Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY	**0417/22**
Paper 2 Document Production, Databases and Presentations	**May/June 2024**
MARK SCHEME	
Maximum Mark: 70	

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 2024 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 **20** printed pages.

[Turn over

PUBLISHED

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 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 PAMPHLET with evidence of correct file type	**1**
2		**3**
	Header: text **Information updated by:** entered accurately in header	1
	Header: **[space]** name, centre number, candidate number right aligned on same line, no placeholders	1
	Automated page numbers right aligned in footer	1
3		**2**
	Section break – applied to correct text	1
	2 columns, 1 cm column spacing	1
4		**3**
	TAC-subhead modified, named correctly, based on Normal/default	1
	TAC-title style attributes – serif 16 pt, centred, bold, italic, single line, 0 pt before, 3 pt after, no other formatting	1
	Subheads (4) – TAC-subhead modified in EV Step 4, formatting matches	1
5	Bulleted list sorted into alphabetical order	**1**
6	Bullets indented 1.5 centimetres from the left margin	**1**
7	Correct image j2422email.jpg inserted in correct paragraph	**1**

Question	Answer	Marks
8		**4**
	Image aligned to bottom of text and right column margin with text wrapped	1
	Evidence of email link from image	1
	Email link set to send message to **TAC@cambridge.org**	1
	Email link subject line **Tawara Bursary**	1
9	Column and contents with the heading *Price per week* deleted	**1**
10		**2**
	Table row 1 only merged and data centre aligned	1
	Table row 1 only light grey (20–40%) background fill	1
11		**2**
	Rows 2 to 8 text displays on one line	1
	Table borders and data fit within the column width	1
12	Document spell checked and proofread – Document complete, paragraphs intact, portrait, consistent margins, pages and columns aligned top, no widows/orphans, list & table not split, no blank pages, pre-applied styles unchanged with consistent spacing (excluding subheads), space below longest column less than or equal to 6 point	**1**
Total		**22**

Task 3 – Database

Question	Answer	Marks
13		**6**
	Students table – 11 field names as given, correct data types	1
	Courses table – 8 field names as given, correct data types	1
	Primary keys set on *Roll_no* (students), *Course_ID* (courses)	1
	Report 1 – *DOB* in DMY format and displays dd-MMM-yy	1
	Report 1 – *Fees_paid* displays Yes/No	1
	Report 1 – *Late_payment* and *Course_cost* display same currency symbol and 2dp	1
14	1-to-many relationship between *Course_ID* (courses) to *Course_Code* (students)	**1**
15		**2**
	Students table – new record R0561 Luca Peacock entered once, does not replace R0001 Brandon Middleton	1
	New record accurate – R0561 | Luca | Peacock | 09-Jun-88 | No | Cheque	1

Question	Answer	Marks
16		**11**
	Report footer – Name, centre number, candidate number in page footer, appears on every page	1
	Report title – **Surcharges for outstanding fees** top of page, accurate	1
	Title displayed in a larger font size and fully visible	1
	Calculated field heading **Late_payment –** 100% accurate	1
	Late payment calculated – 2% increase – correct values	1
	Select records – *Fees_paid* is *No*	1
	Select records – *Payment_type* is Cheque or Credit Card	1
	Sort ascending on *Level* and descending on *Course_name*, no grouping	1
	Print layout – base fields, headings and data in correct order Roll_no | First_name | Last_name | DOB | Course_name | Level | Fees_paid | Payment_type | Course_cost | *Late_payment*	1
	Print layout – Landscape, all base fields present, no truncation	1
	Fits a single page wide and prints on two pages	1

Question	Answer	Marks
17		**10**
	Name, centre and candidate number bottom left of each label	1
	Top two lines only centre aligned	1
	Top two lines only larger font size with bold enhancement	1
	Fields – correct position with bottom four field rows left aligned	1
	Fields – correct punctuation and spacing, min 1 space between fields and before and after dash	1
	All fields present, data fully visible with no field overlap	1
	Select records – *Course_name* includes the text **crop**	1
	Select records – *Course_type* is **University**	1
	Records sorted in ascending order on *Last_Name*	1
	Labels printed, portrait, layout of 2 columns × 5 rows, 10 labels to page	1
Total		**30**

Task 4 – Presentation

Question	Answer	Marks
18	Presentation complete – slides imported, consistent title/bullet layout, no blank slides, no text changed	**1**
19		**4**
	Thick black 3–4 pt horizontal line across full slide width, 3 cm from top	1
	Text **Organic Crop Farming** large black font, top right, not wrapped	1
	Slide number top left | name, centre number, candidate number	1
	Line positioned above slide titles, heading above line, no items overlap on any slide	1
20		**3**
	Chart – vertical comparative bar chart created using correct data	1
	Region labels on category axis, value numbers displayed on value axis	1
	Legend displays the years for their data (2013 and 2023)	1
21		**2**
	Chart title **Regional distribution of organic farmland** 100% accurate	1
	Value axis title **Million hectares** 100% accurate	1
22		**2**
	Data values only displayed as data labels above each bar	1
	All data labels to display 1 decimal place	1

Question	Answer	Marks
23		**2**
	Value axis displays minimum **0**, maximum **42**	1
	Value axis displays increments of **7**	1
24	Chart on correct slide, left of bullets, chart data fully visible, no overlap or split words	**1**
25		**2**
	Presenter notes **India has the most organic farmers in the world.** in correct position on correct slide 100% accurate	1
	Presenter notes slide only printed as presenter/speaker notes layout	1
26	All slides printed as handouts, portrait orientation, 6 slides to page	**1**
Total		**18**

Information updated by: Name, centre number, candidate number

Header: Text **Information updated by:** entered accurately in header 1 mark
Header: [space] Name. centre number, candidate number, right aligned on same line, no placeholders 1 mark

Tawara Agricultural College

Tawara Agricultural College has been at the forefront of agricultural education and a key contributor to the land-based sector for over 100 years. We are located near Springbrook Village in Tawara. As a specialist agricultural college, we offer a wide range of vocational training in topics such as animal care, farm and rural land management, horticulture, agricultural engineering and floristry. We deliver full and part-time courses from level 1 all the way to foundation degrees. Higher level courses are delivered in partnership with Tawara University. We have excellent links with industry and all our courses are designed to meet the demands of the employment market for land-based expertise worldwide.

Our teaching staff are professionals with relevant industrial experience in crops, animals, food, business and engineering. They are committed to the very highest standards of academic excellence and encourage students to develop a love of learning and a desire to succeed. Our staff are friendly and approachable [...] academically to achieve their p[...] every learner.

Subheads (4)
TAC-subhead modified in EV Step 4, formatting matches 1 mark

Educational Facilities

Tawara [...] iculture College is a unique place to le[...] ulture. Set in 1000 acres of rural [...]

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

preparation for work in the industry. Assignments and case studies teach how to solve problems that occur in everyday work. Relevant practical experience in our modern facilities is a part of all our courses. Students gain hands-on experience working in our on-site commercial farm which is home to cows, calves, sheep and arable land. The commercial focus of our farming activities provides plenty of opportunities to put theory into practice in real situations. Students cultivate crops, raise livestock and operate machinery using the latest equipment. This is supported by [...] ning in our teaching centre with our exp[...] invest in ou[...] resources to b[...] also people f[...] professional de[...] courses. A recent investment has brought new facilities to our site including a state-of-the-art Agri-Tech teaching centre, a brand new tractor with full GPS guidance and a robotic

also have the opportunity to exhibit livestock and produce at agricultural shows. We have excellent links with farming organisations and we involve industry experts in everything that [...] do at the college. This means that our [...] rse content is current and relevant to [...] ustry because we seek their feedback and [...] e their opinions on board. They show their support by providing work placements, guest lecturers and real-life course projects.

Tawara Bursary

The college has a limited fund available to help students who would otherwise be unable to attend college. It is open to applicants from households with limited income and demanding circumstances wishing to study agriculture or related subjects. The bursary offers financial assistance for up to three years of study including work placements. It is payable in three instalments each year in [...]er. Students who [...]eir first year are [...]t in

Image
Correct image inserted in correct paragraph 1 mark
Aligned bottom of text and right column margin
with text wrapped 1 mark

[...]cally successful. Click on the image to request an application form.

The fund can be used to help new or returning students towards the costs of course-related [...]s such as:

Bulleted list sorted into alphabetical order 1 mark
Bullets indented 1.5 centimetres from left margin 1 mark

the modern world.

Along with classroom learning the college farm provides a fantastic way to see agriculture in action. There are also visits to [...]

- accommodation
- books
- equipment
- sporting participation
- subsistence
- travel
- trips

Footer
Automated page number right aligned 1 mark

1

Information updated by: Name, centre number, candidate number

Applicants must complete and return the Tawara Bursary application form together with a short personal statement outlining why they think they would be a good candidate for the bursary.

Accommodation

Our on-site accommodation is home to over 400 students. Living in college accommodation is a great way of meeting new friends and gaining confidence and independence. Students living on site are part of a vibrant and international community of all ages who share their experience of life at college together on one campus. Our dedicated accommodation and welfare team provide support 24 hours a day, seven days a week. They also organise regular ev... weekend enrichment activities to e... is always going on ... timetabled college hours. All ... include full board, utility bills ... Adapted rooms are available. Ro... for 38 weeks and a range of room... available:

Annual Room Rental 2024/2025		
Type	Bathroom	Price
Single large	ensuite	7068
Single standard	ensuite	6384
Twin standard	ensuite	5966
Twin bunks	ensuite	5548
Twin large	shared	5092
Twin standard	shared	4674

Living on site, you will have access to a range of communal areas and facilities including a gym, common room, computer room and a TV and games lounge. There is also a student recreational area which offers a range of

refreshments and snacks. Students can be sure that their time here will be a safe and enjoyable experience.

A Digital College

We are a fully digitally connected site with top of the range IT facilities. We offer high-speed digital communications and free wi-fi, both of which are available throughout the campus and residential rooms. Desktop PCs are available for students to use in study spaces and wireless laptops can be borrowed and connected anywhere on campus. Our network provides access to a wide range of software applications and collaboration tools to support study and research. Many of our learning materials are digitised and accessible from ...

... collaborative working and updating. When materials need to be printed, they will be available at the nearest printer.

All students are issued with a digital identity badge. Access to the college buildings is controlled by this badge. It also serves as a library card and is needed to use the printers around the site. It is recognised by many local businesses and production of this card may entitle students to discounts or additional privileges.

Our global population is increasing by approximately 83 million people each year. As a result, there is increased demand for food which puts more pressure on the planet's natural resources. We are committed to farming sustainably and creating a sustainable future for the next generations. Our students develop a range of skills aimed at yielding high-quality consumer products in a sustainable and profitable way. Talented, highly skilled agricultural specialists are needed to ensure this essential industry is fit for the challenges ahead.

Students study here because they are passionate about following a career in agriculture. All of our courses offer clear progression routes through to university courses or the world of work. Our results speak for themselves – over 96% of our students gain employment or progress onto further education within six months of completing their course. As a leading agricultural college this is the best place to develop talent. Get ahead of the competition and enrol with us now!

Table
Column and contents *Price per week* deleted	1 mark
Row 1 only merged and data centre aligned	1 mark
Row 1 only light grey (20-40%) background fill	1 mark
Rows 2 to 8 text displays on one line	1 mark
Table borders and data fit within column width	1 mark

Document Presentation
Document complete/paragraphs intact, portrait, consistent margins, pages and columns aligned top, no widows/orphans, list & table not split, no blank pages, pre-applied styles unchanged with consistent spacing (excluding subheads), space below longest column <=6pt   1 mark

2

> **Title**
> Only title top of page, 100% accurate   1 mark
> Title displayed in larger font size and fully visible   1 mark

> **Calculated field**
> Heading 100% accurate   1 mark
> Late payment calculated - correct values   1 mark

Surcharges for ou...

Roll_no	First_name	Last_name	DOB	Course_name	Level	Fees_paid	Payment_type	Course_cost	Late_payment
R0534	Mikhail	Hallingsworth	30-Jan-07	Introduction to Equine Behaviour	1	No	Credit Card	£165.55	£168.86
R0503	Corey	Dickinson	10-Jul-06	Chainsaw Certificate	1	No	Cheque	£795.00	£810.90
R0429	Leo	Kaplan	19-Aug-06	Chainsaw Certificate	1	No	Credit Card	£795.00	£810.90
R0541	Nadia	Osborne	13-Jan-07	Chainsaw Certificate	1	No	Cheque	£795.00	£810.90
R0222	Christabella	Winterbottom	27-Feb-72	Berry Production	1	No	Credit Card	£95.60	£97.51
R0500	Charlotte	Hunter	13-Apr-99	Berry Production	1	No	Credit Card	£95.60	£97.51
R0491	Abbey	Lewis	10-Feb-86	Beginners Floristry	1	No	Cheque	£1,245.75	£1,270.67
				Beginners Floristry	1	No	Credit Card	£1,245.75	£1,270.67
				Tractor Driving	2	No	Cheque	£565.80	£577.12
				Dog Grooming Assistant	2	No	Cheque	£758.45	£773.62
R00..		Belanger	09-Feb-08	Dog Groomer	2	No	Cheque	£2,158.75	£2,201.93
R0001	Brandon	Middleton	05-Apr-99	Animal Nursing Assistant	2	No	Cheque	£1,687.45	£1,721.20
R0561	Luca	Peacock	09-Jun-88	Animal Care Certificate	2	No	Cheque	£1,865.34	£1,902.65
R0508	Kelly-Ann	Wagner	26-Jul-06	Animal Care and Welfare Assistant	2	No	Credit Card	£2,479.65	£2,529.24
R0111	Vincent	Heath	30-Aug-97	Veterinary Nursing Diploma	3	No	Cheque	£5,832.65	£5,949.30
R0452	Reuben	Thwaites	05-Jun-00	Veterinary Nursing Diploma	3	No	Cheque	£5,832.65	£5,949.30
R0140	Josephine	Dunford	16-Apr-01	Organic Livestock Farming	3	No	Credit Card	£1,245.85	£1,270.77
R0026	Ludvig	Wensel	15-Oct-07	Land and Wildlife Management	3	No	Credit Card	£4,758.95	£4,854.13
R0202	Wayne	Heaton	12-Oct-74	Land and Wildlife Management	3	No	Credit Card	£4,758.95	£4,854.13
R0313	Mason	Purdy	26-Oct-03	Gamekeeping Diploma	3	No	Cheque	£3,265.10	£3,330.40
R0122	Jasmin	Zaman	15-Dec-00	Equine Therapy and Rehabilitation	3	No	Cheque	£2,357.78	£2,404.94

> New record **Luca Peacock** entered once,
> does not replace Brandon Middleton   1 mark
> New record 100% accurate   1 mark

> Specified fields, headings and fields in correct order   1 mark
> Sort ascending on *Level* and descending on *Course_name*, no grouping   1 mark
> Landscape, all base fields present, no truncation   1 mark
> Fits a single page wide and prints on two pages only   1 mark
> Name, centre number, candidate number in footer, appears on every page   1 mark

> **Select records (46):**
> *Fees_paid is* **No**   1 mark
> *Payment_type* is **Cheque** or **Credit Card**   1 mark

Name, centre number, candidate number

Roll_no	First_name	Last_name	DOB	Course_name	Level	Fees_paid	Payment_type	Course_cost	Late_payment
R0596	Luna	Makela	14-Nov-05	Equine Management	3	No	Credit Card	£5,551.00	£5,662.02
R0432	Monica	Brown	28-Jul-05	Equine Lameness and Rehabilitation	3	No	Cheque	£2,475.25	£2,524.76
R0044	Camille	Robinson	05-Oct-99	Diploma in Horse Health	3	No	Credit Card	£1,246.32	£1,271.25
R0364	Steffen	Nguyen	03-Jul-04	Diploma in Farriery	3	No	Cheque	£5,589.34	£5,701.13
R0285	Leticia	Gamal	16-Sep-94	Crop Nutrition and Production	3	No	Cheque	£3,875.90	£3,953.42
R0149	Arnie	Gray	06-Apr-90	Apprenticeship in Equine	3	No	Credit Card	£2,569.84	£2,621.24
R0169	Frederick	Collingwood	17-Jul-80	Animal Husbandry	3	No	Credit Card	£2,415.30	£2,463.61
R0451	Darren	Woodward	19-Mar-05	Animal Husbandry	3	No	Credit Card	£2,415.30	£2,463.61
R0078	Wolfgang	Odermatt	09-Mar-00	Agriculture Financial Planning	3	No	Cheque	£1,454.62	£1,483.71
R0375	Milo	Hammond	04-Sep-89	Agriculture Financial Planning	3	No	Credit Card	£1,454.62	£1,483.71
R0162	Genevieve	Reeves	03-Jul-01	Professional Floristry	4	No	Credit Card	£1,987.10	£2,026.84
R0358	Harrison	Cooper-Holmes	17-May-04	Professional Floristry	4	No	Credit Card	£1,987.10	£2,026.84
R0590	Marta	Santos	18-Mar-99	Managing Landscape	4	No	Cheque	£3,465.21	£3,534.51
R0399	Hayden	Matthews	11-Feb-05	Equine Husbandry	4	No	Credit Card	£1,765.23	£1,800.53
R0616	Cressida	Leonardson	11-Nov-03	Equine Husbandry	4	No	Credit Card	£1,765.23	£1,800.53
R0229	Alisha	Griffin	17-Jul-89	Equine Health Management	4	No	Cheque	£2,757.78	£2,812.94
R0051	Gabby	Wieser	11-Nov-99	Diploma in Arboriculture	4	No	Cheque	£2,210.55	£2,254.76
R0101	Arabella	Hernandez	08-Jan-01	Animal Technology and Management	4	No	Credit Card	£3,875.90	£3,953.42
R0235	Polly	Matzinger	04-Dec-92	Agricultural Finance	4	No	Cheque	£1,674.89	£1,708.39
R0320	Nigel	Osbrink	11-Oct-05	Agricultural Finance	4	No	Cheque	£1,674.89	£1,708.39
R0530	Joel	Markham	14-Nov-06	Equine Training and Behaviour	5	No	Cheque	£2,659.50	£2,712.69
R0478	Joyce	Flannery	08-Mar-06	Equine Science	6	No	Credit Card	£9,250.00	£9,435.00
R0409	Maya	Thompson	27-Nov-81	Agricultural and Crop Science	6	No	Credit Card	£5,875.54	£5,993.05
R0386	David	Urban	02-May-07	Equine Performance Science	7	No	Credit Card	£6,689.60	£6,823.39
R0196	Luke	Wisebrook	06-Oct-07	Sciences of Plant and Crop	8	No	Credit Card	£3,654.85	£3,727.95

Format/Display
DOB in DMY format *and* displays **dd-MMM-yy**   1 mark
Fees_paid displays **Yes/No**   1 mark
Late_payment and *Course_cost* display same
currency symbol and 2dp   1 mark

Name, centre number, candidate number

Crop Sciences and Pest Management
University - 12/01/2025

Craig Collymore
25 Br...
Holl...
LE9...

Nam...

Increase Yield with Intercrop
University - 12/09/2024

Amber Donaldson
...

Label headings
Top two lines centre aligned   1 mark
Top two lines only larger font size with bold enhancement   1 mark

Crop Sciences and Pest Management
University - 12/01/2025

Noah Dovizioso
52 Glen Road
Princebrough
DL8 2RY

Name, centre number, candidate number

Increase Yield with Intercrop
University - 12/09/2024

Jolande Gustafsson
52 Adeline Place
Stowford
CA13 4DS

Name, centre number, candidate number

Agricultural and Crop Science
University - 30/05/2024

Gurpreet Kaur
45 Commercial Way
Porters Bay
LL55 7ZA

Name, centre number, candidate number

Sciences of Plant and Crop
University - 12/01/2025

Janus Langenberg
62 Railway Street
Stoke Wadway
AB33 9PY

Name, centre number, candidate number

Increase Yield with Intercrop
University - 12/09/2024

Isla McKendrick
49 Bath Road
Larebridge Heath
HP27 1GY

Name, centre number, candidate number

Crop Sciences and Pest Management
University - 12/01/2025

Annette Pyatt
97 Curtis Street
Merriwall
BD23 8DX

Name, centre number, candidate number

Sciences of Plant and Crop
University - 12/01/2025

Thomas Saunders
75 Baynes Court
Great Riverby
PE11 3GR

Name, centre number, candidate number

Sciences of Plant and Crop
University - 12/01/2025

Magdalena Schwarz
59 Eckford Street
Old Ashton
TN22 3BQ

Name, centre number, candidate number

Agricultural and Crop Science
University - 30/05/2024

Otis Thanhauser
17 Avondale Road
Eggcaster
CA12 2XE

Name, centre number, candidate number

Agricultural and Crop Science
University - 30/05/2024

Maya Thompson
92 Watts Grove
Readingcester
DE4 6UR

Name, centre number, candidate number

Increase Yield with Intercrop
University - 12/09/2024

Stephen Wheelwright
41 Taunton Place
Melburgh Falls
NN6 9SN

Name, centre number, candidate number

Sciences of Plant and Crop
University - 12/01/2025

Luke Wisebrook
38 Ings Lane
Haran Vale
EX15 4WL

Name, centre number, candidate number

Select records (14):
Course_name includes the text **crop**   1 mark
Course_type is **University**   1 mark

Fields in correct position, bottom four field rows left aligned:	1 mark

    Course_name
    Course_type - Start_date
    First_name Last_name
    Street_address
    Area
    Post_code

Correct punctuation and spacing, min 1 space between fields and before and after dash	1 mark
All fields present, data fully visible with no field overlap	1 mark
Sort ascending on *Last_Name*	1 mark
Name, centre number, candidate number bottom left of each label	1 mark
Labels printed, portrait, layout of 2 cols x 5 rows, 10 labels to page	1 mark

Task 5 – Presentation

Vertical comparative bar chart created using correct data	1 mark
Region labels on category axis, values with numbers on value axis	1 mark
Legend displays years for their data (**2013** and **2023**)	1 mark
Chart title **Regional distribution of organic farmland** - 100% accurate	1 mark
Value axis title **Million hectares** - 100% accurate	1 mark
Data values only displayed as data labels above each bar	1 mark
All data labels to display 1 decimal place	1 mark
Value axis displays minimum **0**, maximum **42**	1 mark
Value axis displays increments of **7**	1 mark
Correct slide, left of bullets, chart data fully visible, no overlap or split words	1 mark
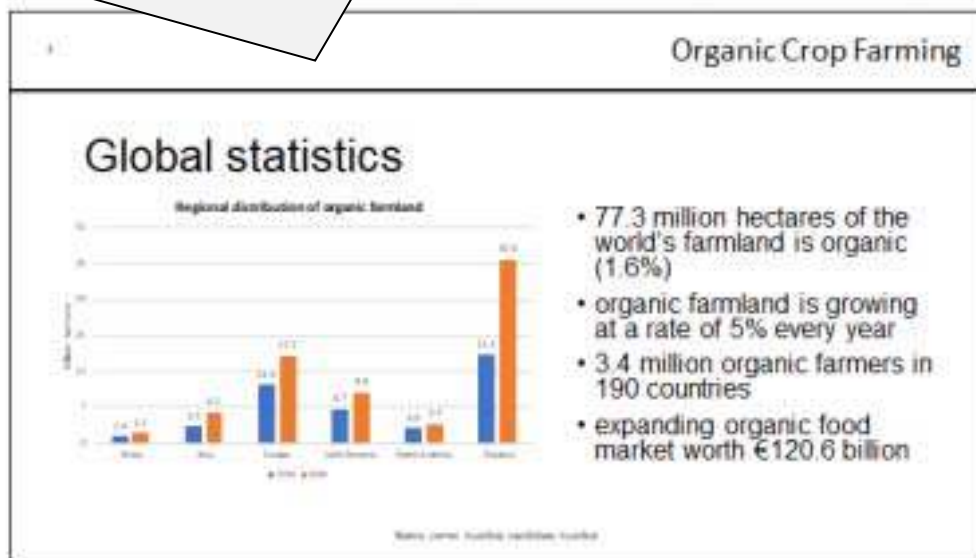
Presenter Notes

Global statistics slide – presenter notes added, correct position, 100% accurate	1 mark
Presenter notes slide only printed in presenter/speaker notes layout	1 mark

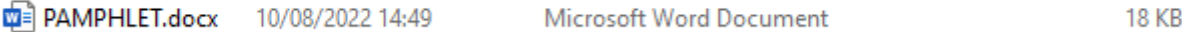|	
Presentation complete - slides imported, consistent title/bullet layout, no blank slides, no text changed	1 mark
Master items	
Thick 3-4pt horizontal line across full slide width, 3cm from top	1 mark
Heading **Organic Crop Farming** 100% accurate, large font, top right, not wrapped	1 mark
Slide number top left | name, centre number, candidate number any consistent position	1 mark
Line positioned above slide titles, heading above line, no items overlap on any slide	1 mark

All slides printed as handouts, portrait orientation, 6 slides to page   1 mark

EVIDENCE DOCUMENT

Step 1:

File saved as PAMPHLET with evidence of correct file type   1 mark

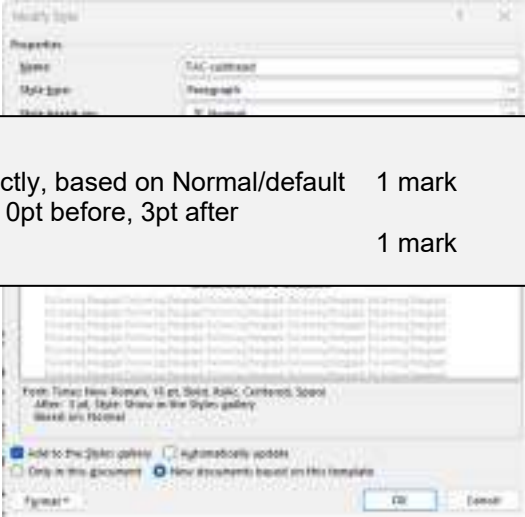PAMPHLET.docx   10/08/2022 14:49   Microsoft Word Document   18 KB

Step 4:

TAC-subhead – style modified
TAC-subhead modified, named correctly, based on Normal/default   1 mark
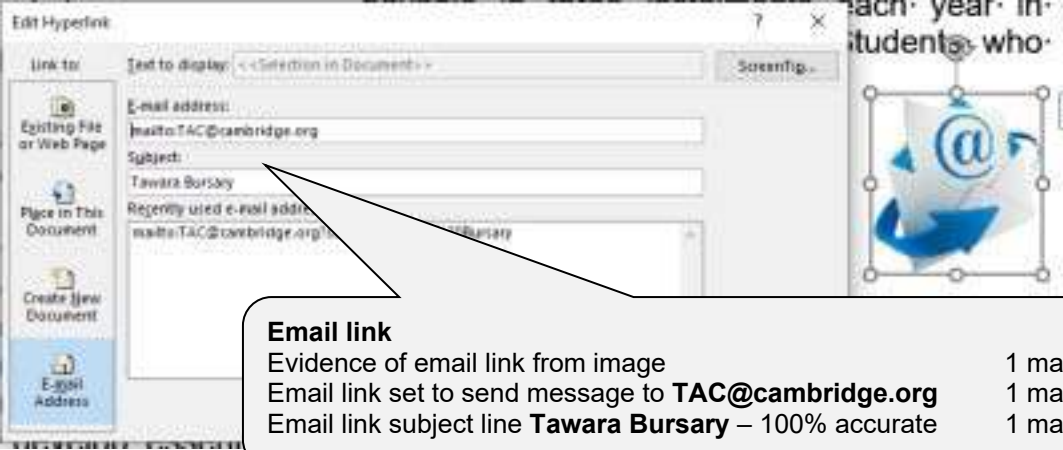Serif, 16pt, centre, bold, italic, single, 0pt before, 3pt after
no other formatting   1 mark

Step 8:

Email link
Evidence of email link from image   1 mark
Email link set to send message to **TAC@cambridge.org**   1 mark
Email link subject line **Tawara Bursary** – 100% accurate   1 mark

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Step 13

DB Structure
Students table – 11 field names as given, correct data types   1 mark
Courses table – 8 field names as given, correct data types   1 mark
Primary keys set *Roll_no* (students), *Course_ID* (courses)   1 mark

Step 14

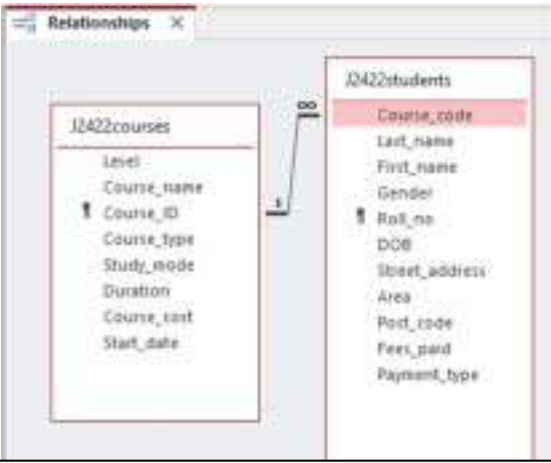**OR**

1-to-Many relationship – Course_ID (*courses*) to Course_code (*students*)   1 mark