



**Cambridge International Examinations**  
Cambridge International General Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/22**

Paper 2 Practical Test A

**May/June 2017**

MARK SCHEME

Maximum Mark: 80

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**Published**

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

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This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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This document consists of **14** printed pages.

1

**Header**

Page numbers left aligned  
Automated file name and path right aligned 1 mark

# Undergraduate Guide For New Students

*Edited by: Candidate Name*

Welcome to the University of Tawara. We are de  
outstanding university with a community of sta  
academic excellence. Take this opportunity to m  
community.

**Title** UG-title style applied, sans serif, 24pt, underline, right aligned, 12pt space after, no changes to text 1 mark  
**Subtitle** Data entry 100% accurate 1 mark  
UG-subtitle style applied – sans serif, 16pt, italic, centre aligned, no space after 1 mark

## **International Community**

## **Welcome Week**

## **University Card**

**Columns**

Section break correct position 1 mark  
3 columns, 1.5 cm column spacing 1 mark

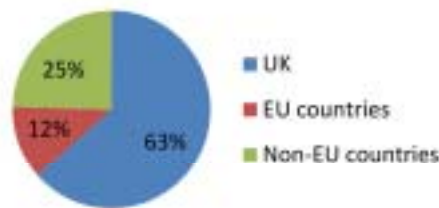
**Subheadings (8)**

UG-subhead style – sans serif, 14pt, centre aligned, 12pt space after bold, italic 1 mark

**Chart**

Pie chart, correct data (Total only) 1 mark  
Chart in correct position, within margins, all data fully visible 1 mark  
Chart title 100% accurate 1 mark  
% labels only on each sector, correct legend displayed 1 mark

**Students By Domic**



**Bullets**

Square bullets applied 1 mark  
1 cm hanging indent 1 mark

**Footer** Name, Centre number, candidate number left aligned 1 mark

Name, Centre Number, Candidate Number

### Teaching Methods

We are proud that 80 per cent of our graduates leave the university with a 1st or 2:1 award in their degree. This is testament to the quality of teaching here. Teaching styles in university are different to other educational environments. The teaching environment will vary in different degree programmes but is likely to include lectures, seminars, tutorials, practical sessions and electronic learning.

Lectures are designed to convey ideas or information to a large group and are one of the main ways that you will be taught. There can be anything from 50 to more than 200 students in a lecture hall and a typical lecture lasts 50 minutes to an hour. As the lecturer has to deliver a lot of information to such a large audience in a short space of time there are not normally opportunities to ask questions during the lecture. To ensure that you can follow what is being covered in lectures you should check whether slides/handouts are available for download beforehand. Lectures provide an introduction to a topic, covering the key ideas and areas of importance from which you will be expected to conduct further reading and research.

Seminars are smaller and less formal than lectures, typically with groups of 5 to 30 students. They provide an opportunity to ask questions and discuss your work. You will be expected to prepare for seminars by reading relevant material. You will be invited to attend a library session and details can be found at the end of your personalised Student Induction Checklist.

students. They provide an opportunity to ask detailed questions and debate themes and ideas. In seminars you have the chance to discuss a wide range of personal and key

Thick (3–4pt) border applied to correct paragraph 1 mark  
Light grey shading applied to paragraph i.e. fills box 1 mark

Tutorials will usually be an individual meeting with a unit or personal tutor. They are often used to give feedback on your work and to discuss your general progress. It is important that you make the most of this opportunity for personal attention. Prepare in advance any questions you wish to raise or particular study problems that you would like advice on.

Practical sessions enable you to learn by doing. You will be expected to prepare for practical sessions by reading relevant material. You will be invited to attend a library session and details can be found at the end of your personalised Student Induction Checklist.

**Image**  
Correct image inserted in correct position 1 mark  
Image flipped so the skater faces left 1 mark  
Aligned top of text and left margin, text wrapped 1 mark  
Resized to 2cm wide, aspect ratio maintained 1 mark

skills such as problem solving and team working.

### Libraries

There are five university libraries which you can use with your university card. Our team of librarians will help you make the best use of the resources available. They will help

you find relevant information from reliable sources for your assignments and will teach you how to identify, navigate, interpret and use information resources successfully.

You will be invited to attend a library session and details can be found at the end of your personalised Student Induction Checklist.

### Leisure Activities



We provide plenty of opportunities to enjoy activities outside of your studies. We have more than 100 societies covering everything from culture, music and dance, to politics, business and enterprise. There is no limit to how many societies you can join, so you can continue with an existing hobby or try something new. We also have more than 60 sports clubs so there are plenty of opportunities to play sport at competitive level or purely to keep fit and meet new people. Visit the sports centre to see our outstanding facilities.

### Computing Services

Correct paragraph moved to here 1 mark

We have extensive computing facilities. Desktop PCs are available for students to use in study spaces and you can borrow a wireless laptop for up to 24 hours to connect anywhere on campus. WiFi is freely available throughout the campus and in student bedrooms, and is very easy to connect. Our network provides you with access to a wide range of software applications and collaboration tools to support study and research.

On enrolment you will be provided with a computer account and a university email address. You should activate your computer account before arriving to get a head start in the registration process and to be able to access the internet and university online services as soon as you arrive on campus. Your computer account enables you to access online resources and services including email and networked file storage.

Your university email account is web-based so you can access your email from anywhere at any time. Throughout your time of study the university will contact you through your university email account so it is important that you check it regularly to ensure you receive important messages.

with internet access. You can access learning resources, course materials, interact with your tutor and other students, and you can also submit work electronically. Our mobile app enables you to access these facilities from your phone or tablet. It will even notify you when new course materials are made available. All our online services can be accessed from home or off campus easily and instantly using our VPN service.

Everyone at the university is fiercely committed to doing everything possible to provide the very best educational experience for you. We hope you enjoy your time here and wish you every success in your studies this year.

Spellings *students* and *course* corrected 1 mark

#### Page layout

- Landscape orientation 1 mark
- UG-body style applied - serif, 12pt, single, justified, 12pt space after 1 mark
- Document complete/paras intact, margins consistent, spacing consistent, top of columns balanced, no widows/orphans, split lists/charts, blank pages 1 mark

Name, Centre Number, Candidate Number

## Extended Doctoral Options

## Title

Correct, 100% accurate 1 mark

Subject	Length	Head_of_Faculty	Campus
Accountancy	6	Phillip Tasker	Balmoral Centre
Animal Sciences	6	John Needham	Bidgood Hall
Chemistry	6	Chin Tao	Joseph Hawkins Centre
Molecular and Integrative Physics	6	Chin Tao	Joseph Hawkins Centre
Natural Resources and Environmental Sciences	6	John Needham	Bidgood Hall
Veterinary Clinical Medicine	6	Tamara Bansal	Simcoe Hall
Veterinary Pathobiology	6	Tamara Bansal	Simcoe Hall
Agriculture and Consumer Economics	5	John Needham	Bidgood Hall
Anthropology	5	Chin Tao	Joseph Hawkins Centre
Classical Philology	5	Chin Tao	Joseph Hawkins Centre
Communications	5	Vasos Rines	Crimson Towers
Kinesiology	5	Mohammed Ahktar	Parkhurst Centre
Microbiology	5	Chin Tao	Joseph Hawkins Centre
Special Education	5	Susan McKenna	Ruskin Hall
Veterinary Comparative Biosciences	5	Tamara Bansal	Simcoe Hall
Aerospace Engineering	4	Malik Bazzi	Tobin Hall
Architecture	4	Jeremy Agnew	Sanford Hall
Cell and Developmental Biology	4	Chin Tao	Joseph Hawkins Centre
Comparative Literature	4	Chin Tao	Joseph Hawkins Centre
Crop Sciences	4	John Needham	Bidgood Hall
Environmental Science in Civil Engineering	4	Malik Bazzi	Tobin Hall
Human and Community Development	4	John Needham	Bidgood Hall
Industrial Engineering	4	Malik Bazzi	Tobin Hall
Landscape Architecture	4	Jeremy Agnew	Sanford Hall
Linguistics	4	Chin Tao	Joseph Hawkins Centre
Musicology	4	Jeremy Agnew	Sanford Hall
Nuclear Engineering	4	Malik Bazzi	Tobin Hall
Organization and Leadership in Higher Education	4	Susan McKenna	Ruskin Hall
Recreation Sport and Tourism	4	Mohammed Ahktar	Parkhurst Centre
Regional Planning	4	Jeremy Agnew	Sanford Hall
Statistics	4	Chin Tao	Joseph Hawkins Centre
Theatre Foundations	4	Jeremy Agnew	Sanford Hall
Theoretical and Applied Mechanics	4	Malik Bazzi	Tobin Hall
Total subjects	33		

## Search

Qual\_Code = PHD 1 mark  
 Length >=4 1 mark  
 (33 records)

Name, Centre number, Candidate number

Calculated count under *Subject* column. 1 mark  
 Label 100% accurate, left of number 1 mark

Sorted descending *Length*, ascending order *Subject* 1 mark  
 Specified fields only, correct order 1 mark  
 Portrait, fits a single page only, all fields present, fully visible 1 mark

## Selected Tawara Degrees

number	Course_Code	Qual_Code	Subject	Header Name, Centre number and candidate top right, no page number displayed 1 mark	Name, Centre number, Candidate	Male	Female	Full_Time	Total_Enrolled
AG151BS	BA	Natural Sciences and Environmental Science	Agriculture and Environmental Sciences			6	5	<input checked="" type="checkbox"/>	11
LI394BA	BA	Linguistics	School of Liberal Arts and Science			79	64	<input checked="" type="checkbox"/>	143
LI348BA	BA		School of Liberal Arts and Science			54	12	<input checked="" type="checkbox"/>	66
LI392BA	BA	Computer Science and Astronomy				3	2	<input checked="" type="checkbox"/>	5
LI426BA	BA	Geographic Information Science				3	0	<input checked="" type="checkbox"/>	3
LI391BA	BA	Computer Science and Anthropology					12	<input checked="" type="checkbox"/>	25
LI463BA	BA	Math and Computer Science				14	25	<input checked="" type="checkbox"/>	39
LI494BA	BA	Political Science	School of Liberal Arts and Science			24	6	<input checked="" type="checkbox"/>	30
LI504BA	BA	Science of the Earth System	School of Liberal Arts and Science			58	25	<input checked="" type="checkbox"/>	83
LI519BA	BA	Statistics and Computer Science	School of Liberal Arts and Science			75	29	<input checked="" type="checkbox"/>	104
AG119BS	BS	Animal Sciences Production and Management	Agriculture and Environmental Sciences			5	8	<input checked="" type="checkbox"/>	13
AG143BS	BS		Agriculture and Environmental Sciences			2	25	<input checked="" type="checkbox"/>	27
AG116BS	BS		Agriculture and Environmental Sciences			11	57	<input checked="" type="checkbox"/>	68
AG127BS	BS		Agriculture and Environmental Sciences			0	1	<input checked="" type="checkbox"/>	1
EN259BS	BS	Computer Science	School of Engineering			112	84	<input checked="" type="checkbox"/>	196
AG111BS	BS	Agricultural Science Education	Agriculture and Environmental Sciences			34	25	<input checked="" type="checkbox"/>	59
LI393BS	BS	Computer Science and Chemistry	School of Liberal Arts and Science			1	3	<input checked="" type="checkbox"/>	4
AG108BS	BS	Agricultural Leadership and Science Education	Agriculture and Environmental Sciences			12		<input checked="" type="checkbox"/>	18
AG124BS	BS	Companion Animal and Equine Science	Agriculture and Environmental Sciences					<input checked="" type="checkbox"/>	34
AG129BS	BS	Crop Sciences Crop Agribusiness	Agriculture and Environmental Sciences					<input checked="" type="checkbox"/>	25
AG130BS	BS	Crop Sciences Crops	Agriculture and Environmental Sciences					<input checked="" type="checkbox"/>	27
AG140BS	BS	Food Science and Human Nutrition	Agriculture and Environmental Sciences			3	18	<input checked="" type="checkbox"/>	21
AG137BS	BS	Food Science	Agriculture and Environmental Sciences			2	5	<input checked="" type="checkbox"/>	7
AP173BS	BS	Infectious Diseases (Biological Sciences)	Division of Applied Health Sciences			4	15	<input checked="" type="checkbox"/>	19
AP174BS	BS	Interdisciplinary Health Science	Division of Applied Health Sciences			0	2	<input checked="" type="checkbox"/>	3
EN276BS	BS	Materials Science and Engineering						<input checked="" type="checkbox"/>	7
AG152BS	BS	Natural Resources and Environmental Science						<input checked="" type="checkbox"/>	4
LI492BS	BS	Plant Science						<input checked="" type="checkbox"/>	8
AP183BS	BS	Speech and Hearing Neuroscience						<input checked="" type="checkbox"/>	52
AP184BS	BS	Speech and Hearing Science	Division of Applied Health Sciences			0	7	<input checked="" type="checkbox"/>	7
AG131BS	BS	Crop Sciences Integrated Pest Management	Agriculture and Environmental Sciences			6	22	<input checked="" type="checkbox"/>	28

**Title**  
 Correct, 100% accurate  
 1 mark

**Header**  
 Name, Centre number and candidate top right,  
 no page number displayed  
 1 mark

**Calculated field**  
 Heading 100% accurate  
 Calculated – Male + Female  
 1 mark  
 1 mark

**Search (31 records)**  
 Subject contains Science, Full\_Time is Yes  
 Qual\_Code is BS or BA  
 1 mark  
 1 mark

**Display**  
 Full\_Time as checkbox, Male/Female as integer  
 1 mark

Record added accurately  
 Sort ascending on Qual\_Code  
 Specified fields, correct order  
 Landscape, fits single page wide, all fields present, fully visible  
 1 mark  
 1 mark  
 1 mark

**Date field**

Date in header displays in correct format 25 April 2017 1 mark

08 March 2016

**Tawara University – New Student Guidance**

Fields «First\_Name» «Last\_Name», «Degree»  
 correct position and spacing 1 mark

Fields «Start\_Date» and «Faculty»  
 correct position and spacing 1 mark

**Student Induction Checklist**

Name: «First\_Name» «Last\_Name» Commence: «Start\_Date»  
 Course of study: «Degree» Faculty: «Faculty»

	Complete	Date
--	----------	------

**Preparing for study**

Complete registration online through UniPortal  
 Apply for student card by uploading photograph to UniPortal  
 Ensure you will be ready to begin your studies on the date above  
 Check the New Student website to see what welcome events are relevant to you  
 Check what personal insurance you need to buy eg contents, bike etc  
 Check your accommodation move in date and plan accordingly  
 Plan your budget

**Tuition Fees**

Make arrangements for the payment of your tuition fees  
 Check your offer letter to see if there are any additional costs associated with your programme

**On Arrival**

Check into your accommodation – the date you can move in is written in your accommodation contract or lease  
 Read the information provided specifically for new students starting your degree  
 Collect your University student card  
 Meet your Personal Tutor

**Information Services**

Read the new student guidance on computing, library and e-learning services  
 Register for wireless and virtual private network (VPN) access  
 Once on University premises, connect to a wireless network.  
 Load print credit to your card  
 Attend your Library Services Induction

**Practicalities**

Register with a doctor  
 Open a bank account if you do not already have one  
 Get a television licence

Fields «Site» and «Tutor»,  
 correct position, space and punctuation intact 1 mark

You are invited to attend a Welcome Meeting which will be held at «Site» on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, «Tutor», and fellow students. The schedule for the day is as follows:



**Welcome Meeting**

9.30 am	«Session_1»
10.30 am	«Session_2»
12.30 pm	«Session_3»
2.00 pm	«Session_4»
3.00 pm	«Session_5»

Fields  
 «Session\_1»  
 «Session\_2»  
 «Session\_3»  
 «Session\_4»  
 «Session\_5»  
 correct position, left aligned 1 mark

Student Signature:  
 Personal Tutor Signature:

Candidate Name, Centre number and candidate number in the footer 1 mark

Name, Centre number, candidate number

Result of merge - 4 checklists printed –  
Sophie Arnold, Mohamed Bansal, Ishmael Contreras and Sophia Cunningham only 1 mark

08 March 2016

### Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next.

Student Induction Checklist		Complete	Date
Name: <b>Ishmael Contreras</b>	Commence: <b>15/09/2017</b>		
Course of study: <b>Civil Engineering</b>	Faculty: <b>School of Engineering</b>		
<b>Preparing for study</b>			
Complete registration online through UniPortal			
Apply for student card by uploading photograph to UniPortal			
Ensure you will be ready to begin your studies on the date above			
Check the New Student website to see what welcome events are relevant to you			
Check what personal insurance you need to buy eg contents, bike etc			
Check your accommodation move in date and plan accordingly			
Plan your budget			
<b>Tuition Fees</b>			
Make arrangements for the payment of your tuition fees			
Check your offer letter to see if there are any additional costs associated with your programme			
<b>On Arrival</b>			
Check into your accommodation – the date you can move in is written in your accommodation contract or lease			
Read the information provided specifically for new students starting your degree			
Collect your University student card			
Meet your Personal Tutor			
<b>Information Services</b>			
Read the new student guidance on computing, library and e-learning services			
Register for wireless and virtual private network (VPN) access			
Once on University premises, connect to a wireless network			
Load print credit to your card			
Attend your Library Services Induction			
<b>Practicalities</b>			
Register with a doctor			
Open a bank account if you do not already have one			
Get a television licence			

You are invited to attend a Welcome Meeting which will be held at **10:30 AM** on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, **Mr S. Brown**, and fellow students. The schedule for the day is as follows:

Welcome Meeting Details	
9:30 am	Registration
10:30 am	Academic Welcome Meeting
12:30 pm	Buffet lunch
2:30 pm	Library Services Induction
3:30 pm	Registration

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Personal Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Centre number, candidate number

08 March 2016

### Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next.

Student Induction Checklist		Complete	Date
Name: <b>Sophia Cunningham</b>	Commence: <b>15/09/2017</b>		
Course of study: <b>Business Administration</b>	Faculty: <b>Business School</b>		
<b>Preparing for study</b>			
Complete registration online through UniPortal			
Apply for student card by uploading photograph to UniPortal			
Ensure you will be ready to begin your studies on the date above			
Check the New Student website to see what welcome events are relevant to you			
Check what personal insurance you need to buy eg contents, bike etc			
Check your accommodation move in date and plan accordingly			
Plan your budget			
<b>Tuition Fees</b>			
Make arrangements for the payment of your tuition fees			
Check your offer letter to see if there are any additional costs associated with your programme			
<b>On Arrival</b>			
Check into your accommodation – the date you can move in is written in your accommodation contract or lease			
Read the information provided specifically for new students starting your degree			
Collect your University student card			
Meet your Personal Tutor			
<b>Information Services</b>			
Read the new student guidance on computing, library and e-learning services			
Register for wireless and virtual private network (VPN) access			
Once on University premises, connect to a wireless network			
Load print credit to your card			
Attend your Library Services Induction			
<b>Practicalities</b>			
Register with a doctor			
Open a bank account if you do not already have one			
Get a television licence			

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12:30 pm	Buffet lunch
2:30 pm	Library Services Induction
3:30 pm	Registration

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Personal Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Centre number, candidate number

08 March 2016

### Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next.

Student Induction Checklist		Complete	Date
Name: <b>Sophie Arnold</b>	Commence: <b>15/09/2017</b>		
Course of study: <b>Accountancy</b>	Faculty: <b>Business School</b>		
<b>Preparing for study</b>			
Complete registration online through UniPortal			
Apply for student card by uploading photograph to UniPortal			
Ensure you will be ready to begin your studies on the date above			
Check the New Student website to see what welcome events are relevant to you			
Check what personal insurance you need to buy eg contents, bike etc			
Check your accommodation move in date and plan accordingly			
Plan your budget			
<b>Tuition Fees</b>			
Make arrangements for the payment of your tuition fees			
Check your offer letter to see if there are any additional costs associated with your programme			
<b>On Arrival</b>			
Check into your accommodation – the date you can move in is written in your accommodation contract or lease			
Read the information provided specifically for new students starting your degree			
Collect your University student card			
Meet your Personal Tutor			
<b>Information Services</b>			
Read the new student guidance on computing, library and e-learning services			
Register for wireless and virtual private network (VPN) access			
Once on University premises, connect to a wireless network			
Load print credit to your card			
Attend your Library Services Induction			
<b>Practicalities</b>			
Register with a doctor			
Open a bank account if you do not already have one			
Get a television licence			

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3:00 pm	Registration

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Personal Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Centre number, candidate number

08 March 2016

### Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next.

Student Induction Checklist		Complete	Date
Name: <b>Mohamed Bansal</b>	Commence: <b>15/09/2017</b>		
Course of study: <b>History of Art</b>	Faculty: <b>College of Arts and Applied Arts</b>		
<b>Preparing for study</b>			
Complete registration online through UniPortal			
Apply for student card by uploading photograph to UniPortal			
Ensure you will be ready to begin your studies on the date above			
Check the New Student website to see what welcome events are relevant to you			
Check what personal insurance you need to buy eg contents, bike etc			
Check your accommodation move in date and plan accordingly			
Plan your budget			
<b>Tuition Fees</b>			
Make arrangements for the payment of your tuition fees			
Check your offer letter to see if there are any additional costs associated with your programme			
<b>On Arrival</b>			
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<b>Information Services</b>			
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Once on University premises, connect to a wireless network			
Load print credit to your card			
Attend your Library Services Induction			
<b>Practicalities</b>			
Register with a doctor			
Open a bank account if you do not already have one			
Get a television licence			

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9:30 am	Registration
10:30 am	Academic Welcome Meeting
12:30 pm	Buffet lunch
2:00 pm	Library Services Induction
3:00 pm	Registration

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Personal Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

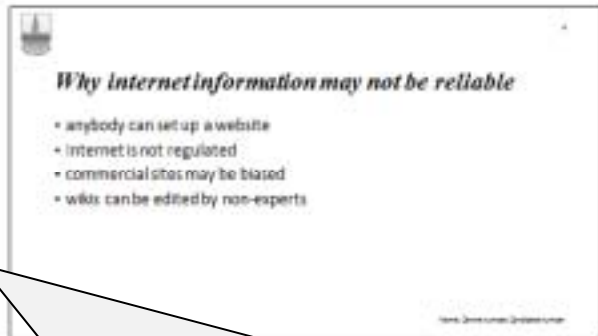
Name, Centre number, candidate number



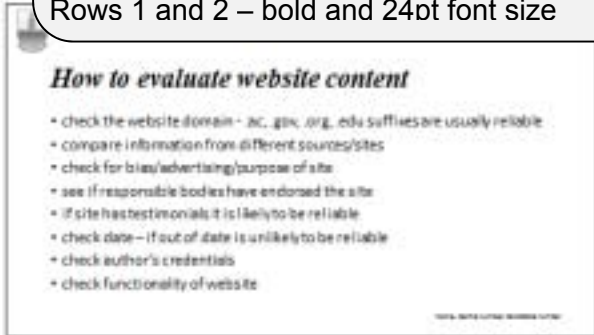
Slides imported correctly, no blank slides, no overlap of items, no changes to text 1 mark  
**Master Slide** – items to be in same position and size on all slides for following marks:  
 Logo top left, appropriate size, aspect ratio maintained 1 mark  
 Name, Centre no and candidate no bottom right, auto slide numbers top right 1 mark



Slide 1 - changed to title and subtitle layout, name inserted 1 mark  
*Characteristics of the Internet* deleted 1 mark



**Web search tools – slide 3**  
 Title and table layout, 3 × 9 plain table grid, no shading, gridlines displayed 1 mark  
 Data copied correctly into table, displayed on one line 1 mark  
 New first row inserted, title entered accurately 1 mark  
 First row cells merged, title centred over 3 columns 1 mark  
 Rows 1 and 2 – bold and 24pt font size 1 mark





## *Why internet information may not be reliable*

- anybody can set up a website
- internet is not regulated
- commercial sites may be biased
- wikis can be edited by non-experts

### ***Why Internet information may not be reliable – slide 4***

Two reasons given, i.e.

Internet not regulated 1 mark

Anyone can set up a website 1 mark

1 mark per valid reason, max 2 marks.

Name, Centre number, Candidate number

**How to evaluate website content – slide 5**

Two methods given, i.e.

Check website domain 1 mark  
Check author's credentials 1 mark

1 mark per valid reason, max 2 marks.



5

**How to evaluate website content**

- check the website domain - .ac, .gov, .org, .edu suffixes are usually reliable
- compare information from different sources/sites
- check for bias/advertising/purpose of site
- see if responsible bodies have endorsed the site
- if site has testimonials it is likely to be reliable
- check date – if out of date is unlikely to be reliable
- check author's credentials
- check functionality of website

Name, Centre number, Candidate number

**Print**

Print 6 slides to page and

Two × single full page slides 4 and 5

1 mark

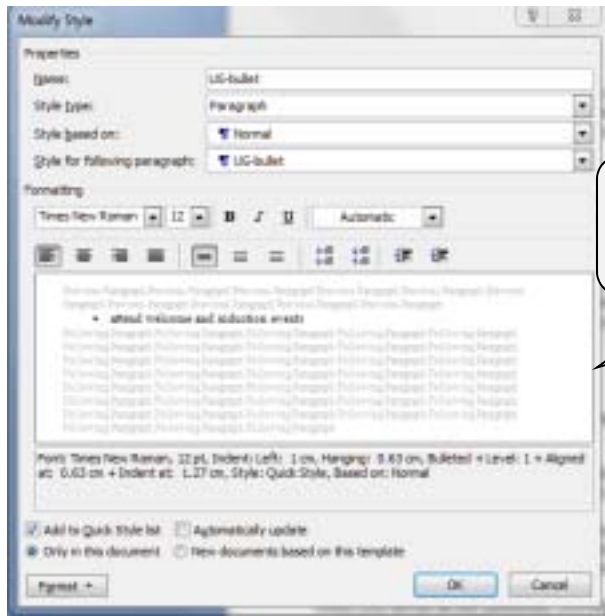
**Evidence Document**

Step 2 – **EVIDENCE 1** – File saved as and evidence of file type

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



Step 4 – **EVIDENCE 2** – UG-bullet style definition screen shot here



**UG-bullet Style**  
 UG-bullet style created 1 mark  
 Serif font, 12pt, left or justified 1 mark

Step 23 – **EVIDENCE 3** – Evaluation and recommendation here:

Any 3 from:

Blog – one person/organisation disseminating information, postings can be longer/more detailed

Blog is a personal internet journal/diary - writer will type in observations on some topic

Blog creator drives content, one person's thoughts, one author posts thought on a subject, blog posts typically longer, readers can comment on content, blog unmoderated

Forum: - a group sharing thoughts, discussions, comments are brief, user generated content, broader collection of thoughts, conversation between members of a group, several different thoughts on a subject, comments could be moderated to ensure content is appropriate for the university.

1 mark per valid response up to 3 marks

1 mark for justified recommendation

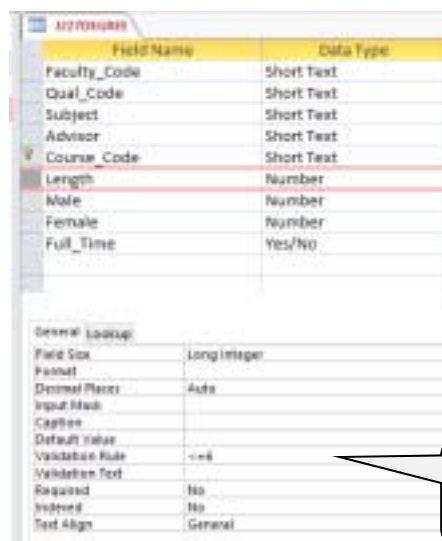
[4 marks]

Step 24 – **EVIDENCE 4** – Database field structure screen shot here:

Field Name	Data Type
Faculty_Code	Short Text
Qual_Code	Short Text
Subject	Short Text
Advisor	Short Text
Course_Code	Short Text
Length	Number
Male	Number
Female	Number
Full_Time	Yes/No

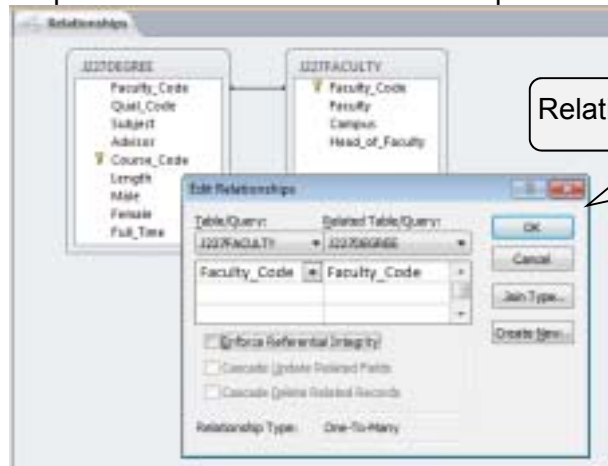
**DB Structure**  
 All field names as given/correct data types as given 1 mark  
 Course\_Code set as key field 1 mark

Step 25 – **EVIDENCE 5** – Criteria to limit data entry screenshot here:



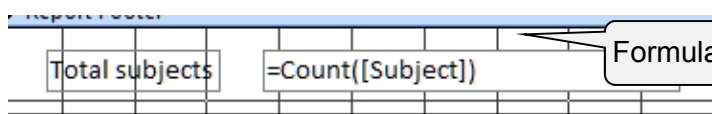
**Length field**  
 Data entry restriction <=6      1 mark

Step 27 – **EVIDENCE 6** – Relationship between the two tables screenshot here



Relationship between Faculty\_Code fields      1 mark

Step 28 – **EVIDENCE 7** – Calculated control formula screenshot here



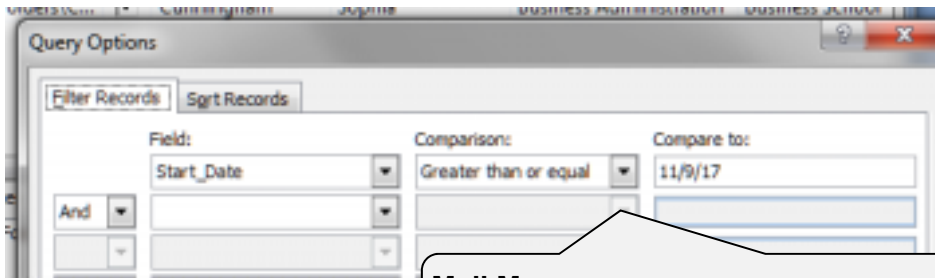
Formula evidence of COUNT      1 mark

Step 30 – **EVIDENCE 8** – Date field screenshot here:

**Mail Merge**  
 Today's date field used, correct format 1 mark  
 (Must see dd MMMM yyyy)

{ DATE \@ "dd MMMM yyyy" \\* MERGEFORMAT }

Step 31 – **EVIDENCE 9** – Mail merge selection method screenshot here:



**Mail Merge**  
Evidence of *Start\_Date* >=11/9/2017 selected      1 mark