INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/02**

Paper 2 Practical Test A   **October/November 2016**

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 October/November 2016 series for most Cambridge IGCSE®, Cambridge International A and AS Level components and some Cambridge O Level components.

This document consists of **23** printed pages.

Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

Task 2 – Document

You are going to edit an induction document for new staff at Tawara Health Club. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

No	Steps	Mark

1	**Using a suitable software package, open the file N216BRIEFING.RTF**
	Set the:
	   page size to A4
	   orientation to portrait
	   top and bottom margins to 2 centimetres
	   left and right margins to 1.5 centimetres.
	
	− page size A4 and page orientation portrait (1 mark)
	− top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark)
		[2]

2	**Save the document in your work area with the file name INDUCTION. Make sure it is saved in the format of the software you are using.** − file saved as INDUCTION in software format and evidence of file type (1 mark)	[1]
3	**Create and store the following paragraph styles:** House style specifications |	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
---	---	---	---	---	---	---	---
THC-Header_footer	serif	10	as in step 4	italic	single	0	0
THC-Title	sans-serif	32	left	bold	single	0	0
THC-Subtitle	sans-serif	16	right	italic	single	0	0
THC-Subheading	sans-serif	14	centre	underlined	single	0	12
THC-Body	serif	11	justified	none	single	0	12
THC-Table	serif	11	left	none	single	0	0 | **Place in your Evidence Document screenshot(s) to show all the settings for the THC-Subheading style.** − THC-Subheading style created, correct name (1 mark) − sans-serif, 14pt, centre aligned, underlined (1 mark) − 12 point spacing after (1 mark)	[3]

No	Steps	Mark

4	**Place in the header:**
	    the text Tawara Health Club left aligned
	    automated page numbers right aligned.
	Place in the footer:
	    your Centre number and candidate number left aligned
	    the automated file name only (no path) right aligned.
	Apply the *THC-Header_footer* style to the header and footer text.
	Make sure that:
	    all the alignments match the page margins
	    no other text is included in the header and footer area
	    headers and footers are displayed on all pages.
	
	− header: Tawara Health Club left aligned, automated page numbers right aligned matching the page margins; and displayed on each page (1 mark)
	− footer: Centre number and candidate number left aligned, the automated file name (no path) right aligned matching the page margins; and displayed on each page (1 mark)
	− THC-Header_footer style applied to both header and footer and is correct style (1 mark)
		[3]

5	**At the start of the document enter the title:** **New Staff Induction** − correct insertion of title (1 mark)	[1]
6	**Apply the *THC-Title* style to this text.** − correct THC-Title style applied (1 mark)	[1]
7	**Below the title, add a subtitle:** **Report prepared by: and add your name.** − correct insertion of subtitle (1 mark)	[1]
8	**Apply the *THC-Subtitle* style to this text.** − correct THC-Subtitle style applied(1 mark)	[1]
9	**Apply the *THC-Body* style to the rest of the document.** − correct THC-Body style applied to all text and table (1 mark)	[1]
10	**Display all the text after the second paragraph which ends *… complete with your line manager*. in two columns of equal width with a 1 centimetre space between them.** − section break in correct place (1 mark) − two equally spaced columns 1 cm between columns (1 mark)	[2]
11	**Identify the 9 subheadings in the document and apply the *THC-Subheading* style to each one.** − correct THC-Subheading style to all subheadings (1 mark)	[1]

No	Steps	Mark
12	**Open the file N216CONTACTS.CSV and insert the contents as a table within the column width after the text …** *which you may find useful:* – table inserted correctly within column width (1 mark)	[1]
13	**Delete the row containing the data for** *Andy Clarke* – correct row deleted (1 mark)	[1]

14	**Format the first row of the table to be:**
	    bold and underlined
	    centre aligned over the three columns
	    shaded with a light grey background (20–40%).
	
	– first row cells merged across 3 columns and text centred (1 mark)
	– first row bold, underlined, light grey shading applied (1 mark)
		[2]

15	**Make sure that:**
	    the *THC-Table* **style is applied to rows 2 to 8 of the table**
	    numbers are right aligned
	    text in each cell does not wrap
	    only an outside border is displayed when printed.
	
	– *THC-Table* style applied rows 2 to 8, numbers are right aligned, data displayed on one line, outside border displayed when printed (1 mark)
		[1]

16	*The section with the heading Anti-virus Policy is incomplete. You are required to enter some information about the prevention of viruses.* **Identify three methods of preventing viruses and enter your answers after the text** *… methods of preventing viruses, three of which are:*
	
	– 3 methods of preventing viruses identified (1 mark per method) i.e.
	  – running/using/executing (up-to-date) anti-virus <u>software</u>…
	  – …keep antivirus virus definition files up-to-date
	  – scanning downloaded files
	  – do not allow others to use their portable media on your computer
	  – don't run executables/files from unknown sources
	  – do not open email <u>attachments</u> from unknown sources/spam
		[3]

17	**Change the list from:**
	    Child Protection…
	    to
	    … Confidentiality
	    to a numbered list.
	
	– list changed to a numbered list (1 mark)
		[1]

18	**Format this list so the numbers are aligned at the left margin with no space after each line.** – numbers aligned at left margin and list in single line spacing (1 mark)	[1]

No	Steps	Mark

19	**Spell check and proofread the document.**
	Make sure that:
	    tables and lists are not split over two columns or pages
	    there are no widows or orphans
	    there are no blank pages
	    the house style specification has been followed and the correct styles applied as instructed
	    spacing between all items is consistent.
	
	– document contains no spelling errors (1 mark)
	– document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing consistent, no widows/orphans, split lists or tables, blank pages (1 mark)
		[2]

		[Total:29]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the £ sign and are to 2 decimal places. If £ sign is not available, select a different currency sign displayed to 2 decimal places.

No	Steps	Mark
20	**Using a suitable database package, import the file N216MEMBERS.CSV** **Use these field names and data types:** <table><tr><th>Field Name</th><th>Data Type</th><th>Format</th></tr><tr><td>Member_No</td><td>Text</td><td></td></tr><tr><td>Title</td><td>Text</td><td></td></tr><tr><td>First_Name</td><td>Text</td><td></td></tr><tr><td>Last_Name</td><td>Text</td><td></td></tr><tr><td>Add_1</td><td>Text</td><td></td></tr><tr><td>Post_Code</td><td>Text</td><td></td></tr><tr><td>Gender</td><td>Text</td><td></td></tr><tr><td>Date_Joined</td><td>Date</td><td>DD/MM/YYYY</td></tr><tr><td>Type</td><td>Text</td><td></td></tr><tr><td>Fees_Due</td><td>Boolean/Logical</td><td>To display as Yes/No</td></tr><tr><td>Pay_Method</td><td>Text</td><td></td></tr></table> **Set the *Member_No* field as a primary key.** **Save the data.** − all fields names as given and correct date types, date displays in report as DD/MM/YYYY (1 mark) − Fees_Due as boolean/logic/Yes/No in design and displays Yes/No on report (1 mark) − Member_No set as primary field (1 mark)	[3]
21	**Using a drop down menu, format the *Pay_Method* field to restrict data entry to only the following entries:** 　　**Cash** 　　**Credit Card** 　　**Cheque** 　　**Debit Card** 　　**Paym** **No other entries should be allowed within this field.** – list/drop down menu created (1 mark) – data entry limited (1 mark) – Cash, Credit Card, Cheque, Debit Card, Paym entries error free (1 mark)	[3]

No	Steps	Mark
22	**Enter the following record into the members table:** <table><tr><td>*Member_No*</td><td>**SW026**</td></tr><tr><td>*Title*</td><td>**Mr**</td></tr><tr><td>*First_Name*</td><td>**Bradley**</td></tr><tr><td>*Last_Name*</td><td>**Holloway**</td></tr><tr><td>*Add_1*</td><td>**42 Boar Lane**</td></tr><tr><td>*Post_Code*</td><td>**BD23 9XR**</td></tr><tr><td>*Gender*</td><td>**Male**</td></tr><tr><td>*Date_Joined*</td><td>**02/02/2015**</td></tr><tr><td>*Type*</td><td>**SW**</td></tr><tr><td>*Fees_Due*</td><td>**Yes**</td></tr><tr><td>*Pay_Method*</td><td>**Debit Card**</td></tr></table> **Check your data entry for errors.** **Save the data.** – record inserted correctly (1 mark)	[1]
23	**Import the file N216RATES.CSV as a new table in your database.** **Make sure the *Annual_Fee* is formatted as currency.** **Set the *Memb_Code* field as a primary key.** **Create a one-to-many relationship between the *Memb_Code* field in the rates table and the *Type* field in the members table.** – One-to-Many relationship created between Memb_Code and Type fields (1mark)	[1]

No	Steps	Mark
24	**A 5% penalty charge is added for late payment of fees.** **Using fields from both tables, produce a report which:** **contains a new field called Late_Payment which is calculated at run-time** **and displayed as currency. This field will calculate the *Annual_Fee*** **multiplied by 1.05** **shows only the records where the *Date_Joined* is 01/01/2015 or later,** ***Fees_Due* is Yes and *Type* does not include TE** **shows only the fields *Member_No, Title, First_Name, Last_Name,*** ***Fees_Due, Date_Joined, Memb_Type, Annual_Fee,* and *Late_Payment* in** **this order with data and labels displayed in full** **sorts the data into ascending order of *Memb_Type* and then ascending** **order of *Last_Name*** **fits on a single page wide** **has a page orientation of landscape** **calculates the total *Annual_Fee* for this selection and positions this** **number under the *Annual_Fee* column** **has a label to the left of this number Total fees due** **includes the heading Overdue Membership Fees at the top of the page** **has your name, Centre number and candidate number at the bottom of** **the report.** **Save and print your report.** – heading: Overdue Membership Fees at the top of the page (1 mark) – new field called Late_Payment created (1 mark) – calculates Late_Payment as Annual_Fee multiplied by 1.05 (1 mark) – displays only the records where Fees_Due is Yes, Type excludes TE (1 mark) – displays only the records where Date_Joined is >= 01/01/2015 (1 mark) – shows only the fields Member_No, Title, First_Name, Last_Name, Fees_Due, Date_Joined, Memb_Type, Annual_Fee, & Late_Payment in the correct order (1 mark) – has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark) – sorts the data into ascending order of Memb_Type, then ascending on Last_Name (1 mark) – calculates the total Annual_Fee and positions this number under the *Annual_Fee* column (2 marks) – label to the left of this number: Total fees due (1 mark) – Annual_Fee*,* Late_Payment and Total fees due displayed as currency 2dp (1 mark)	[12]

No	Steps	Mark
25	**Produce a report from all the data which:** **selects only those records where:** *Type* **is SW, GY or TE** *Fees_Due* **is Yes** *Pay_Method* **contains Card** **shows only the fields *Type, First_Name, Last_Name, Add_1, Post_Code, Pay_Method* and *Fees_Due* in this order with data and labels displayed in full** **sorts the *Pay_Method* in descending order** **has a page orientation of portrait and fits on a single page** **includes the heading Single Activity Card Payments at the top of the page** **has your name, Centre number and candidate number at the top right of the report.** **Save and print your report.** − heading: Single Activity Card Payments at the top of the page (1 mark) − displays only the records where Type is SW, GY or TE and Fees_Due is Yes (1 mark) − displays only the records where Pay_Method contains Card (1 mark) − sorts the *Pay_Method* in descending order (1 mark) − shows only the fields *Type, First_Name, Last_Name, Add_1, Post_Code, Pay_Method* and *Fees_Due* in the correct order (1 mark) − portrait orientation, fits one page, all data and labels fully visible (1 mark) − name, Centre number and candidate number at the top right of the report (1 mark)	[7]
		[Total: 27]

Task 4 – Mail merge document

You are required to carry out a mail merge to create a checklist for use during the induction of new staff.

No	Steps	Mark
26	Use the file N216CHECKLIST.RTF as the master document for the mail merge and the file N216NEWSTAFF.CSV as the data source file. In the master document: replace *<Date>* with a field to display today's date in the format DD/MM/YYYY insert the merge fields «First_Name» «Last_Name» «Job_Title» «Line_Manager» «Start_Date» «Department» «Course» «Course_Date» «Location» from the data source file where indicated include your name, Centre number and candidate number in the footer of the document. − date field inserted (1 mark) − date displays in format dd mm yyyy (1 mark) − correct merge fields «First_Name» «Last_Name», «Job_Title», «Line_Manager», correct position and spacing (1 mark) − correct merge fields «Start_Date» «Department», correct position and spacing(1 mark) − correct merge fields «Course» «Course_Date» «Location», correct position, spacing and maintain punctuation (1 mark) − name, Centre number and candidate number in footer (1 mark)	[6]
27	Insert the image N216LOGO.JPG in an appropriate position. Format the image so that: it is resized to a width of 4 centimetres the aspect ratio is maintained the image does not overlap any items on the document. Save and print the master document with the merge fields displayed. − logo inserted in appropriate position, no overlap (1 mark) − logo resized to 4cm wide with aspect ratio maintained (1 mark)	[2]
28	Merge the checklist for only those applicants who need to attend the induction course. − evidence of selection method (1 mark)	[1]
29	Print only the merged checklists for the selected applicants. − letters printed for Induction course only (1 mark).	[1]
30	Evaluate the suitability of this checklist for use with its intended audience. Identify any improvements which could be made and give reasons. − evaluation of the suitability of the checklist for the target audience, with justified improvements (4 marks)	[4]
		[Total: 14]

Task 5 – Presentation

You are now going to create a short presentation.

No	Steps	Mark
31	**Import the file N216GYM.RTF placing the text as 6 slides in your presentation software.** − 6 slides imported with contents of N216GYM.RTF (1 mark)	[1]
32	**Create a master slide with:** **a plain white background** **a 3 to 4 point horizontal line across the width of the slide, about 3 centimetres from the top** **the text Tawara Health Club in a black, italic, 36 point, serif font, above the line, aligned to the top right of the slide. Make sure the text does not wrap.** **your name, Centre number and candidate number in the bottom right corner in an 18 point font** **automatic slide numbers in the bottom left corner** **1st level bullets formatted in a 24 point font, italic, with arrow shaped bullet style, e.g. ➤** **Apply all master slide elements to all slides.** **Make sure no master slide elements, text or chart overlap each other on any slide.** − text Tawara Health Club positioned top right, serif, italic 36pt font, no wrap (1 mark) − thick 3pt horizontal line across slide, approx. 3 centimetres under title (1 mark) − auto slide numbers bottom left, Name, Centre No, Cand No bottom right, 18pt (1 mark) − 1st level bullets – 24pt, italic, arrow shaped bullets (1 mark)	[4]
33	**Make slide 1 a title and subtitle layout with the text centred on the slide.** − slide layout for slide 1 title and subtitle layout, text centred, no bullet, title larger than subtitle (1 mark)	[1]
34	**Use the data in the file N216TOTALMEM.CSV to create a vertical bar chart to display the total number of members by membership type.** − vertical bar chart created from correct data, no legend (1 mark)	[1]
35	**Label the chart with:** – **the title Total Club Members** – **category series labels displayed in full** – **axis titles as Membership Type and Number** **Do not display a legend.** − chart title and axis labels accurate and displayed in full (1 mark)	[1]

No	Steps	Mark
36	**Place the chart to the left of the bullet points on the slide with the title *Club Membership*** – chart placed correctly (1 mark)	[1]
37	**Save the presentation.** **Print the presentation with 6 slides to the page.** **Print only the slide with the title Club Membership as a single full slide which fills the page.** – print handouts 6 slides per page and full single slide Club Membership which fills the page (1 mark)	[1]
		[Total: 10]

Tawara Health Club

New S[...]

Report prepared by: name

Header
Tawara Health Club left, page numbers right aligned   1 mark
THC-Header_footer style applied to both header & footer (serif, 10pt, italic)   1 mark

Title
Data entry 100% accurate   1 mark
THC-Title style applied - sans-serif, left aligned, 32pt, bold   1 mark

[...] the team at Ta[...]a Health Club and [...] comprehensi[...]tion programme [...] your new wor[...]ment and to also ensure you can work legally and safely.

As part of your induction you will [...] welcome new staff and to introdu[...] essential health and safety informa[...] will be notified of the next available event. Attached to this document is a personalised Induction Checklist which you should complete with your line manager.

Subtitle
Data entry 100% accurate   1 mark
THC-Subtitle style applied – sans-serif, right aligned, 16pt, italic   1 mark

Company Mission

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

[...]omote [...]re that [...]arding [...] and improve the overall health and fitness of oth[...] through motivation, education and guidance. We [...] committed to the health and well being of mi[...] body and spirit.

General Conduct

Your hours of work are as stated in your offer letter. All members of staff are expe[...] to arrive at their place of work punctually and [...]minder. It is your responsibility to check t[...]w when

Subheadings (9)
THC-Subheading style applied - sans-serif, 14pt, centred, underlined   1 mark

telephones. Mobile phones must be switched off whilst you are at work. Smoking is prohibited on company premises.

Mentoring

As a new member of staff you will be assigned a mentor who will guide you through the early stages of your appointment. They will help and support you as well as introduce you to company policies and procedures. Your mentor will be a neutral member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

Uniform and Appearance

Members of staff are expected to wear the uniform that is provided for them. It should be kept clean and in good repair and will remain the property of the company. Name badges are part of the uniform and should be worn at all times. Footwear should be appropriate for the area in which you work. Staff must maintain the highest possible standards of personal hygiene and cleanliness.

Absence

The basic annual leave entitlement is 4 weeks, increasing to 5 weeks for employees with 5 years reckonable service. Leave entitlement for part-time employees is calculated on a pro-rata basis. The leave year runs from 1 February to 31 January. Requests for holidays must be approved in advance by your line manager and a holiday form completed.

If you wish to leave the company, please refer to your offer letter for the notice period you are required to give. Notice should be given in writing to your manager.

Disability Awareness

People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective service for customers with disabilities means treating everyone the same regardless of disability. Be positive, polite and offer help if required.

Use of ICT Equipment

Footer
Centre number, candidate number left, automated file name (no path) right aligned   1 mark

An[...] you[...] the first day of absence.

[...]ed [...]be [...]ss our IT services. To obtain your IT account, you

Page 14	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club   *14*

must first have provided personnel with all the
do[...]

2 spellings corrected – commmitted, atend 1 mark

em[...]
em[...]
Acceptable Use Policy. This policy is designed to
ensure that staff are aware of their professional
responsibilities when using any form of ICT. All
staff must sign the policy and adhere to its contents
at all times. You must also be aware of, and comply
with, the Data Protection regulations. Further details
on this will be provided on your induction training
day. Below is a list of key staff contacts and their
extension numbers which you may find useful:

We take our Health and Safety responsibilities very
~~usly and are~~ committed to ensuring that the
[...]h, safety and welfare of employees and visitors
[...] not adversely affected as a result of the work we
do or by the condition of our buildings. You will be
required to attend a health and safety training day.

Please ask a member of staff if there is any aspect of
your induction you are uncertain about. Welcome to
the team!

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Ruksana Nasser	Payroll	5402

Table
Complete, correct place, within column width,
no changes to data   1 mark
Andy Clarke row deleted (below Jones)   1 mark
Top row cells merged, heading centred   1 mark
Heading bold, underline, light grey shading applied
     1 mark

THC-Table style applied rows 2 to 8 (left aligned,
no space after each line), numbers right aligned,
text on one line, outside border only printed
     1 mark

Anti-virus Policy

We aim to provide a computing network which is
virus-free. A virus is a piece of self-replicating code
or malicious programming code designed to destroy
or damage information on computers or steal user
data. Viruses are usually disguised so their prese[...]
is not obvious to the computer user.   A v[...]
infection can be very costly to the company in t[...]
of lost data, lost staff productivity and [...]
reputation.   This policy applies to all comp[...]
users. Staff should be aware of the main metho[...]
preventing viruses, three of which are:

3 valid methods of preventing viruses entered e.g.
running/using/executing (up-to-date) anti-virus <u>*software*</u>*…*
…keep antivirus virus definition files up-to-date
scanning downloaded files
do not allow others to use their portable media on your
computer
don't run executables/files from unknown sources
do not open email <u>*attachments*</u> *from unknown*
sources/spam   3 marks

1. ensure anti-virus software is installed
    and running

2. do not open email attachments from
    unknown sources

3. scan portable media before use

Page layout
Body text style applied to text, 11pt, serif,
single line spacing, fully justified, 12pt space after 1 mark

Document complete/paragraphs intact,
margins consistent, line spacing consistent,
no widows/orphans, split lists or tables, blank pages
     1 mark

Policies and Procedures

The following documents are relevant to all job [...]
and you should become familiar with their conte[...]

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines
4. Equal Opportunities/Equity Policy
5. Data Protection
6. Confidentiality

List
List changed to numbered list   1 mark
Numbers aligned left margin, no space after each line   1 mark

Tawara Health Club

Overdue Membership Fees

Title
Correct, 100% accurate   1 mark

Calculated field
Heading 100% accurate   1 mark
Annual_Fee multiplied by 1.05   1 mark

Member_No	Title	First_Name	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Pa
AD060	Mrs	Madison	Baker	Yes	16/07/2015	Adult	£365.00	£383.25
AD030	Ms	Niamh	Barker	Yes	25/06/2015	Adult	£365.00	£383.25
AD031	Ms	Lilly	Brady	Yes	14/06/2015	Adult	£365.00	£383.25
AD029	Mrs	Demi	Connolly	Yes	18/07/2015	Adult	£365.00	£383.25
AD018	Ms	Millie	Davidson	Yes	06/02/2016	Adult	£365.00	£383.25
AD006	Mr	Archie	Douglas	Yes	07/09/2015	Adult	£365.00	£383.25
AD021	Mr	Harry	Houghton	Yes	08/01/2016	Adult	£365.00	£383.25
AD073	Mr	Louie	Joyce	Yes	04/08/2015	Adult	£365.00	£383.25
AD020	Mr	Harvey	Summers	Yes	30/01/2016	Adult	£365.00	£383.25
GY036	Mr	Jay	Rahman	Yes	25/01/2015	Gym Only	£231.00	£242.55
JN009	Miss	Rachel	Brooks	Yes	30/03/2015	Junior	£165.00	£173.25
JN003	Ms	Sarah	Cameron	Yes	31/10/2015	Junior	£165.00	£173.25
JN007	Ms	Kiera	Chamberlain	Yes	29/04/2015	Junior	£165.00	£173.25
JN004	Mr	Mohammed	Clarke	Yes	23/09/2015	Junior	£165.00	£173.25
JN008	Mr	Morgan	Conway	Yes	05/04/2015	Junior	£165.00	£173.25
JN030	Mr	Finley	Dale	Yes	16/12/2015	Junior	£165.00	£173.25
JN010	Miss	Cerys	Evans	Yes	16/02/2015		£165.00	£173.25
JN059	Mr	Archie	Gardner				£165.00	£173.25
JN011	Ms	Poppy	Hargreaves				£165.00	£173.25
JN035	Mr	Archie	Holland				£165.00	£173.25
JN006	Miss	Melissa	Hyde	Yes	04/06/2015	Junior	£165.00	£173.25
JN031	Ms	Eva	Mahmood	Yes	18/06/2015	Junior	£165.00	£173.25
JN060	Miss	Tia	Mellor	Yes	19/02/2016	Junior	£165.00	£173.25
JN005	Mr	Harry	Robson	Yes	30/07/2015	Junior	£165.00	£173.25
JN002	Miss	Paige	Sanderson	Yes	19/11/2015	Junior	£165.00	£173.25
JN001	Mr	Corey	Sims	Yes	31/12/2015	Junior	£165.00	£173.25
JN058	Mr	Hayden	Steele	Yes	14/03/2015	Junior	£165.00	£173.25
JN012	Ms	Abbie	Stephenson	Yes	05/02/2015	Junior	£165.00	£173.25
SR049	Mrs	Lydia	Owen	Yes	03/02/2016	Senior	£286.50	£300.83
SR003	Ms	Freya	Parkes					£300.83
SR047	Mr	Peter	Read					£300.83
SR045	Mr	Reece	White					£300.83

Search (42 records)
Fees_Due is Yes, Type excludes TE   1 mark
Date_Joined is >= 01/01/2015   1 mark

Sorted ascending on *Memb_Type*, then ascending on *Last_Name* 1 mark
Specified fields, correct order   1 mark
Landscape, one page wide, all fields present and data fully visible 1 mark

Tawara Health Club 16

Member_No	Title	First_Name	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Payment
SW014	Mr	Timothy	Allen	Yes	05/02/2015	Swim Only	£231.75	£243.34
SW015	Mr	Rick	Elliott	Yes	10/01/2016	Swim Only	£231.75	£243.34
SW026	Mr	Bradley	Holloway	Yes	02/02/2015	Swim Only	£231.75	£243.34
SW001	Mr	Fred	James	Yes	13/07/2015	Swim Only	£231.75	£243.34
SW007	Mrs	Megan	Nicholson	Yes	01/01/2015	Swim Only	£231.75	£243.34
SW018	Ms	Kristin	Sparks	Yes	27/04/2015	Swim Only	£231.75	£243.34
YA001	Mr	Finlay	Byrne	Yes	15/07/2015	Young Adult	£210.50	£221.03
YA030	Mr	Louie	McCarthy	Yes	10/10/2015	Young Adult	£210.50	£221.03
YA029	Mr	Aidan	Simpson	Yes	12/10/2015	Young Adult	£210.50	£221.03
YA016	Mr	Hayden	Wallis	es	05/08/2015	Young Adult	£210.50	£221.03

Name, Centre number, Candidate number   Total fees due   £9,864.50

Record added 100% accurate (ignore *Memb_Type, Annual Fee and Late_Payment*)   1 mark

Correct sum of *Annual_Fee* positioned under *Annual_Fee* column   1 mark
Label 100% accurate to left of calculation   1 mark
Annual_Fee, Late_Payment. Total fees due all display consistent
 currency symbol and 2 dp   1 mark

Page 17	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club   17

Title
Correct, 100% accurate   1 mark

Search (27 records)
Type is SW, GY or TE, Fees_Due is Yes   1 mark
Pay_Method contains *Card*   1 mark

Single Activity Card Payments

Name, Centre number, candidate number

Type	First_Name	Last_Name	Add_1	Post_Code	Pay_Method	Fees_Due
GY	Isobel	Wright	93 Berkeley Rd	GL2 5SZ	Debit Card	Yes
TE	Emma	Mellor	24 Boat Lane	L62 4DJ	Debit Card	Yes
TE	Zara	Kerr	42 Stamford Road	SA14 7AC	Debit Card	Yes
GY	Jayden	Sims	11 Gloucester Road	WV10 9WQ	Debit Card	Yes
GY	Logan	Wilkinson	5 Boat Lane	EX9 7UX	Debit Card	Yes
SW	Megan	Nicholson	14 London Road	IP27 4JJ	Debit Card	Yes
SW	Benjamin	Anderson	49 Jubilee Drive	LN8 2JH	Debit Card	Yes
TE	Charles	Peacock	97 Nenthead Road	KY11 4FP	Debit Card	Yes
SW	Bradley	Holloway	42 Boar Lane	BD23 9XR	Debit Card	Yes
TE	Lilly	Smart	39 Thirsk Road	BD23 8LZ	Debit Card	Yes
GY	Benjamin	White	14 St Maurices Road	DG7 4AI	Debit Card	Yes
GY	Rhys	Thomson	16 Leicester Road	KW14 2QW	Debit Card	Yes
SW	Larry	Hernandez	19 Hourney Road	LA12 0DA	Debit Card	Yes
GY	Max	Williams	47 Walden Road	IV23 5BP	Debit Card	Yes
TE	Helen	Terry	3 Gorgon Street	CA7 4TW	Credit Card	Yes
TE	Abbie	Howe	92 Ballifeary Road	DG14 2MG	Credit Card	Yes
TE	Phyllis	Reeves	22 Corndolly Street	NR16 6KQ	Credit Card	Yes
SW	Mason	Blackburn	87 Argyll Street	DD3 7VZ	Credit Card	Yes
GY	Finley	Carey	5 Circle Way	IV3 5YO	Credit Card	Yes
GY	Jennifer	Nicholls	33 Monks Way	DE6 9KP	Credit Card	Yes
SW	Rick	Elliott	43 Dewdrop Place	TA7 3OO	Credit Card	Yes
GY	Jamie	Brady	45 Castledore Road	TA5 0RQ	Credit Card	Yes
GY	Ella	Black	30 Simone Weil Avenue	PE22 8DZ	Credit Card	Yes
TE	Mohammad	Armstrong	59 Main Road	KT14 6MS	Credit Card	Yes
SW	Gina	Abbott	13 The Crescent	DA3 9KE	Credit Card	Yes
GY	Luke	Howard	7 Souterhead Road	EN4 1WA	Credit Card	Yes
GY	Cameron	Butler	47 Guildford Rd	CM9 6TA	Credit Card	Yes

Sort descending on *Pay_Method*   1 mark
Specified fields, correct order   1 mark
Portrait, fits <u>one page</u>, all fields present and data fully visible   1 mark
Name, Centre number and candidate number top right   1 mark

Tawara Health Club

Mail Merge document

> **Logo**
> Inserted in appropriate position, no overlap   1 mark
> 4cm wide, aspect ratio maintained   1 mark

> **Fields** - placeholders and <> correctly replaced for marks, no data lost:
> «First_Name» «Last_Name», «Job_Title», «Line_Manager»
> correct position & spacing   1 mark
> «Start_Date» «Department» correct position & spacing   1 mark
> «Course» «Course_Date» «Location» correct position,
> spacing & maintain punctuation.   1 mark

...and effective manner and

must be completed within 4 weeks of

Staff Induction Checklist

Staff Induction Checklist			
Name: «First_Name» «Last_Name»	Commencement: «Start_Date»		
Position: «Job_Title»	Department: «Department»		
Line Manager: «Line_Manager»	Issued: 25/10/2016		
		Completed	Date
Departmental Operations and Procedures			
Departmental objectives, function and plan			
Departmental organisation chart/staff lists			
Departmental and team meetings			
Finance procedures			
Administrative systems			
Staff handbook			
Hours of work, time keeping and rotas			
Annual leave and booking procedure			
Sick leave procedure and other absences			
Health and Safety			
Workplace fire evacuation procedure (alarm, muster point etc)			
Completion of online Fire Safety package			
Introduction to local first aider			
Accident/incident reporting procedure			
No smoking policy			
Workstation assessment and online training			
Eye test informmation			
Computer Use			
Usernames, passwords and login information			
Shared drives and directory structures			
Approved hardware and software			
Email access and usage			
Policies and Standards			
Code of Conduct			
Data Protection and Freedom of Information			
Acceptable Usage Policy (IT)			
Grievance			
Child Protection			
Equal Opportunities/Equity Policy			
Confidentiality			
Employee Signature:	Date:		
Line Manager/Supervisor Signature:	Date:		

> **Date field**
> Displays in correct format dd/mm/yyyy   1 mark

Company Induction Day

You are required to attend a Company «Course» Training Day. This will be held from 0930 to 1600 on «Course_Date» at «Location». This session will
provide essential health and safety, statutory and mandatory training as well as useful information on other key company issues.

> Name, Centre no & candidate no in the footer   1 mark

Name, Centre number, candidate number

Page 19	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club 19

Merge results

Result of merge - 3 letters printed –
Daniel Littlewood, Pablo Garcia, Abdul Saeed   1 mark

Page 20	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club 20

Presentation

6 slides imported correctly, no blank slides, no overlap of items, no text changed — 1 mark
Slide 1 - title & subtitle layout with centred text (no bullet, title larger) — 1 mark

Vertical bar chart created from correct data, no legend — 1 mark
Positioned left of bullets on *Club Membership* slide — 1 mark
Title and labels correct, data labels displayed in full — 1 mark
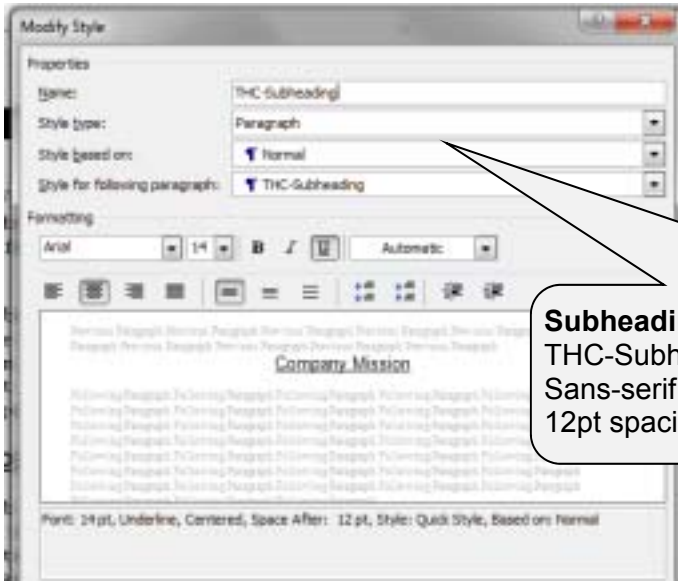Print handouts six slides per page <u>and</u> full single slide only (*Club Membership*), fills page — 1 mark

Tawara Health Club *21*

Evidence Document

Step 1 – **EVIDENCE 1** - Paper size

Page layout
A4 portrait   1 mark

Step 1 - **EVIDENCE 2 –** Margins

Page layout
Top & bottom margins 2 cms (0.79"),
left & right 1.5 cm (0.59")   1 mark

Step 2 – **EVIDENCE 3 –** File saved as INDUCTION and evidence of file type

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

☐ Name	Date modified	Type	Size
📄 INDUCTION.docx	24/03/2015 11:48	Microsoft Office Word Document	25 KB

Step 3 – **EVIDENCE 4 –** THC-Subheading style definition

Subheading Style
THC-Subheading style created, correct name   1 mark
Sans-serif, 14pt, centred, underlined   1 mark
12pt spacing after   1 mark

Step 20 – **EVIDENCE 5 –** Database field structure

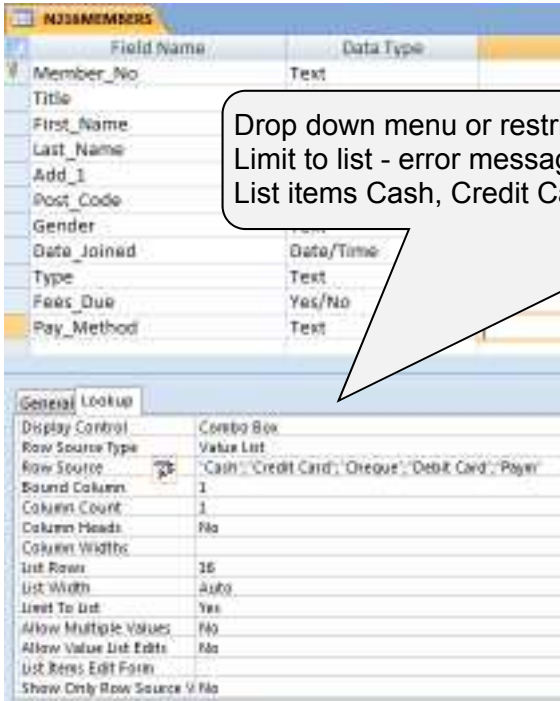| Field Name	Data Type
Member_No	Text
Title	Text
First_Name	Text
Last_Name	Text
Add_1	Text
Post_Code	Text
Gender	Text
Date_Joined	Date/Time
Type	Text
Fees_Due	Yes/No
Pay_Method	Text

DB Structure
All field names as given/correct data types,
date displays in report as DD/MM/YYYY   1 mark
Fees_Due as boolean/logic/Yes/No in design
& displays on report   1 mark
Member_No set as primary key   1 mark

Page 22	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club 22

Step 21 – **EVIDENCE 6 –** Pay_Method field properties showing data entry limited

Drop down menu or restriction in design on Pay_Method field   1 mark
Limit to list - error message or set in design properties   1 mark
List items Cash, Credit Card, Cheque, Debit Card, Paym entries error free   1 mark
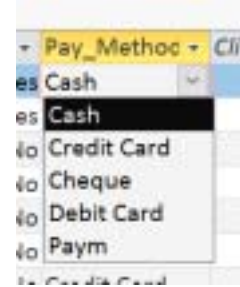
Step 23 – **EVIDENCE 7** - Relationship between the two tables
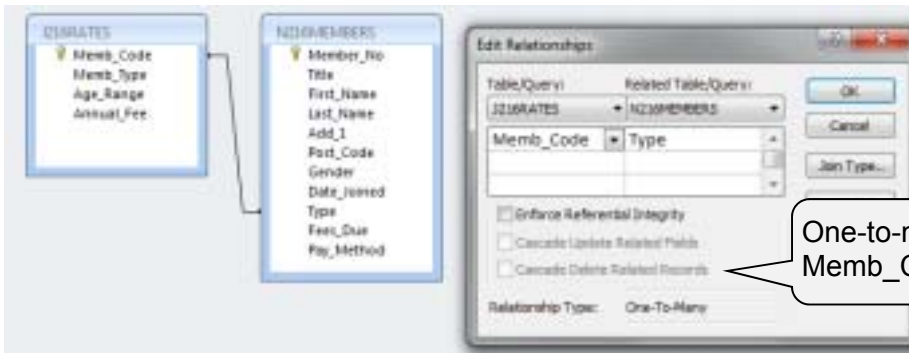
One-to-many relationship between
Memb_Code and Type fields   1 mark

Step 24 – **EVIDENCE 8** – Search criteria

Step 24 - **EVIDENCE 9** – Calculated control formula screenshot

Total fees due   =Sum([Annual_Fee])

Calculated Sum of Annual_Fee   1 mark

Step 26 – **EVIDENCE 10** – Date field

Mail Merge
Evidence of date field used   1 mark

Issued: { DATE \@ "dd/MM/yyyy" * MERGEFORMAT }

Page 23	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – October/November 2016	0417	02

Tawara Health Club 23

Step 28 – **EVIDENCE 11** – Mail merge selection method
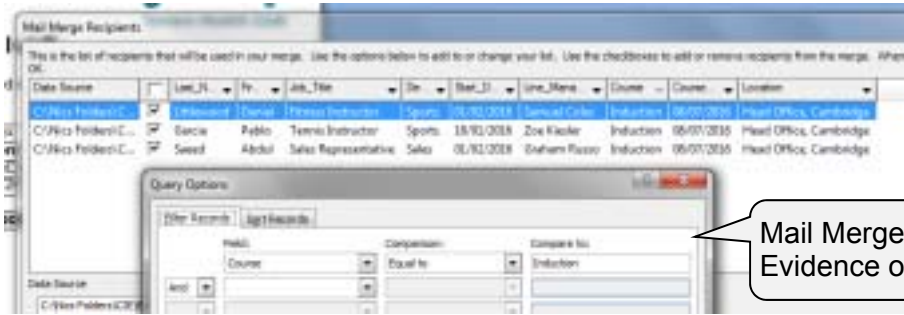
> Mail Merge
> Evidence of Induction selected   1 mark

Step 30 – **EVIDENCE 12 -** Evaluate the suitability of this checklist:

- why it is suitable for audience
- why it is not suitable for audience
- an improvement
- reason for improvement

eg:
Personalised to individual
Emboldening, shading, bullets to make easier to read, headings emphasised
Tick boxes/electronic version could automatically link to diaries
Consistent font style, size and alignment
Spelling errors – information, work, break in first paragraph

[4 marks]

Step 32 – **EVIDENCE 13** – Master slide layout screenshot

Tawara Health Club

Click to edit Master title style

➢ Click to edit Master text styles
– Second level
  • Third level
    – Fourth level
      » Fifth level

Name, Centre number, Candidate number

> **Presentation – Master slide**
> Text *Tawara Health Club* correct, 36pt, serif, italic, top right, no wrap   1 mark
> Thick 3pt horizontal line across slide width, approximately 3cm under title   1 mark
> Auto slide numbers bottom left, Name, Centre No, Cand No bottom right, 18pt   1 mark
> 1st level bullets 24pt, italic, arrow bullets ➢   1 mark