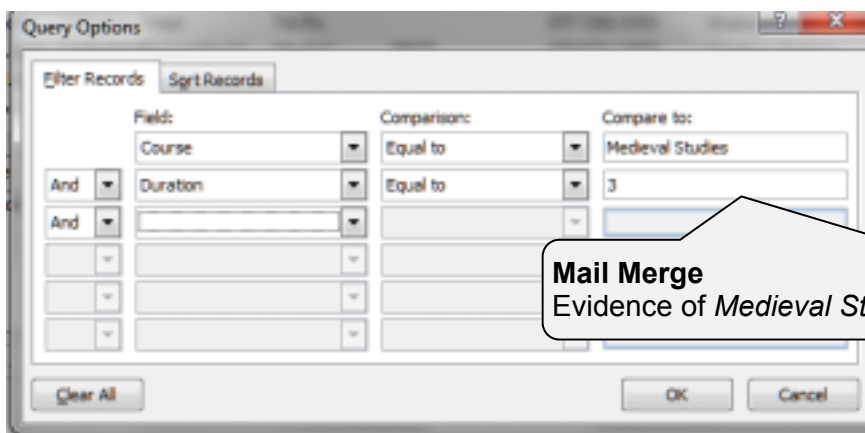
Label font size/type

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