



Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY

0983/22

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2022

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 International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the May/June 2022 series for most Cambridge IGCSE, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

This document consists of **17** 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.

Task 2 - Step 14 – Printout 1

Name, centre number, candidate number

Tawara Adriatic Marine

Edited by: Candidate Name

We are a large company operating a chain of 9 marinas in the Adriatic region. All of our marinas are newly built or recently refurbished. They are well-equipped with modern facilities and offer a full range of services. Our marinas are open all year round and have a total of 980 wet berths and 150 dry berths.

Several of our marinas have been awarded the prestigious Blue Flag. This is an environmental award given annually to marinas that have the highest quality safety and services, environmental education and management. The award confirms that our marinas are amongst the finest in the world.

The Adriatic

All our marinas are located in the Adriatic region which is the northernmost part of the Mediterranean Sea, surrounded by the Apennine Mountains and the Dinaric Alps. It is one of the most beautiful, unspoilt locations in the world. The region shares its west border with Italy, and the east side with Slovenia, Bosnia and Herzegovina, Montenegro, Croatia and Albania. The Adriatic Sea separates Italy and the Balkan Peninsula. It has a total area of 138,600 square kilometres, an average depth of 240 metres and a summer surface temperature of about 28°C. The shallowest parts are found on the northern side and the deepest parts, with an average depth of 1,460 metres, are on the western side.



During the summer months the weather is mostly sunny and settled. Local weather conditions can change quickly and a sudden, strong storm is not uncommon. This is more likely in the northern area

where the weather is more unsettled than in other parts of the Mediterranean. These storms do not last long but a safe harbour or shelter may be necessary for an hour or so until the weather has passed.

The warm climate, calm seas and light winds make the area a sailor's paradise and one of the most popular boating destinations in the Mediterranean. There are over 1300 islands and islets, beautiful beaches and endless shorelines to explore. The crystal blue waters are ideal for snorkelling, swimming and scuba diving. A boating holiday here will exceed your expectations.

Berthing

Berthing in our marinas is stern-to with lazy lines, also known as med-mooring. This provides safer and easier egress from the boat to the pontoon. Our marinas are staffed 24/7 and you must notify them of your approach using VHF Channel 24. They will be on the pontoon to meet you and direct you to a berth. Please follow their instructions. You will be reversing your boat into a narrow space so make sure the sides are well protected with fenders before you start the manoeuvre. The tidal range is very small so the wind will be the only force affecting your approach. It can be helpful if a crew member drops the anchor so you can use the slack on the rope to control your progress as you reverse towards the pontoon. Look out for ropes or anchor chains off the bows of moored boats and take care not to foul them. Once in position lazy lines will be used to secure your boat to the pontoon.

Visiting boats must vacate the marina by 2pm on the day of departure. Late departures up until 6pm can be arranged subject to available space in the marina and is charged at 50% of the daily berth rate. Any boat staying later than 2pm without prior authorisation will be charged a full overnight fee. If a vessel enters the marina in the period from 7am to midnight, the daily berth fee expires at 2pm on the following day. If the vessel enters the marina between midnight and 7am, the daily berth fee expires at 2pm on the same day. After 2pm another daily berth fee will be charged.

Restrictions

The waters are shallow all along the western coast and a number of our marinas are unable to accommodate larger vessels.

Name, centre number, candidate number

Yachts with a length of 25 metres or more are too long for the pontoon berths and must remain at anchor on the breakwater or in the bay outside of the marina. You need to be aware of this if you charter any of the following boats from the 2022 Adriatic fleet:

All walkways and pontoons must be kept clear, tidy and safe at all times. No trailing cables, hoses, mooring ropes, equipment or supplies must be left on the jetties and pontoons. The only exception to this is mobility vehicles.

Amenities

Our marinas are open all year round and offer a wide range of facilities and amenities for visitors to the area. In addition to wet and dry berths you will find:

- boat repair shop
- cash machine (ATM)
- fuel station
- grocery store
- launderette
- reception area
- restaurant, bar and cafe
- rubbish and recycling bins
- WC and showering facilities.

A full service team is based at every marina. They monitor marine traffic and keep a check on moored vessels. The marina office receives daily weather forecasts in English which are the best and most reliable source of weather information. All TAM marinas respond to VHF Channel 24. Other useful numbers include:

The Adriatic summer season runs from May to the end of September. It is best to avoid the peak season period during July and August as the waters become very busy and overcrowded. Marinas can be hard to access and it can be impossible to find a berth. The best time to visit is during the quieter months of May and June when the weather is warm and sunny, the seas are calm and the water temperatures are high enough to swim. Marinas will have plenty of room even in the evening so there will be no rush to get a berth.

Whenever you plan to visit, booking in advance will give you peace of mind. Berths can be reserved by paying in advance via our TAM Mobile App or through the Online Booking service on our website. This offers assistance in English, French, Italian and Spanish. We look forward to welcoming you to one of our marinas.

<i>Support Telephone Numbers</i>	
<i>Public Emergency Centre</i>	<i>112</i>
<i>Police</i>	<i>192</i>
<i>Fire Department</i>	<i>193</i>
<i>Ambulance</i>	<i>194</i>
<i>Sea Search and Rescue</i>	<i>195</i>
<i>General information</i>	<i>18981</i>

Prices

All mooring fees are dependent on the size of your vessel. If you are travelling with a catamaran or trimaran prices for the berth will be higher than for a single hull vessel of the same length. A few of our marinas offer berths on the breakwater or in the bay outside the marina which are cheaper than berthing in the marina.

Water and electricity supplies are offered in accordance with the technical capabilities of each marina. The basic berth price includes the use of toilet and shower facilities along with electricity and water consumption for standard boat purposes.

Dry berths use electricity consumption counters which are charged through a prepaid system. Consumption of water for boat washing is charged by boat length. You can visit our marinas for the purpose of refilling your water tanks and you will be charged only a fee for the water taken.

Details of our prices and any service restrictions can be found in the individual price list for each marina.

Header
Name, centre number, candidate number right aligned 1 mark

Centre number, candidate number

Tawara Adriatic Marine

Edited by: Candidate Name

Text entered as a title text 100% accurate 1 mark
Supplied style TAM-title applied 1 mark
(serif, 32pt, centred, bold, italic, 0pt before & after)

the Adriatic region. ... of our marinas are
ed with modern faci... and offer a full
d have a total of 980 ... and 150

Several of our marinas have been awarded
given annually to marinas that have the
and management. The award confirms t

Name entered, modified style TAM-subtitle seen
in EV4, all attributes correct 1 mark
(sans-serif, 18pt, right, italic only, single line, 0pt before/after)

The Adriatic

All our marinas are located in the
region which is the northernmost part of
Mediterranean Sea, surrounded by the
Apennine mountains and the Balkan
is one of the most beautiful
locations in the world. The
west border is Italy, and the east side with
Slovenia, Croatia and Herzegovina,
Montenegro and Albania. The
Adriatic Sea is bordered by Italy and the Balkan

Berthing in our marinas is stern-to with lazy
lines, also known as med-mooring. This

Subheads (5)
TAM_subhead style applied – matches style defined in EV2 1 mark
(serif, 20pt, centre, bold, underline, single line, 0pt before, 9pt after)

Columns
Section break - applied to correct text 1 mark
2 columns, 2 cm column spacing 1 mark

be on the pontoon to meet you and direct
you to a berth. Please follow their
instructions. You will be reversing your boat
into a narrow space so make sure the sides
are well protected with fenders before you
start the manoeuvre. The tidal range is very
small so the wind will be the only force
affecting your approach. It can be helpful if
a crew member drops the anchor so you can
use the slack on the rope to control your
progress as you reverse towards the
pontoon. Look out for ropes or anchor



Image
Image inserted in correct paragraph 1 mark
Cropped to remove only black wavy line below anchor 1 mark
Resized to 3.5 cm wide with aspect ratio maintained 1 mark
Aligned top of text and left margin with text wrapped 1 mark

is not uncommon.
This is more likely in
the northern area
where the weather is more unsettled than in
other parts of the Mediterranean. These
storms do not last long but a safe harbour or
shelter may be necessary for an hour or so
until the weather has passed.

departures up until 6pm can be arranged
subject to available space in the marina and
is charged at 50% of the daily berth rate.
Any boat staying later than 2pm without prior
authorisation will be charged a full overnight
fee. If a vessel enters the marina in the
period from 7am to midnight, the daily berth
fee expires at 2pm on the following day. If
the vessel enters the marina between
midnight and 7am, the daily berth fee
expires at 2pm on the same day. After 2pm
another daily berth fee will be charged.

The warm climate, calm seas and light
winds make the area a sailor's paradise and
one of the most popular boating destinations
in the Mediterranean. There are over 1300
islands and islets, beautiful beaches and

Footer
Automated page number centre aligned 1 mark

Restrictions

waters are shallow all along the western
coast and a number of our marinas are

unable to accommo
Yachts with a length
are too long for the po
remain at anchor on th
bay outside of the ma
aware of this if you
following boats from th

Table

- TAM-table style seen in EV3 list, applied consistently rows 2–7 (serif, 12pt, centre, italic, single, 0pt space before, 0pt after) 1 mark
- New row inserted as 1st row of table 1 mark
- Heading entered in new row, 100% accurate 1 mark
- Row 1 – cells merged, heading centred 1 mark
- Borders and all data fit within column width, all gridlines printed 1 mark

<i>Yacht Name</i>	<i>Length(m)</i>	<i>Sea</i>
<i>Club Tropicana</i>	<i>25.00</i>	<i>Adriatic</i>
<i>Liberty Star</i>	<i>25.00</i>	<i>Adriatic</i>
<i>Calypso Queen</i>	<i>25.01</i>	<i>Adriatic</i>
<i>Capri Sunrise</i>	<i>26.64</i>	<i>Adriatic</i>
<i>Mysterious Beauty</i>	<i>26.97</i>	<i>Adriatic</i>
<i>Moon River</i>	<i>27.74</i>	<i>Adriatic</i>
<i>Heather Rae</i>	<i>28.34</i>	<i>Adriatic</i>
<i>Pegasus Moon</i>	<i>28.58</i>	<i>Adriatic</i>
<i>Ocean Glory</i>	<i>29.65</i>	<i>Adriatic</i>

numbers inclu

<i>Support Telephone Numbers</i>	
<i>Public Emergency Centre</i>	<i>112</i>
<i>Police</i>	<i>192</i>
<i>Fire Department</i>	<i>193</i>
<i>Ambulance</i>	<i>194</i>
<i>Sea Search and Rescue</i>	<i>195</i>
<i>General information</i>	<i>18981</i>

Prices

All mooring fees are dependent on the size of your vessel. If you are travelling with a catamaran or trimaran prices for the berth will be higher than for a single hull vessel of

All walkways and pontoons must be kept clear, tidy and safe at all times. Mooring cables, hoses, mooring ropes and other supplies must be kept off the pontoons. The mobility vehicle

DB Extract

- DB extract in correct place, intact, table structure, no wrap within column width, field labels displayed, no title, fully visible 1 mark
- Only fields and data *Yacht_Name* | *Length(m)* | *Sea* correct order 1 mark
- Select records - *Sea* is **Adriatic** 1 mark
- Select records - *Length(m)* is **25** or more 1 mark
- Sort ascending order of *Length(m)* 1 mark
- TAM-table style seen in EV3 list, applied to DB extract consistently (serif, 12pt, centre, italic, single, 0pt space before and after) 1 mark

Our marinas also offer a wide range of services for visitors to the dry berths you

- boat ramp
- cash machine (ATM)
- fuel station
- grocery store
- launderette
- reception area
- restaurant, bar and cafe
- rubbish and recycling bins
- WC and showering facilities

counters which are charged through a prepaid system. Consumption of water for

List

- Bullets applied to correct text 1 mark
- Arrow (➤) shaped bullets applied 1 mark
- Bullets indented 1cm from left margin 1 mark
- Single line spacing 0pt space before and after, 6pt after last item 1 mark

The Adriatic summer season runs from May to the end of September. It is best to avoid the peak season period during July and August as the waters become very busy and overcrowded. Marinas can be hard to access and it can be impossible to find a berth. The best time to visit is during the quieter months of May and June when the weather is warm and sunny, the seas are calm and the

Document Presentation

- No changes to body style, space below columns <=6pt (Arial, 11pt, justified, single line spacing 0pt before/6pt after) 1 mark
- Document complete/paragraphs intact, portrait, consistent margins, pages and columns aligned at top, no widows/orphans, list and tables not split, no blank pages, 6pt space after table(s) 1 mark

can be reserved on our website. coming you to

PUBLISHED

Title
Correct, 100% accurate 1 mark

Calculated field
Heading 100% accurate 1 mark
New rate calculated 1 mark

European Yachts Available

Yacht_Name	Crewed	Length(m)	Beam(m)	Marina_Name	Sea	Country_Code	Language	Berth_Fee	New_Rate
Scopio Star	No	21.52	6.58	Konstantinou Marina	Levantine	CY	Greek	€8,833	€7,508
Radiant Star	No	21.49	4.53	Konstantinou Marina	Levantine	CY	Greek	€8,833	€7,508
Piola Averstar	No	21.41	6.89	Konstantinou Marina	Levantine	CY	Greek	€8,833	€7,508
Jades Star	No	21.40	6.80	Konstantinou Marina	Levantine	CY	Greek	€8,833	€7,508
Dawn Star	No	21.40	6.80	Konstantinou Marina	Levantine	CY	Greek	€6,175	€5,249
Bastian Star	No	21.40	6.80	Konstantinou Marina	Levantine	CY	Greek	€6,175	€5,249
Arctic Star	No	30.13	5.13	Molina Marina	Balearic	ES	Spanish	€13,695	€11,641
Mediterranean Star	No	30.13	5.13	Molina Marina	Balearic	ES	Spanish	€13,695	€11,641
Jadestar	No	30.61	4.24	Josa de la Plana	Balearic	ES	Spanish	€13,459	€11,440
Western Star	No	30.50	5.80	Josa de la Plana	Balearic	ES	Spanish	€13,459	€11,440
Adriatic Star	No	29.80	5.49	Club Nautic Mamblas	Balearic	ES	Spanish	€12,973	€11,027
Faithfull Star	No	29.61	5.80	Club Nautic Mamblas	Balearic	ES	Spanish	€12,973	€11,027
Onward Star	No	26.20	6.76	Carnota de Mar	Balearic	ES	Spanish	€9,865	€8,386
Protostar	No	25.74	4.92	Carnota de Mar	Balearic	ES	Spanish	€9,865	€8,386
Gordeano Star	No	25.72	4.51	Marina de Taranes	Balearic	ES	Spanish	€9,865	€8,386
Cramlingstar	No	25.71	5.67	Marina de Taranes	Balearic	ES	Spanish	€9,865	€8,386
Black Magic Star	No	25.70	4.83	Marina de Taranes	Balearic	ES	Spanish	€9,865	€8,386
Silver Star	No	25.63	5.65	Marina de Taranes	Balearic	ES	Spanish	€9,865	€8,386
Nordic Star	No	25.58	4.91	Faramontaos Marina	Balearic	ES	Spanish	€9,656	€8,208
Saxon Star	No	23.27	5.11	Aritzalde Marina	Alboran	ES	Spanish	€8,976	€7,629
Twilight Novostar	No	22.97	5.83	Marina Lastras	Bay of Gibraltar	ES	Spanish	€8,975	€7,629
Southern Star	No	22.96	6.32	Marina Lastras	Bay of Gibraltar	ES	Spanish	€8,975	€7,629
Eagle Star	No	22.95	6.75	Marina Lastras	Bay of Gibraltar	ES	Spanish	€8,975	€7,629
Estelle Star	No	20.91	5.32	Marine Pescoso	Balearic	ES	Spanish	€8,764	€7,450
Orion Star	No	20.71	6.38	Marine Pescoso	Balearic	ES	Spanish	€8,764	€7,450

New record **Western Star** entered once - 100% accurate 1 mark
New record - does not replace record *Adriatic Star* 1 mark

No
Specified fields, correct order, headings match data 1 mark
Landscape, single page wide, fits 2 pages, all base fields, no truncation 1 mark
Sort ascending on *Country_Code* then descending *Length(M)* 1 mark

Select records (42):
Yacht_Name ends with **star** 1 mark
Language is **Greek** or **Spanish** 1 mark
Crewed is **No** 1 mark

PUBLISHED**Format/Display****Length(m)** and **Beam(m)** stored and presented as 2dp not rounded 1 mark**Crewed** displays as **Yes/No** 1 mark**Format/Display****Berth_Fee** and **New_Rate** same currency symbol, stored and presented 0dp 1 mark

Yacht_Name	Crewed	Length(m)	Beam(m)	Marina_Name	Sea	Country_Code	Language	Berth_Fee	New_Rate
Lundy Star	No	15.60	5.91	Sabadell Marina	Balearic	ES	Spanish	€7,750	€6,587
Diamond Star	No	15.57	6.39	Sabadell Marina	Balearic	ES	Spanish	€7,750	€6,587
Socorro Star	No	15.53	6.20	Sabadell Marina	Balearic	ES	Spanish	€7,750	€6,587
Solent Star	No	16.88	4.29	Marina Sikounda	Aegean	GR	Greek	€8,381	€7,124
Orkney Star	No	16.85	6.60	Marina Sikounda	Aegean	GR	Greek	€8,381	€7,124
Secret Star	No	13.98	6.10	Marina Tyrgia	Aegean	GR	Greek	€7,461	€6,341
Sparkling Star	No	13.85	4.70	Marina Palióvrissi Paleo	Ionian	GR	Greek	€7,356	€6,253
Equinox Star	No	12.80	4.17	Triandria Etia Marina	Sea of Crete	GR	Greek	€7,146	€6,074
Prizim Star	No	12.80	3.62	Triandria Etia Marina	Sea of Crete	GR	Greek	€7,146	€6,074
Nirvana Star	No	12.79	3.75	Triandria Etia Marina	Sea of Crete	GR	Greek	€7,146	€6,074
Delta Star	No	11.90	3.16	Petrais Marina	Balearic	GR	Greek	€6,865	€5,836
Delphine Star	No	11.86	5.19	Petrais Marina	Balearic	GR	Greek	€6,865	€5,836
Atlantic Star	No	11.47	4.85	Alagonia Marina	Aegean	GR	Greek	€6,556	€5,572
Bermuda Star	No	22.34	6.10	Marina De Marcolos	Alboran	PT	Spanish	€8,955	€7,612
Algean Superstar	No	22.33	6.25	Marina De Marcolos	Alboran	PT	Spanish	€8,955	€7,612
Solar Star	No	14.66	6.34	Grandais de Mar	Strait of Gibraltar	PT	Spanish	€7,585	€6,447
Frater Star	No	14.19	4.42	Baltaria Marina	Balearic	PT	Spanish	€7,488	€6,364
								Average berth fee	€9,042

Name, centre number, candidate number

Name, centre number, candidate number displays in page footer, on every page, no other data displayed 1 mark

Average value correct for data 1 mark
 Positioned in report footer at end of report, 0dp and same currency symbol 1 mark
 Label **Average berth fee** accurate, to left of value 1 mark

Task 5 – Mail merge

Placeholders and <> replaced

- Fields «Name» | «Insurance_Co» | «Policy_No» | «Expiry» correct position 1 mark
 Fields «Vessel_Name» | «Vessel_Type» | «Length» | «Beam» correct position 1 mark
 Fields «Pontoon» | «Number» | «Annual_Fee» correct position 1 mark
 All fields correct spacing with £ symbol and punctuation retained 1 mark

Annual Mooring

APPLICANT DETAILS			
Full_Name	«Name»		
Insurance Details:	«Insurance_Co», «Policy_No»		
Expiry Date:	«Expiry»		
VESSEL DETAILS			
Name:	«Vessel_Name»	Type:	«Vessel_Type»
Length:	«Length»	Beam:	«Beam»
MOORING DETAILS			
Pontoon:	«Pontoon»	Number:	«Number»
Amount Due:	£«Annual_Fee»		

Tawara Marina has 760 berths accommodating sail and motor vessels up to 40 metres in length. Your contract berthing can start at any time to suit your requirements. All berthing is subject to our terms and conditions.

Berthing fee calculations are based on the overall length of space occupied by your vessel. Please note moorings are not transferable and may not be used for any other vessels without the written permission of the Marina Manager.

All boat owners are required to provide proof of insurance. Whilst all reasonable care is taken by Tawara Marina, it is the owner's responsibility to ensure that their vessel is properly secured and protected from the wind and water levels.

Do keep us informed of any change in your contact details. It is important we can contact you quickly if your vessel comes off its mooring. If you are considering changing your vessel please liaise with us so we can advise if your new vessel can be accommodated on your existing mooring.

Marina Manager:	Name, centre number, candidate number	Date:	
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Name, centre number, candidate number replace *Candidate details* and master document printed 1 mark

TAWARA MARINA**Annual Mooring**

APPLICANT DETAILS			
Full_Name	Emil Tomaszewski		
Insurance Details:	Pearlstone Insurance, DA16245T		
Expiry Date:	02/04/2023		
VESSEL DETAILS			
Name:	Blue Moon	Type:	Sail
Length:	11.58	Beam:	3.66
MOORING DETAILS			
Pontoon:	North	Number:	12
Amount Due:	£5,306.50		

Tawara Marina has 760 berths accommodating sail and motor vessels up to 40 metres in length. Your contract berthing can start at any time to suit your requirements. All berthing is subject to our terms and conditions.

Berthing fee calculations are based on the overall length of space occupied by your vessel. Please note moorings are not transferable and may not be used for any other vessels without the written permission of the Marina Manager.

All boat owners are required to provide proof of insurance. Whilst all reasonable care is taken by Tawara Marina, it is the owner's responsibility to ensure that their vessel is properly secured and protected from the wind and water levels.

Do keep us informed of any change in your contact details. It is important we can contact you quickly if your vessel comes off its mooring. If you are considering changing your vessel please liaise with us so we can advise if your new vessel can be accommodated on your existing mooring.

Marina Manager:	Name, centre number, candidate number	Date:	
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Result of merge – correct 4 forms printed –
Emil Tomaszewski, Liam Chan, Sheldon Lopez, Meghan Vanderlee 1 mark

TAWARA MARINA**Annual Mooring**

APPLICANT DETAILS			
Full_Name	Liam Chan		
Insurance Details:	Alpha Nautical, PH14255A		
Expiry Date:	12/09/2022		
VESSEL DETAILS			
Name:	Dream Weaver	Type:	Motor
Length:	8.99	Beam:	2.74
MOORING DETAILS			
Pontoon:	North	Number:	4
Amount Due:	£4,421.80		

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Marina Manager:	Name, centre number, candidate number	Date:	
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TAWARA MARINA**Annual Mooring**

APPLICANT DETAILS			
Full_Name	Sheldon Lopez		
Insurance Details:	Aprico Corporation, MF16866A		
Expiry Date:	07/03/2023		
VESSEL DETAILS			
Name:	First Edition	Type:	Sail
Length:	12	Beam:	3.99
MOORING DETAILS			
Pontoon:	North	Number:	24
Amount Due:	£5,306.50		

Tawara Marina has 760 berths accommodating sail and motor vessels up to 40 metres in length. Your contract berthing can start at any time to suit your requirements. All berthing is subject to our terms and conditions.

Berthing fee calculations are based on the overall length of space occupied by your vessel. Please note moorings are not transferable and may not be used for any other vessels without the written permission of the Marina Manager.

All boat owners are required to provide proof of insurance. Whilst all reasonable care is taken by Tawara Marina, it is the owner's responsibility to ensure that their vessel is properly secured and protected from the wind and water levels.

Do keep us informed of any change in your contact details. It is important we can contact you quickly if your vessel comes off its mooring. If you are considering changing your vessel please liaise with us so we can advise if your new vessel can be accommodated on your existing mooring.

Marina Manager:	Name, centre number, candidate number	Date:	
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TAWARA MARINA**Annual Mooring**

APPLICANT DETAILS			
Full_Name	Meghan Vanderlee		
Insurance Details:	Mermaid Direct, JS13471N		
Expiry Date:	28/01/2023		
VESSEL DETAILS			
Name:	Tide Runner	Type:	Motor
Length:	11.58	Beam:	10.67
MOORING DETAILS			
Pontoon:	North	Number:	18
Amount Due:	£5,306.50		

Tawara Marina has 760 berths accommodating sail and motor vessels up to 40 metres in length. Your contract berthing can start at any time to suit your requirements. All berthing is subject to our terms and conditions.

Berthing fee calculations are based on the overall length of space occupied by your vessel. Please note moorings are not transferable and may not be used for any other vessels without the written permission of the Marina Manager.

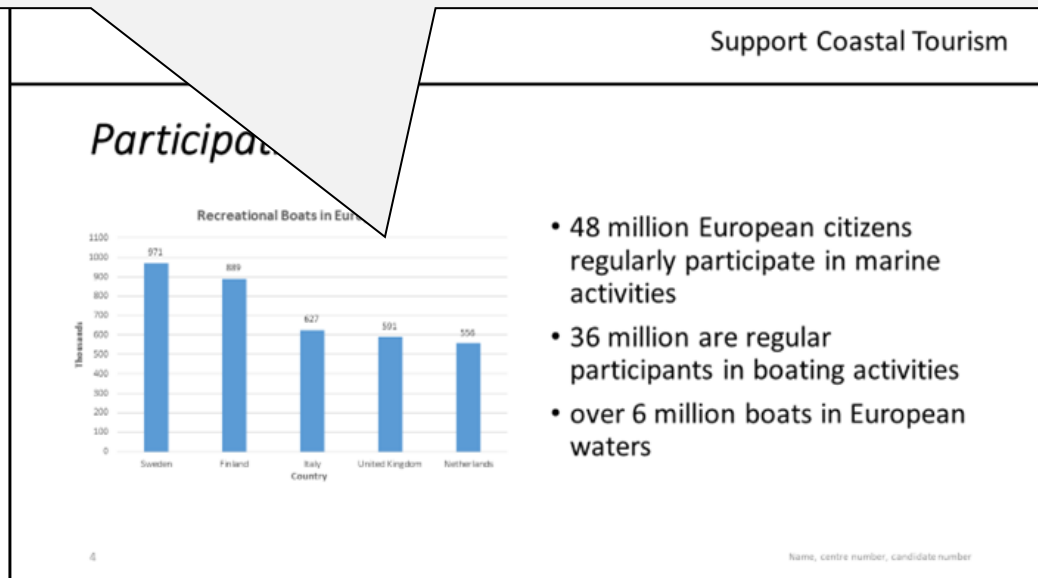
All boat owners are required to provide proof of insurance. Whilst all reasonable care is taken by Tawara Marina, it is the owner's responsibility to ensure that their vessel is properly secured and protected from the wind and water levels.

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Marina Manager:	<i>Name, centre number, candidate number</i>	Date:	
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Task 7 – Presentation

- Vertical bar chart, correct data, countries on category axis, values with numbers on value axis 1 mark
 Chart title 100% accurate 1 mark
 Accurate axis titles – value axis title **Thousands**, category axis title **Country** 1 mark
 Values only displayed as data labels at the top of each bar 1 mark
 Value axis (y-axis) displays minimum **0**, maximum **1100** 1 mark
 Value axis (y-axis) increments set at **100** 1 mark
 Correct slide, left of bullets, no legend 1 mark



Sweden and Finland have the most leisure boats

Presenter Notes

Participation slide – presenter notes added, correct position, 100% accurate 1 mark

Participation slide printed as presenter/speaker notes layout 1 mark

Presentation complete – 6 slides imported, consistent title/bullet layout, no blank slides, no text changed 1 mark

Master items

Thick (3–4pt) horizontal line across slide width, about 3cm from top 1 mark

Heading 100% accurate, large, black font, top right, not wrapped, above line 1 mark

Slide number bottom left | name, centre number, candidate number 1 mark

All slides printed as handout with 6 slides to page 1 mark

Support Coastal Tourism

Nautical Tourism in Europe

- A Guide

1 Source: Centre for Marine and Coastal Tourism

Support Coastal Tourism

Description

- combination of tourism and maritime activity
- water-based activities and land-based facilities supported by services necessary for this segment of tourism
- includes: harbour and marina activities, boat charter, boating activities, boat builders and service trades, hotels, shops and restaurants

2 Source: Centre for Marine and Coastal Tourism

Support Coastal Tourism

European Facts

- most visited region in the world - market share of 51% in 2020
- more than 70,000 km of coastline
- over 37,000 km of navigable inland waterways
- 23 of the 27 member states have a coastal border
- 10,000 marinas in coastal and inland areas
- over 1 million berths
- Mediterranean Sea attracts 70% of the world charter activity

3 Source: Centre for Marine and Coastal Tourism

Support Coastal Tourism

Participation

Recreational Boats in Europe

Year	Number of boats
2010	~600,000
2011	~650,000
2012	~700,000
2013	~750,000
2014	~800,000
2015	~850,000
2016	~900,000
2017	~950,000
2018	~1,000,000
2019	~1,050,000

- 48 million European citizens regularly participate in marine activities
- 36 million are regular participants in boating activities
- over 6 million boats in European waters

4 Source: Centre for Marine and Coastal Tourism

Support Coastal Tourism

Economic Impact

- important income for coastal economies
- sector employs up to 234,000 people
- generates €28 billion in revenue each year
- fastest growing area of the world's tourism industry

5 Source: Centre for Marine and Coastal Tourism

Support Coastal Tourism

Opportunities

- strong growth in recent years, a trend that is expected to continue
- many of Europe's marinas need refurbishment and modernisation
- regenerating a waterfront refreshes the local economy, creates greater commercial and retail revenue and substantially increases the value of neighbouring areas
- unexploited potential for sustainable growth and job creation

6 Source: Centre for Marine and Coastal Tourism

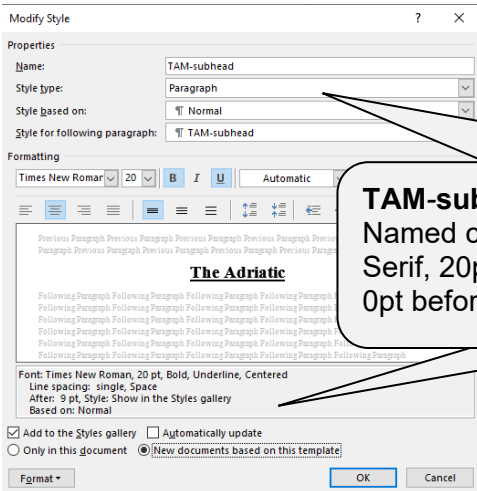
EVIDENCE DOCUMENT

Step 1 - EVIDENCE 1

File saved as *TAM_Marinas* with evidence of correct file type 1 mark

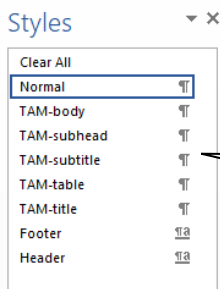


Step 3 – EVIDENCE 2



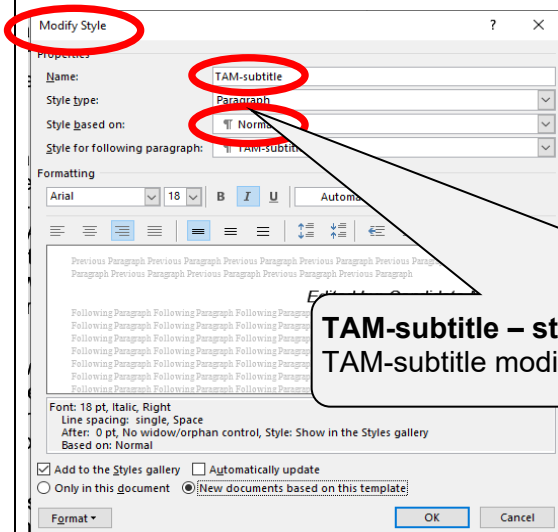
TAM-subhead
 Named correctly based on normal/default 1 mark
 Serif, 20pt, centred, bold, underline, single line space, 1 mark
 0pt before, 9pt after

Step 4 – EVIDENCE 3



Style list
TAM-subhead listed, and
TAM-table listed and correctly named 1 mark

Step 6 – EVIDENCE 4



TAM-subtitle – style modified
 TAM-subtitle modified, name correct, based on Normal/Default 1 mark

Step 15 - EVIDENCE 5

Field Name	Data Type
Marina_Name	Short Text
Marina_ID	Short Text
Country	Short Text
Country_Code	Short Text
Area	Short Text
Sea	Short Text
Language	Short Text
Currency	Short Text
Currency_Code	Short Text
Berth_Fee	Currency

Field Name	Data Type
Yacht_Name	Short Text
Manufacturer	Short Text
Built	Number
Length(m)	Number
Beam(m)	Number
Cabins	Number
Marina	Short Text
Crewed	Yes/No

DB Structure

J2222MARINA - all field names as given, correct data types 1 mark
 J2222VESSELS - all field names as given, correct data types 1 mark
 Primary key *Marina_ID* (marina table), no primary key in vessels table, no ID fields 1 mark

Step 16 - EVIDENCE 6

1-to-Many relationship between *Marina_ID* (marina) and *Marina* (vessels) 1 mark

Step 18 - EVIDENCE 7

Average berth fee	=Avg([Berth_Fee])
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Database formula to calculate average berth fee 1 mark

Step 20 - EVIDENCE 8

DB Extract saved in rtf format 1 mark

Query2.rtf 13/06/2020 20:06 Rich Text Format 8 KB

Step 25- EVIDENCE 9

Mail Merge selection
 Evidence of automated filter to select
 «Length» is **12 or less** 1 mark
 AND «Pontoon» is **North** 1 mark