

# Cambridge IGCSE™ (9–1)

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**INFORMATION & COMMUNICATION TECHNOLOGY****0983/02**

Paper 2 Document Production, Databases and Presentations

**October/November 2024****MARK SCHEME**

Maximum Mark: 70

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Published

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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 October/November 2024 series for most Cambridge IGCSE, Cambridge International A and AS Level components, and some Cambridge O Level components.

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This document consists of **10** printed pages.

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 descriptions 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 – Document Production**

Question	Answer	Marks
1	File saved as <b>ORGANIC</b> , correct with evidence of file type (seen in Evidence Document)	1
2	Remove page breaks from document (2)	1
3		3
	<b>Text Guide produced by:</b> entered accurately in footer	1
	<b>[space]</b> Name, centre number, candidate number after colon entered same line, right aligned	1
	Automated page numbers right aligned in header	1
4		2
	Section break – applied to correct text	1
	2 columns, 1.5 cm column spacing	1
5	Bulleted list sorted into alphabetical order	1
6		2
	Round bullets replaced with star shaped bullets	1
	Bullets indented 2 centimetres from the left margin	1
7		2
	OF-subhead style created, named correctly, based on normal/default (seen in Evidence Document)	1
	OF-subhead – serif 22pt, centred, bold, italic, single line, 0pt before, 4pt after (seen in Evidence Document)	1
8	OF-subhead style applied to all 5 subheads – matches style defined in Evidence Step 7	1
9	Delete entire column and contents with heading 2014	1

Question	Answer	Marks
10	Row 1 merged and heading centred over columns	1
11		3
	Table width set to 10.5 centimetres	1
	Table centred within column width	1
	All text displays on one line	1
12		3
	Correct paragraph indented 1.5 cm from both left and right margins	1
	Selected text displays 3–4 pt outside black border	1
	Selected text has 15–35% grey background fill	1
13	Document spell checked and proofread – Document complete/paragraphs intact, landscape, pages and columns aligned top, consistent margins, no widows/orphans, list, table and indented/bordered paragraph not split, no blank pages, pre-applied styles unchanged with consistent spacing	1
<b>Total</b>		<b>22</b>

**Task 3 – Database**

Question	Answer	Marks
14		<b>6</b>
	Students table – 10 field names as given, correct data types (seen in Evidence Document)	1
	Degrees table – 9 field names as given, correct data types (seen in Evidence Document)	1
	Primary keys set on <i>Roll_no</i> (students) and <i>Subject_code</i> (degrees) (seen in Evidence Document)	1
	<i>DOB</i> as DMY, correct format dd-MMM-yy (seen in Report 1)	1
	<i>Duration</i> stored and displayed to 1 decimal place (seen in Report 1)	1
	<i>Age_Oct24</i> as integer, <i>Work_exp</i> displays Yes/No (seen in Report 1)	1
15	1-to-many relationship between <i>Subject_code</i> (degrees) and <i>Course_code</i> (students) (seen in Evidence Document)	<b>1</b>

Question	Answer	Marks
16		12
	Report footer – name, centre number, candidate number in page footer, appears on every page	1
	Report title – only text <b>Mature Students Studying Organic Farming</b> top of page, 100% accurate	1
	Title displayed in a larger font size, centred within margins, fully visible	1
	Select records – <i>Subject</i> includes the text <b>organic</b>	1
	Select records – <i>Age_Oct24</i> is <b>25 or more</b>	1
	Sort descending <i>Degree_code</i> and ascending <i>Age_Oct24</i> no grouping of data.	1
	Calculation – correct oldest age found, positioned in report footer	1
	Label <b>Age of oldest student</b> 100% accurate, left of value, fully visible	1
	Database formula to find oldest age (=MAX([Age_Oct24])), fully visible (seen in Evidence Document)	1
	Print layout – 9 specified fields <i>First_name</i>   <i>Last_name</i>   <i>DOB</i>   <i>Telephone</i>   <i>Age_Oct24</i>   <i>Duration</i>   <i>Degree_code</i>   <i>Subject</i>   <i>Work_exp</i> , correct order, headings match the data	1
	Print layout – Landscape, tabular layout, all fields present, no truncation	1
	All fields present, fits a single page wide and prints on two pages only	1
17		2
	Form – correct 7 fields <i>Roll_no</i>   <i>First_Name</i>   <i>Last_Name</i>   <i>Gender</i>   <i>DOB</i>   <i>Telephone</i>   <i>Email</i> from students table, correct order, labels in full (seen in Evidence Document)	1
	Columnar form displays one record at a time, single record from database shown, data fully visible (seen in Evidence Document)	1

Question	Answer	Marks
18		7
	New control inserted between <i>DOB</i> and <i>Telephone</i> fields (seen in Evidence Document)	1
	New control inserted as drop down (combo) menu (seen in Evidence Document)	1
	New control holds unique <i>ISO_code</i> from <i>country_codes</i> table (seen in Evidence Document)	1
	Drop down options display in alphabetical order (seen in Evidence Document)	1
	Drop down label <b>Country code</b> 100% accurate, fully visible (seen in Evidence Document)	1
	Data limited to list (seen in Evidence Document)	1
	<i>ISO_code</i> stored in <i>Nationality</i> field of students table (seen in Evidence Document)	1
19		2
	Form used to enter new record (seen in Evidence Document)	1
	New record entered in form – 100% accurate (seen in Evidence Document)	1
<b>Total</b>		<b>30</b>

**Task 4 – Presentation**

Question	Answer	Marks
20	Presentation complete – slides imported, consistent title/bullet layout, no blank slides, no text or slide order changed	1
21	Automated slide numbers top right. Name, centre number, candidate number in footer. Must be consistent position on all slides, no additional items.	1
22		3
	<i>Consequences of global warming</i> slide - correct original text indented, bullets and text aligned consistently	1
	<i>Consequences of global warming</i> slide - correct original text formatted as shown – italic, smaller font	1
	<i>Consequences of global warming</i> slide - correct original text dashed (-) bullets followed by consistent space	1
23	Slides <i>Organic farming practices</i> and <i>Carbon sinks</i> deleted	1
24	Pie chart created using correct data from file <b>n2402emissions.csv</b>	1
25	Chart title <b>Global emissions by economic sector</b> – 100% accurate	1
26		2
	Group name and all percentages only as sector labels	1
	All labels displayed outside each sector, no legend	1
27	<i>Agriculture, Forestry and other Land Use</i> group only pulled away from chart	1
28	Chart on <i>Industry sources</i> slide, left of bullets, chart data fully visible, no overlap/split words	1

Question	Answer	Marks
29		5
	Sun shape inserted on <i>Consequences of global warming</i> slide	1
	Positioned to right of 5 indented bullets	1
	Sun shape has a height and width of 4 cm	1
	Evidence of sun shape linked as an action button (seen in Evidence Document)	1
	... action button links to correct slide <i>Greenhouse Gas Emissions</i> (seen in Evidence Document)	1
30	All slides printed as handouts, portrait orientation, 2 slides to page, each filling half page	1
<b>Total</b>		<b>18</b>