



# Cambridge IGCSE™

---

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Practical Test A

May/June 2020

MARK SCHEME

Maximum Mark: 80

---

**Published**

Students did not sit exam papers in the June 2020 series due to the Covid-19 global pandemic.

This mark scheme is published to support teachers and students and should be read together with the question paper. It shows the requirements of the exam. The answer column of the mark scheme shows the proposed basis on which Examiners would award marks for this exam. Where appropriate, this column also provides the most likely acceptable alternative responses expected from students. Examiners usually review the mark scheme after they have seen student responses and update the mark scheme if appropriate. In the June series, Examiners were unable to consider the acceptability of alternative responses, as there were no student responses to consider.

Mark schemes should usually be read together with the Principal Examiner Report for Teachers. However, because students did not sit exam papers, there is no Principal Examiner Report for Teachers for the June 2020 series.

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the June 2020 series for most Cambridge IGCSE™ and Cambridge International A & AS Level components, and some Cambridge O Level components.

---

This document consists of **16** printed pages.

**Generic Marking Principles**

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

**GENERIC MARKING PRINCIPLE 1:**

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

**GENERIC MARKING PRINCIPLE 2:**

Marks awarded are always **whole marks** (not half marks, or other fractions).

**GENERIC MARKING PRINCIPLE 3:**

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

**GENERIC MARKING PRINCIPLE 4:**

Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

**GENERIC MARKING PRINCIPLE 5:**

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

**GENERIC MARKING PRINCIPLE 6:**

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

# Guide To Bikepacking

Produced by: Candidate Name

Bikepacking is a new genre of bicycle riding that is rapidly growing in popularity. It combines mountain biking with backpacking and has become a more challenging and adventurous activity. The distances that can be covered on a bike range from 20 to 200 kilometres in a day, with the only constraints being daylight and fatigue.

**BP-Title modified style EV4**  
serif 34pt, centre, bold, italic, single line, 0 before 0pt after  
1 mark

Subtitle entered accurately with name  
BP-Subtitle listed in EV3 and applied sans-serif, 20pt, italic, right aligned, 0 pt space after, no additional formatting  
1 mark

## Racing

**Subheadings (5)**  
BP-Subhead listed in EV3 and applied serif, 18pt, centre, bold, underline, 0 before 9pt after  
1 mark

**Columns**  
Section break in correct position  
All text changed to 2 columns, 2 cm column spacing  
1 mark

Popular Distance Bikepacking Races

Event	Region	KM	Notes
Trans Am Bike Race	USA	6900	Fixed route - Pacific coast, Oregon to Atlantic Coast, Virginia
Indian Pacific Wheel Race	Australia	5500	Fixed route - shore of Indian Ocean, Perth to Pacific Ocean, Sydney
Tour Divide	Canada-USA	4400	Fixed route - Canada to Mexican border, traversing length of Rocky Mountains
Freedom Challenge	Africa	2300	Race Across South Africa, east to west. Must be navigated by map and compass, GPS devices not allowed
Inca Divide	Peru	1800	High altitude cycling in Andes mountains, challenging weather conditions

**Table**  
Column with heading *Time Limit* deleted  
Sorted descending order of *KM*  
New row inserted as first row of table  
Title entered 100% accurately in first row  
Top row merged, centred  
Heading bold  
Data centre aligned vertically, no words split on wrap  
All internal and external gridlines printed, border and all data within column width  
BP-Table listed in EV3 and applied serif, 10pt, centre, italic, single line spacing, 0 before and after, no cell shading

Automated page numbers left aligned  
Name, centre number, candidate number right aligned, no other placeholders  
1 mark

Race positions are monitored using GPS satellite-based devices attached to the bikes and upload the position to the bikes and upload the position to followers to view. Official reports and

Name, centre number, candidate number

videos are posted online and some competitors post updates on social media. Many participants do not enter a bikepacking race to win, but merely to challenge themselves and to take bike touring to a more intense level.

### Race Rules

All races follow a general set of guidelines that are designed to make the racing fair for all participants. Events may have their own specific rules but the standard guidelines that apply to all are:

- ✓ full course must be completed from start to finish
- ✓ no outside support permitted
- ✓ all forward travel over land must be human powered
- ✓ pre-booking accommodation or food/supply caching on the trail is not allowed
- ✓ drafting is prohibited
- ✓ riders must carry a GPS tracker
- ✓ riders must have insurance and wear a helmet
- ✓ front and rear lights are mandatory
- ✓ riders must wear high visibility clothing and reflective gear at night
- ✓ riders must know, respect and observe local laws.

Bikepacking should have minimal impact on the landscape and people living in it. The 'Leave No Trace' ethics offer a sound common sense approach to preserving the natural beauty of the land which should look untouched and be left as it was found.

### Equipment

Almost every mainstream bike manufacturer now offers at least one 'adventure bike' or 'bikepacking rig'. A typical equipment setup consists of a lightweight mountain bike with an efficient, ultralight gear kit for carrying minimal supplies. Advances in technology have made ultra-light camping equipment such as titanium stoves more affordable. The kit is packed or strapped onto the bike so it is balanced and secure.

Conventional cycle touring uses racks and panniers to carry equipment. This adds considerable weight to the bike, making it difficult to push and an uncomfortable ride on off-road terrain. Bikepacking uses a new lightweight



main load carriers and frame pack. The seatpack carries other items in the pack. Typically, a full set of gear has a capacity of around 32

**Image**

Image inserted in correct paragraph	1 mark
Rotated 180° so wheels at bottom	1 mark
Resized to 4 cm wide with aspect ratio maintained	1 mark
Aligned to top of text and right margin, text wrapped	1 mark

litres.

Limited space encourages a lightweight approach which reduces the weight of a bike. A lighter bike makes carrying gear less of a chore and the rider experiences less wear and tear on the bike. Riders will be less fatigued. In turn, this makes it easier to ride, whatever the

**Bullets**

Applied to correct data	1 mark
Tick ✓ shaped bullets applied	1 mark
Bullets indented 1.5 cm from left margin, Hanging indent, single line, 0pt space between	1 mark

### Navigation

Bikepacking lends itself particularly well to touring with a handlebar-mounted GPS device loaded with pre-planned routes. Singletrack trails are often unmarked or easily missed and a GPS mapping device will provide directional guidance negating the need to stop and consult a map at every junction. Alternatively, a smartphone app can be used if you have the means to keep it charged. A popular way of saving and sharing route files contains all the route information needed to stay on track and enable riders to plan a route, navigate whilst riding and review how well a trip went. They can be found online, swapped on forums, or created and shared. A back-up compass and map are always recommended in case the electronics fail. Preparation is key. As you become more

**Page break**

Page break removed above <i>Equipment</i>	1 mark
---	--------

adventurous you will be exploring further away from support and help.

### Camping

It is often illegal to camp in the wild without the landowner's permission. Many landowners and farmers will be happy to allow camping if they are asked, but access laws must always be respected.

BP-Body matches style seen in EV2 sans-serif, 11pt, justified with first line indent at 1.5 cm, single line, 0 before, 6pt after	1 mark
Doc complete/paras intact, A4, landscape, margins 2 cm, no large gaps, columns aligned at top, no widows/orphans, table and list not split, no blank pages, 6pt after bullets and table	1 mark

## Results By Category

First_Name	Last_Name	Club_Name	Category	Gender	Event_Rank
Karol	Bonin	Hybrid Spinners	Veteran	Male	1
Amanda	Vander		Veteran	Female	1
Felix					
Stacy					
Nolan					
Charlene	Mannsberger	Pedal Blazers	Veteran	Female	3
Sandra	Bunnin	Tachyon Flyers	Veteran	Female	4
Rich	Bolivar	Mountain Spinners	Veteran	Male	4
Michelle	Litke	Alliance Cycles	Veteran	Female	5
Aaron	Rushton	Easy Riders	Veteran	Male	5
Carl	Garcia	Pedal Blazers	Super Veteran	Male	1
Ashley	Bourgue	GoBike Rollers	Super Veteran	Female	1
Gabby	Brazeau	Tawara Falcons	Super Veteran	Female	2
Brett	Cruickshank	Alliance Cycles	Super Veteran	Male	2
Jeffrey	Ellis	GoBike Rollers	Super Veteran	Male	3
Shawna	Cabush	Ragwheel Racers	Super Veteran	Female	3
Stephen	Weir	Alliance Cycles	Super Veteran	Male	4
Crystal	Bristow	Tubular Belles	Super Veteran	Female	4
Kim	Maclean	Tawara Falcons	Super Veteran	Female	5
Peter	Husband	Crankmeister Racers	Super Veteran	Male	5
Christian	Ramanow	Saddle Rollers	Senior	Male	1
Caitlin	Mackenzie	Imperial Land Cruisers	Senior	Female	1
Laura	Maclauchlan	Imperial Land Cruisers	Senior	Female	2
Robert	Penner	Ragwheel Racers	Senior	Male	2
Darcy	Jones	Cyclops Flyers	Senior	Male	3
Jessica	Bourdeau	Tachyon Flyers	Senior	Female	3
Jenn	Brezsnyak	Gorilla Cycling	Senior	Female	4
Niels	Lawrence	Ragwheel Racers	Senior	Male	4
Zuzana	Gomes	Cycle Bunnies	Senior	Female	5
Grant	Sinclair	Tachyon Flyers	Senior	Male	5
John	Schooler	Mud and Mucksters	Master	Male	1
Samantha	Brophy	Chain Breakers	Master	Female	1
Marina	Burnside	Crankmeister Racers	Master	Female	2
Nick	Turcott	Crankmeister Racers	Master	Male	2
Jenny	Bowe	Chain Breakers	Master	Female	3
Sam	Boddy	Ragwheel Racers	Master	Male	3
Carthy	Bratt	Tubular Belles	Master	Female	4

**Select records (59):***Event\_Rank* is  $\leq 5$  1 mark*Ability* excludes **Novice** 1 mark

Specified fields, correct order 1 mark

Sort descending on *Category* then ascending on *Event\_Rank* 1 mark

Portrait, one page wide, all base fields, no truncation 1 mark

Name, centre number, candidate number in footer – every page 1 mark

Name, Centre number, candidate number

First_Name	Last_Name	Club_Name	Category	Gender	Event_Rank
Noah	Thomas	Tachyon Flyers	Master	Male	4
Jay	Lemiski	Chain Breakers	Master	Female	5
Betsy	Owen	Pedal Blazers	Junior	Female	1
Dominic	Kent	Tawara Falcons	Junior	Male	1
Michael	Hurford	Mountain Spinners	Junior	Male	2
Liann	Mueller	Imperial Land Cruisers	Junior	Female	2
Shauna	Macdonald	Chain Breakers	Junior	Female	3
Richard	Armstrong	Cyclops Flyers	Junior	Male	3
Robin	Belanger	Cycle Bunnies	Junior	Male	4
Nicole	Broadbent	Tubular Belles	Junior	Female	4
Aidan	Langford	Bike Ways	Junior	Male	5
Anna-Gabrielle	Partington	Ragwheel Racers	Junior	Female	5
Denise	Magsamen	Mountain Spinners	Grand Veteran	Female	1
Cody	Pennington	Saddle Rollers	Grand Veteran	Male	1
Erin	Marley	Tubular Belles	Grand Veteran	Female	2
David	Caskey	Camel Hybrid Spinners	Grand Veteran	Male	2
Bradley	Adomonis	Camel Hybrid Spinners	Grand Veteran	Male	3
Chantell	Leishman	Cyclops Flyers	Grand Veteran	Female	3
Kristin	Buchanan	Sprocket Rockets	Grand Veteran	Female	4
Phil	Kourline	Mountain Spinners	Grand Veteran	Male	4
Lars	Wiebe	Sprocket Rockets	Grand Veteran	Male	5
Leigh	Micklethwaite	Bike Ways	Grand Veteran	Female	5

Number of racers

59

Calculates correct count of records 59	1 mark
Displayed as integer, positioned under <i>Gender</i> column	1 mark
Accurate label entered to left	1 mark

Name, Centre number, candidate number

# Speed Penalties Applied

**Calculated field**

Heading 100% accurate 1 mark  
 [Avg\_MPH]\*0.95 calculated, correct values 1 mark  
 Displayed to 2 dp 1 mark

number	First_Name	Last_Name	Club_Name	Location	Category	Event_Rank	Penalty	Avg_MPH	Revised_MPH
L	<b>Title</b>	Correct, 100% accurate, as title, fully visible, no other text			1 mark	19	Yes	15.55	14.77
D		Serif, 30pt, black font			1 mark	33	Yes	15.33	14.56
C						54	Yes	14.88	14.14
	Scott	Blixhavn	Crankmeister Racers	North East	Senior	80	Yes	14.32	13.60
	Laura	Maclauchlan	In		Senior	2	Yes	13.95	13.25
	Janet	Olsen	Tu		Senior	6	Yes	13.67	12.99
	Su	Mullen	Tu		Senior	11	Yes	13.40	12.73
	Nicole	Cahill	Tubular Belles	East Midlands	Senior	13	Yes	13.18	12.52
	Jack	Glendinning	Sprocket Rockets	Central and Eastern Scotland	Senior	163	Yes	12.79	12.15
	Tanya	Lohmann	Tubular Belles	East Midlands	Senior	20	Yes	12.67	12.04
	Linda	Burton	Sprocket Rockets	Central and Eastern Scotland	Senior	25	Yes	12.54	11.91
	Christina	Tomkinson	Tubular Belles	East Midlands	Senior	26	Yes	12.42	11.80
	Kirk	Fraser	Crankmeister Racers	North East	Senior	198	Yes	12.11	11.50
	Spencer	Sarnecki	Sprocket Rockets	Central and Eastern Scotland	Senior	217	Yes	11.58	11.00
	Sian	Chilvers	Crankmeister Racers	North East	Senior	37	Yes	11.45	10.88
	Julia	Chamberlain	Tubular Belles	East Midlands	Senior	53	Yes	10.51	9.98
	Emmanuelle	Mercer	Crankmeister Racers	North East	Senior	60	Yes	10.09	9.59
	Clementine	Niles	Sprocket Rockets	Central and Eastern Scotland	Senior	66	Yes	9.85	9.36
	Erin	Whitehouse	Tubular Belles	East Midlands	Senior	68	Yes	9.82	9.33
	Alex	Nicholson	Crankmeister Racers	North East	Senior	76	Yes	9.23	8.77

New record Janet Olsen, appears once, record Su Mullen still present 1 mark  
 New record entered accurately 1 mark

**Select records (20):**

Location contains East 1 mark  
 Category is Senior, Penalty is Yes 1 mark

Specified fields, correct order 1 mark  
 Sort descending on Avg\_MPH 1 mark  
 Landscape, fits one page, all base fields present, no truncation 1 mark  
 Every\_Rank integer, Penalty displays as Yes/No; Avg\_MPH as 2 dp 1 mark



**Task 4 – Mail merge**

Name, centre number and candidate number

## Tawara Bike Adventures

**Merge Fields inserted** - <text> replaced – correct position and spacing, punctuation maintained

«Title» | «Last\_Name» | «Street» | «Town» | «Postcode» | 1 mark

«Tour\_Name», | «Region», | «Distance» 1 mark

«People» | «Departure» | «Duration» | «Price\_PP» 1 mark

Date as Postmark

«Title» «Last\_Name»  
«Street»  
«Town»  
«Postcode»

Dear Customer

I am pleased to confirm your holiday booking with Tawara Bike Adventures. The price paid includes all accommodation costs, cooked breakfasts, packed lunches and all road transfers during the holiday. We limit each group to eight members with two guides, giving a 4-1 client to guide ratio. Travel insurance, personal equipment, evening meals and incidental expenditure such as bike spares and laundry are not included in the holiday price.

Your final payment is due six weeks before departure. Please thoroughly check the booking details below and make sure you have the correct insurance and equipment for your trip. If you have any queries at all, please contact us.

Yours sincerely

Master document printed, name replaces text,  
Name, centre number, candidate number in the header 1 mark

A Candidate  
Personal Holiday Advisor

### BOOKING CONFIRMATION

Tour Details:	«Tour_Name», «Region», «Distance»km
Number of People:	«People»
Date:	«Departure»
Duration:	«Duration»
Price Per Person:	«Price_PP»

Name, centre number and candidate number

**Tawara Bike Adventures**  
Glyn Valley  
CAMBRIDGE  
CB1 3JC  
Tel: 01453 802781  
Email: enquiries@tba.org.uk

Date as Footnote  
M1 Tomaszewski  
M4 Professional Road  
Swedish  
2020/05/01

Dear Customer

I am pleased to confirm your holiday booking with Tawara Bike Adventures. The price paid includes all accommodation costs, cooked breakfasts, packed lunches and all road transfers during the holiday. We limit each group to eight members with two guides, giving a 4:1 client to guide ratio. Travel insurance, personal equipment, evening meals and incidental expenditure such as bike repairs and laundry are not included in the holiday price.

Your final payment is due six weeks before departure. Please thoroughly check the booking details below and make sure you have the correct insurance and equipment for your trip. If you have any queries at all, please telephone us and our team of advisors will be happy to help.

Yours sincerely

A Candidate  
Personal Holiday Advisor

**BOOKING CONFIRMATION**

Tour Details	Swedish Professional Road 120-11
Number of People	8
Date	20/05/20
Duration	8
Price Per Person	1075.00

Name, centre number and candidate number

**Tawara Bike Adventures**  
Glyn Valley  
CAMBRIDGE  
CB1 3JC  
Tel: 01453 802781  
Email: enquiries@tba.org.uk

Date as Footnote  
M1 Tomaszewski  
M4 Professional Road  
Swedish  
2020/05/01

Dear Customer

I am pleased to confirm your holiday booking with Tawara Bike Adventures. The price paid includes all accommodation costs, cooked breakfasts, packed lunches and all road transfers during the holiday. We limit each group to eight members with two guides, giving a 4:1 client to guide ratio. Travel insurance, personal equipment, evening meals and incidental expenditure such as bike repairs and laundry are not included in the holiday price.

Your final payment is due six weeks before departure. Please thoroughly check the booking details below and make sure you have the correct insurance and equipment for your trip. If you have any queries at all, please telephone us and our team of advisors will be happy to help.

Yours sincerely

A Candidate  
Personal Holiday Advisor

**BOOKING CONFIRMATION**

Tour Details	Swedish Professional Road 120-11
Number of People	8
Date	20/05/20
Duration	8
Price Per Person	1075.00

Result of merge – 4 letters printed –  
Tomaszewski, Dudek, Ashby, Gamal only 1 mark

Name, centre number and candidate number

**Tawara Bike Adventures**  
Glyn Valley  
CAMBRIDGE  
CB1 3JC  
Tel: 01453 802781  
Email: enquiries@tba.org.uk

Date as Footnote  
M1 Gamal  
M4 Professional Road  
Dutchy Street  
2020/05/01

Dear Customer

I am pleased to confirm your holiday booking with Tawara Bike Adventures. The price paid includes all accommodation costs, cooked breakfasts, packed lunches and all road transfers during the holiday. We limit each group to eight members with two guides, giving a 4:1 client to guide ratio. Travel insurance, personal equipment, evening meals and incidental expenditure such as bike repairs and laundry are not included in the holiday price.

Your final payment is due six weeks before departure. Please thoroughly check the booking details below and make sure you have the correct insurance and equipment for your trip. If you have any queries at all, please telephone us and our team of advisors will be happy to help.

Yours sincerely

A Candidate  
Personal Holiday Advisor

**BOOKING CONFIRMATION**

Tour Details	Swedish Professional Road 120-11
Number of People	8
Date	20/05/20
Duration	8
Price Per Person	1075.00

Name, centre number and candidate number

**Tawara Bike Adventures**  
Glyn Valley  
CAMBRIDGE  
CB1 3JC  
Tel: 01453 802781  
Email: enquiries@tba.org.uk

Date as Footnote  
M1 Gamal  
M4 Professional Road  
Dutchy Street  
2020/05/01

Dear Customer

I am pleased to confirm your holiday booking with Tawara Bike Adventures. The price paid includes all accommodation costs, cooked breakfasts, packed lunches and all road transfers during the holiday. We limit each group to eight members with two guides, giving a 4:1 client to guide ratio. Travel insurance, personal equipment, evening meals and incidental expenditure such as bike repairs and laundry are not included in the holiday price.

Your final payment is due six weeks before departure. Please thoroughly check the booking details below and make sure you have the correct insurance and equipment for your trip. If you have any queries at all, please telephone us and our team of advisors will be happy to help.

Yours sincerely

A Candidate  
Personal Holiday Advisor

**BOOKING CONFIRMATION**

Tour Details	Swedish Professional Road 120-11
Number of People	8
Date	20/05/20
Duration	8
Price Per Person	1075.00

## Task 6 – Presentation

06/01/2019

6 slides imported, title and bullet layout, no text changes, blank slides, or overlap of items, name inserted after Presented by:

1 mark

**Master slide items** same position and consistent on all slides

Name, centre no, candidate number

1 mark

Automated slide numbers bottom left aligned

1 mark

# Race Across America (RAAM)

Presented by: Candidate Name

Slide 1 changed to Title layout with centred title/subtitle, no bullet

1 mark

Background slide moved to become slide 2

1 mark

Name, centre number, candidate number

## Background

- transatlantic ultra-marathon bike race running since 1982
- the world's longest endurance event and time trial
- often called "the world's toughest bicycle race"
- racers from at least 20 countries every year
- about 18% of the racers are women
- 30% longer than Tour de France in half the time
- no rest days

1

21/09/2019

## Organisation

- location - North America, United States of America
- start - Oceanside Pier, California
- finish - City Dock Annapolis, Maryland
- maximum duration - solo racers 12 days, team racers 9 days
- ascent - 51816 metres

### Chart

- Line chart created using correct data, year labels visible 1 mark
- Chart in correct position, left of bullets, all data fully visible, no overlap 1 mark
- Chart title **Solo Average Speed Records** 100% accurate 1 mark
- Value axis displays label **Miles Per Hour** 1 mark
- Y-axis displays minimum 6, maximum 22 1 mark
- Y-axis increments set at 4 1 mark
- Value data labels above each data point 1 mark
- Value data labels displayed to 2 decimal places 1 mark
- Legend displays Solo Female/Solo Male 1 mark
- All slides printed with 2 slides to page 1 mark

## Completion Records



- winning competitors complete the course in just over a week
- fastest ever male racer average speed 16.42 mph in 7 days 15 hours
- fastest ever female racer average speed 13.22 mph in 9 days and 4 hours

21/09/2019

## Entry

- open to professional and amateur racers
- participants range in age from 13 to 75
- solo, 2, 4, and 8-person relay teams
- solo racers must qualify to compete

## The Route


- crosses 12 states from the west coast to the east coast
- traverses three major mountain ranges (Sierra, Rocky and Appalachian)
- crosses the Great Plains and four of America's longest rivers (Colorado, Mississippi, Missouri and Ohio)
- passes through iconic American landmarks (Mojave and Sonoran Deserts, Monument Valley, Great Plains and Gettysburg)

3

**EVIDENCE DOCUMENT**

**Step 1 – EVIDENCE 1**

File saved as **BPGUIDE** with correct file type 1 mark

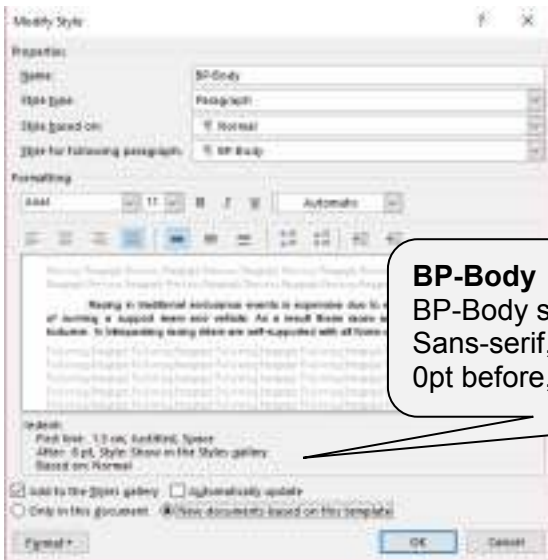
 BPGUIDE.docx

08/09/2018 16:48

Microsoft Word Document

68 KB

**Step 3 – EVIDENCE 2**



**BP-Body**

BP-Body style created, named correctly

1 mark

Sans-serif, 11pt, justified, single line, no enhancement

1 mark

0pt before, 6pt after, 1st line indent at 1.5 cm

1 mark

**Step 5 – EVIDENCE 3**



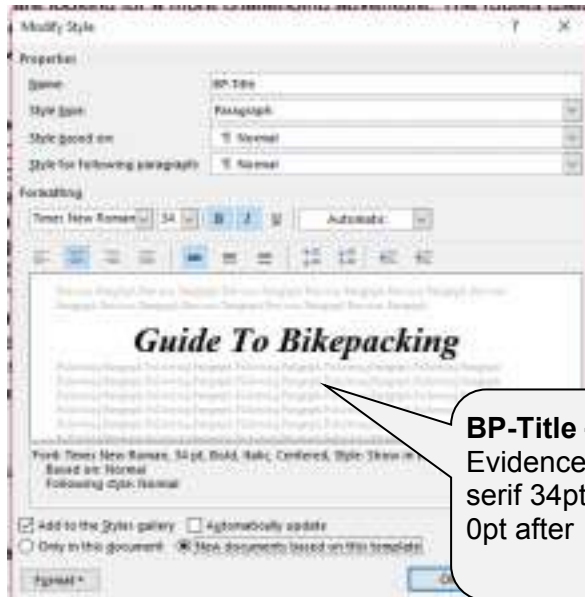
**Style list**

Styles correctly created, named and saved

1 mark

BP-Subtitle, BP-Subhead, BP-Table

Step 6 – EVIDENCE 4



**BP-Title – style modified**  
Evidence of style modified  
serif 34pt, centre, bold, italic, single line, 0 before  
0pt after

1 mark

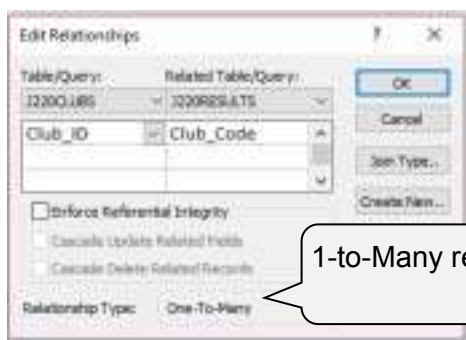
Step 19 - EVIDENCE 5

Field Name	Data Type
Racer_ID	Short Text
Last_Name	Short Text
First_Name	Short Text
Club_Code	Short Text
Birth_Date	Date/Time
Age_Yrs	Number
Age_Mon	Number
Event_Rank	Number
Points	Number
Racing_No	Number
Resalty	Yes/No
Category	Short Text
Year_Start	Short Text
Ability	Short Text
Gender	Short Text

**DB Structure**  
Field names as given, correct data types,  
*Racer\_ID* as primary key  
No other ID field

1 mark

Step 20 - EVIDENCE 6



1-to-Many relationship between *Club\_ID* and *Club\_Code* fields

1 mark

Step 22- EVIDENCE 7

Number of racers	=Count(*)
------------------	-----------

Calculated count

1 mark

Step 24 – EVIDENCE 8

Report 2 exported, saved as SPA in rtf format 1 mark

SPA.rtf	06/01/2019 21:20	Rich Text Format	10 KB
---------	------------------	------------------	-------

Step 26 – EVIDENCE 9



Mail Merge selection  
Evidence of automated filter for *Duration <=4* 1 mark