



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2020

2 hours 30 minutes

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is not the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION

- The total mark for this paper is 80.
- The number of marks for each question or part question is shown in brackets [].

This document has **12** pages. Blank pages are indicated.

You have been supplied with the following source files:

J2120CATEGORIES.csv
 J2120ENTRY.rtf
 J2120EVIDENCE.rtf
 J2120GROWTH.csv
 J2120GUIDE.rtf
 J2120LOGO.jpg
 J2120MMDATA.csv
 J2120MTB.rtf
 J2120RACE.csv
 J2120RIDER.jpg
 J2120TABLE.csv

Task 1 – Evidence Document

Open the file **J2120EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **J2120EVIDENCE** followed by your candidate number, for example: J2120EVIDENCE9999

You will need to place screenshots in this Evidence Document.

Task 2 – Document

You are going to edit a report. The company uses a corporate house style for all its documents. One paragraph style has been created and applied. Additional paragraph styles must be created and applied to the report as instructed.

1 Open the file **J2120MTB.rtf**

The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.

Save the document in your work area, in the format of the software you are using, with the file name **MTBSTUDY**

EVIDENCE 1

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2 Place in the header:

- your name, centre number and candidate number left aligned
- automated page numbers right aligned.

Make sure that:

- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- headers are displayed on all pages.

[1]

- 3 Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
MB-title	sans-serif	36	centre	bold	single	0	0
MB-subhead	sans-serif	18	centre	italic, underline	single	0	6
MB-body	serif	12	justified	none	single	0	6

EVIDENCE 2

Place in your Evidence Document a screenshot to show that the style settings have been defined for the *MB-subhead* style. Make sure this style is based on the default paragraph style.

[2]

- 4 Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

EVIDENCE 3

Place this screenshot in your Evidence Document.

[1]

- 5 At the start of the document enter the title:

Mountain Bike Study

Apply the *MB-title* style to this text.

[2]

6 Enter your name immediately after the subtitle *Revised by*:

The style name *MB-subtitle* has already been created, stored and applied to the subtitle text.

Modify the *MB-subtitle* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>MB-subtitle</i>	sans-serif	18	right	italic	single	0	0

EVIDENCE 4

Place in your Evidence Document a screenshot of these style settings for the *MB-subtitle* style.

[2]

7 Apply the *MB-body* style to the rest of the document.

[1]

8 Apply square-shaped bullets to the text from:

increased cardiovascular fitness ...

to

... levels, anxiety and depression.

Make sure that:

- the bullets are indented **2** centimetres from the left margin with a hanging indent applied if text wraps to a second line
- the list is in single line spacing with no space between the lines
- there is a 6 point space after the last item in the list.

[3]

9 Identify the 5 subheadings in the document and apply the *MB-subhead* style to each one.

[1]

10 Change the page layout so that the subheading *Global Market Growth* and all following text is displayed in **2** columns of equal width with a **1** centimetre space between the columns.

[2]

11 Locate and copy the sentence

One reason many people ... a lifelong adventure.

so that it appears as a new paragraph after the text *... mental and emotional health.*

[1]

12 Using the data in the file **J2120GROWTH.csv** create a vertical bar chart to show the forecast growth of **Cross Country** events only, for the years **2020 to 2023**.

[1]

13 Label the chart with the title:

Growth in Cross Country Events

[1]

- 14** Format the value axis scale to display:
- the title **Number of Events**
 - a minimum value of **9000**
 - a maximum value of **10500**
 - increments of **250**
- [3]
- 15** Display only the values as data labels above each bar.
Do **not** display a category axis title or a legend.
- [1]
- 16** Insert the chart after the paragraph ending *...number of cross country events:*
Make sure that:
- the chart and all data fits within the column width
 - all data labels are displayed in full with no overlap.
- [1]
- 17** Import the image **J2120RIDER.jpg** and place it in the paragraph beginning *Most races are organised...*
Crop the image to remove the top third (i.e. most of the sky above the clouds).
Format the image so that:
- it is resized to a width of **3.5** centimetres
 - it is aligned to the left of the column and top of the paragraph starting *Most races are organised...*
 - the text wraps round the image.
- [4]
- 18** Format the paragraph that starts *Research has shown...* so that it:
- is indented **1** centimetre from both the left and right of the column
 - displays an external **3 to 4** point black border.
- [2]
- 19** Spell check and proofread the document.
Make sure that:
- the list, chart and paragraph with the outside border are not split over columns or pages
 - there are no widows or orphans
 - there are no blank pages
 - spacing is consistent between all items.
- Save the document using the same file name and format used in Step 1.
Print the document.

PRINTOUT 1

Make sure your **name**, **centre number** and **candidate number** are on your report.

[1]

[Total: 31]

Task 3 – Database

You are now going to prepare some reports. Dates are to be imported in the format of day month year.

- 20 Using a suitable database package, import the file **J2120RACE.csv**
Use these field names and data types:

Field name	Data type	Format
<i>Entry_ID</i>	Text	
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Club</i>	Text	
<i>Cat_Code</i>	Text	
<i>Birth_Date</i>	Date/Time	
<i>Age_Jan</i>	Number	Integer
<i>Laps</i>	Number	Integer
<i>Race_Time</i>	Date/Time	hh:mm:ss
<i>Event_Rank</i>	Text	
<i>Points</i>	Number	Integer
<i>Race_No</i>	Number	Integer
<i>Licence</i>	Boolean/Logical	To display as Yes/No

Set *Entry_ID* as a primary key.
Save the data.

EVIDENCE 5

Place in your Evidence Document a screenshot showing the primary key, field names and data types used in the table.

[2]

- 21 Import the file **J2120CATEGORIES.csv** as a new table in your database.
Set *Cat_Code* as a primary key.
Create a one-to-many relationship between *Cat_Code* in the categories table and *Cat_Code* in the race table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

22 Enter the following details as a new record in the race table:

<i>Entry_ID</i>	XC0657
<i>Last_Name</i>	Britton
<i>First_Name</i>	Jamie
<i>Club</i>	Bike Runners
<i>Cat_Code</i>	SV19PM
<i>Birth_Date</i>	25/09/1958
<i>Age_Jan</i>	61
<i>Laps</i>	4
<i>Race_Time</i>	01:15:26
<i>Event_Rank</i>	5
<i>Points</i>	90
<i>Race_No</i>	1162
<i>Licence</i>	Yes

Check your data entry for errors.
Save the data.

[2]

23 Using fields from both tables produce a tabular report that:

- selects the records where:
 - *Ability* is **Elite** or **Expert**
 - *Gender* is **Female**
 - *Licence* is **Yes**
- shows only the fields:
First_Name, *Last_Name*, *Gender*, *Club*, *Licence*, *Points* and *Ability*
in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Points*
- has a page orientation of portrait
- fits on a single page
- includes only the text **Top Ability Females** as a title at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

[6]

24 Using fields from both tables, produce a tabular report that:

- selects the records where:
 - *Club* includes the text **Bike**
 - *Age_Jan* is **40 or more**
 - *Event_Rank* does **not** include **DNF**
- contains a new field called **Lap_Time** which is calculated at run-time and displayed as integer. This field will calculate the average time per lap. Multiply *Race_Time* by 1440 and divide by the number of *Laps*. Format this field to display as integer format
- shows only the following fields:
Last_Name, First_Name, Gender, Age_Jan, Category, Club, Event_Rank, Licence, Race_Time and *Lap_Time*
in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Gender* then descending order of *Age_Jan*
- has a page orientation of landscape
- fits on a single page wide
- includes only the text **Bike Club Veterans** as a title at the top of the page, formatted so that it displays:
 - in a black, **28** point, serif font style
 - with all text fully visible
- calculates the average age and displays this as an integer below the *Age_Jan* column
- has a label **Average Age of Veterans** to the left of this value
- includes only your name, centre number and candidate number in the footer of the report so it appears on every page with no other data displayed.

Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name, centre number** and **candidate number** on your report.

EVIDENCE 7

Place in your Evidence Document a screenshot showing the database formula used to calculate the average age.

[15]

25 Export the report created in Step 24 in portable document format (pdf). Save the exported file in your work area.

EVIDENCE 8

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

[Total: 27]

Task 4 – Mail merge

You are required to carry out a mail merge.

- 26 Create a mail merge letter using the file **J2120ENTRY.rtf** as the master document and **J2120MMDATA.csv** as your data source file.

Replace <Date> with a field to display today's date in the format dd MMMM yyyy

EVIDENCE 9

Take screenshot evidence of the date field code showing the format used. Place this screenshot in your Evidence Document.

[1]

- 27 Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<TTL>	Title
<FIRST>	First_Name
<LAST>	Last_Name
<ADD1>	Street
<ADD2>	Area
<POST>	Postcode
<DISCIPLINE>	Race_Type
<LEVEL>	Ability
<CLASS>	Category
<TEAM>	Club
<TRIAL>	Practice_Run
<GO>	Race_Start
<CODE>	Type_ID

Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

Spell check and proofread the master document.

[3]

- 28 Replace the text *Candidate Name* with your name.
Enter your name, centre number and candidate number in the footer of the document.
Save and print your master document showing the merge field codes.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

- 29 Locate the lines starting with *Event Classification*, *Venue* and *Classification*
For each of these lines set a left aligned tab at 5 cm from the left margin.
Use this tab setting to align the data like this:

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Event Classification: MTB XC Regional A															
Venue: Coburg Arena, CAMBRIDGE, Sunday 6 September 2020															
Classification: One Day Classic CX Cup Race															

Highlight these three lines. Take a screenshot showing these lines and the ruler with the tab displayed.

EVIDENCE 10

Place the screenshot in your Evidence Document.

[2]

- 30 Set an automated filter to select members where *Ability* is **Elite** or **Expert**

EVIDENCE 11

Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

- 31 Merge and print the letters for the selected entrants only.
Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 9]

Task 5 – Printing the Evidence Document

Save and print your Evidence Document.

PRINTOUT 6

Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

32 Create a presentation of 6 slides using the file **J2120GUIDE.rtf**

On slide 1 enter your name after the text *Guide presented by:* [1]

33 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centred in the middle of the slide.

[1]

34 Use a master slide to display the following features:

- the company logo **J2120LOGO.jpg** appropriately sized with aspect ratio maintained
- your name, centre number and candidate number
- automatic slide numbers.

Make sure that:

- master slide items appear in the same position on every slide
- there is no overlap on any slide.

[2]

35 Change the layout of the slide with the title *Competition Types* to a title and table.

Create a table that contains **5** columns and **9** rows.

Copy the data from the file **J2120TABLE.csv** and place this in the table.

Adjust the column widths so:

- the table fits on the slide with all data fully visible
- no text is split when wrapped within a cell.

[2]

36 Format the table so that:

- text in all rows is centre aligned vertically
- a plain table style is applied with no cell shading
- all internal and external gridlines are displayed when printed.

[2]

37 Insert a new row as the first row of the table and enter the heading:

Cross Country Race Types

Merge the cells in the first row and centre align the heading.

[2]

38 Format rows 1 and 2 of the table to be:

- bold with an **18** point font size
- filled with light grey shading (20–35%).

[2]

39 Save the presentation.

Print the presentation as handouts with **2** slides to the page, each slide filling about half the page.

PRINTOUT 7

Print this handout. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 13]

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Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test A

May/June 2020

MARK SCHEME

Maximum Mark: 80

Published

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

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

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

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

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

This document consists of **14** 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.

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

Mountain Bike Study

Revised by: Candidate Name

Title entered accurately 1 mark
MB-title listed in EV3 and applied 1 mark
(sans-serif, 36pt, centred, bold only, 0pt space before/after)

Subtitle – Name entered 1 mark
MB-subtitle style modified EV4
correct attributes – sans-serif, 18pt, right, italic, single line, 0 before 0pt after

Mountain bikes are designed for riding off-road adventure sport and recreational trails. Over the past few decades, mountain biking has become a popular sport. They are typically ridden on mountains, rocks, loose dirt, muddy or grassy tracks, and steep slopes. Electric mountain bikes are battery-assisted bikes that are less exhausting for the riders. These bikes have broadened the appeal of mountain biking and attracted a wider age range to the sport.

Global Market Growth

Mountain biking is a major sport that is witnessing a significant increase in the number of participants. Competitive events are held worldwide, and the market is expected to continue to grow.

Subheadings (5)

MB-subhead style applied 1 mark
matches style defined in EV2

Columns

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

Mountain biking has flourished in Europe and North America with surging sales of mountain bikes. Both areas have vast and scenic mountain ranges with Canada having some of the best mountain bike trails in the world. Asia Pacific is the fastest rising and most lucrative market due to the growing disposable incomes of people in the area, particularly in the nations of India, China, Australia, South Korea, Singapore and Taiwan.

Data shows that mountain bikers are a lucrative demographic to target. In general, they are younger men with higher than average household income and education. The bikers are willing to spend and they are treating themselves, which bodes well for the sport.

Demographics

Most mountain bikers are aged between 20 and 40, with the average age being 26. The sport is dominated by young males with only 7% of participants being female. Most female

Health Benefits

Health issues such as obesity, heart disease and diabetes are on the rise and physical exercise, especially in the outdoors, is essential for health and well-being. Studies have found that people who cycle regularly have a life expectancy two years above average and enjoy a level of fitness equivalent to someone ten years younger. Mountain biking is an aerobic activity that gives the heart, blood vessels and lungs a thorough workout. It is a fun and exciting way to enjoy the many health benefits of regular exercise including:

Bullets

Applied to correct data 1 mark
Square shaped bullets applied 1 mark
Bullets indented 2 cm from left margin, hanging indent, single line, 0pt space between 1 mark

- increased cardiovascular fitness
- improved joint mobility, muscle strength and flexibility
- better posture and coordination
- strengthened bones
- reduced body fat levels
- lower blood pressure
- strengthened immune system
- reduced stress levels, anxiety and depression.

explained by the relative newness of the sport, or may be due to the demanding physical nature of the activity which is less attractive to older sports enthusiasts. These demographic

Name, centre number, candidate number
 At any age there is no better way to improve overall physical, mental and emotional health.
 One reason many people choose mountain biking as a hobby is the potential for it to become a lifelong adventure.

2
 One reason many people choose mountain biking as a hobby is the potential for it to become a lifelong adventure. The youngest world championship winner was just 16 years

Correct sentence copied to correct location, appears in both places 1 mark

Competitive Racing

Competitive mountain biking is a relatively new sport which originates from America where the first national mountain bike competitions were held in 1983. The sport gained in popularity and the discipline grew

Mountain Biking Tourism

Mountain bike tourism is booming worldwide and is the second highest grossing outdoor recreation category in America. The market has been driven by growing demand for active

Image
 Image inserted in correct position 1 mark
 Aligned to top of text and right margin, text wrapped 1 mark
 Image cropped to remove sky (top 1/3) 1 mark
 Resized to 3.5 cm wide 1 mark

increased interest in 'green' continued global development structure. Bikers are attracted and rugged landscapes and the explore and ride new trails. based in the same location with

and e-m...
 2019.

daily mountain bike trails in the surrounding

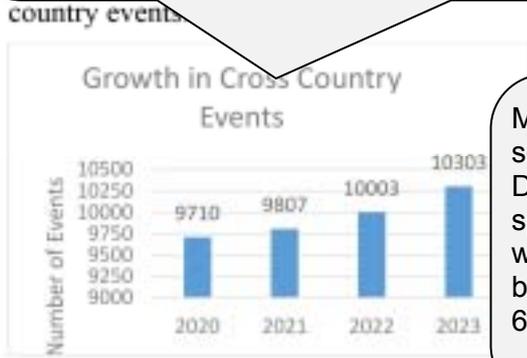
Correct paragraph indented 1cm from left and right margins 1 mark
 Thick (3–4pt) border applied to indented text 1 mark



Most...
 into different categories and level of skill so the competition is balanced between riders with comparable age, skill and experience. In multi-lap courses the number of laps to be completed will depend on the type of race and rider ability category. Some races are time trials

Research has shown that mountain bikers take two mountain bike holidays each year and tend to stay longer and spend more per day than other tourists. On average they will ride for 4 hours 45 minutes each day and cover 55.5

Vertical bar chart created using correct data, year labels present 1 mark
 Chart in correct place, within margins, all data fully visible, no overlap 1 mark
 Chart title: Growth in Cross Country Events 1 mark
 Y-axis displays label: Number of Events 1 mark
 Y-axis displays minimum 9000, maximum 10500 1 mark
 Y-axis displays increments set at 250 1 mark
 Value data labels displayed above each bar, no legend or x-axis label 1 mark



re-open the trail. It is now a 12km adventure mountain bike trail with a downhill descent of

MB-Body style seen in EV3 and applied serif, 12pt, justified, single line, 0 before, 6pt after 1 mark
 Doc complete/paras intact, A4, portrait, margins 2 cm, spacing consistent, columns aligned at top, no widows/orphans, no overlap in chart, chart, list & bordered paragraph not split, no blank pages, 6pt after bullets 1 mark

Title

Title 100% accurate, top of page, no other text

1 mark

Top Ability Females

Name, centre number, candidate number

First_Name	Last_Name	Gender	Club	Licence	Points	Ability
Daena	Perry	Female	Procycles Racing	Yes	150	Elite
Danielle	Gibson	Female	Cyclemeisters	Yes	125	Elite
Madeleine	Chamberlain	Female	Kernow Pedallers	Yes	125	Expert
Emily	Glendinning	Female	Tawara Bike Buddies	Yes	110	Expert
Clementine	Cunningham	Female	Redbike Rollers	Yes	110	Elite
Linda	De Boon	Female	Trail Blazers	Yes	100	Expert
Nicole	Ecerova	Female	Velocity Bikers	Yes	100	Elite
Julia	Jackson	Female	Camel Cycling	Yes	90	Expert
Sian	Maclean	Female	Kernow Pedallers	Yes	90	Elite
Jane	Hagedorn	Female	Mountain Kings	Yes	80	Expert
Susan	Caskey	Female	Vortex Spoke	Yes	80	Elite
Zuzana	Gunawardena	Female	Procycles Racing	Yes	70	Elite
Safiya	Gamal	Female	Flying Cyclops	Yes	65	Elite
Genevieve	Michalski	Female	Kernow Pedallers	Yes	65	Expert
Jenny	Bourgue	Female	Endurance Cycles	Yes	60	Expert
Alana	Aardal	Female	Camel Cycling	Yes	60	Elite
Jennifer	Sinclair	Female	Hardcore Cycling	Yes	55	Elite
Ruby	Harris	Female	Camel Cycling	Yes	55	Expert
Laura	Widney	Female	Procycles Racing	Yes	50	Elite
Elizabeth	Turcott	Female	Kernow Pedallers	Yes	50	Expert
Jenaya	Keenlisde	Female	Trail Blazers	Yes	44	Expert
Meghan	Sullivan	Female	Tawara Bike Buddies	Yes	44	Elite
Emmanuelle	Leonardson	Female	Cyclemeisters	Yes	41	Elite
Patricia	Roberts	Female	Flying Cyclops	Yes	38	Elite
Christina	Callaghan	Female	Mountain Kings	Yes	38	Expert
Alex	Liu	Female	Kernow Pedallers	Yes	36	Elite
Su	Wai Wai Hnin	Female	Mud and Gears	Yes	36	Expert
Nadine	Turner	Female	Vortex Spoke	Yes	34	Expert
Janet	McConnachie	Female	Hardcore Cycling	Yes	30	Expert
Jill	Hurford	Female	Camel Cycling	Yes	28	Expert
Katy	Walters	Female	Mud and Gears	Yes	26	Expert

Specified fields, correct order

1 mark

Sort descending order of *Points*

1 mark

Portrait, all field present, fits a single page, no truncation

1 mark

Select records (31):*Ability* is **Elite** or **Expert**

1 mark

Gender is **Female**, *Licence* is **Yes**

1 mark

Bike Club

Title 100% accurate, fully visible, no other headings 1 mark
Title in a black, 28 point, serif font style 1 mark

Calculated field
Heading 100% accurate 1 mark
Calculated - correct values 1 mark
Displays as integer 1 mark

Last_Name	First_Name	Gender	Age_Jan	Category	Club	Event_Rank	Event	Lap_Time	Age
Sheen	Marg	Female	70	Super Veteran	Tawara Bike Buddies	9	Yes	01:28:15	29
Popovic	Ramona	Female	67	Super Veteran	Redbike Rollers	8	Yes	01:25:16	28
Kulak	Alexandria	Female	63	Super Veteran	Redbike Rollers	4	Yes	01:20:42	27
Young	Amanda	Female	57	Super Veteran	Tawara Bike Buddies	14	Yes	01:20:00	27
Hitchcock	Marin	Female	54	Super Veteran	Tawara Bike Buddies	10	Yes	01:17:25	26
Woodward	Kristin	Female	52	Super Veteran	Tawara Bike Buddies	15	Yes	01:18:29	26
Green	Holly	Female	42	Veteran	Bike Runners	14	Yes	01:28:59	30
Britton	Jamie	Male	61	Veteran	Tawara Bike Buddies	10	Yes	01:20:09	27
Brophy	Ryan	Male	62	Veteran	Tawara Bike Buddies	15	Yes	01:33:54	31
Mcrae	Peter	Male	65	Super Veteran	Velocity Bikers	4	Yes	01:14:26	19
Brophy	Ryan	Male	62	Super Veteran	Tawara Bike Buddies	1	Yes	01:11:19	18
Britton	Jamie	Male	61	Super Veteran	Bike Runners	5	Yes	01:15:26	19
Lockerbie	Jeffrey	Male	60	Super Veteran	Velocity Bikers	8	Yes	01:17:10	19
Myslicki	Reid	Male	59	Grand Veteran	Redbike Rollers	7	Yes	01:15:50	19
Honeyford	Adam	Male	59	Grand Veteran	Tawara Bike Buddies	27	Yes	01:24:55	21
Gordon	Lukas	Male	58	Grand Veteran	Velocity Bikers	42	Yes	01:32:43	23
Marshall	Logan	Male	57	Grand Veteran	Tawara Bike Buddies	8	Yes	01:16:18	19
Forrest	Mike	Male	55	Grand Veteran	Redbike Rollers	17	Yes	01:20:02	20
Bratt	Jayar	Male	55	Grand Veteran	Redbike Rollers	9	Yes	01:16:22	19
Whitehouse	Oleksa	Male	54	Grand Veteran	Tawara Bike Buddies	36	Yes	01:27:48	22
Brezsnyak	Jason	Male	52	Grand Veteran	Bike Runners	15	Yes	01:19:30	20
Jaeger	Isaac	Male	51	Grand Veteran	Velocity Bikers	30	Yes	01:26:11	22
Milward	Daniel	Male	50	Grand Veteran	Tawara Bike Buddies	12	Yes	01:18:26	20

Specified fields, correct order 1 mark
Sort ascending Gender then descending on Age_Jan, 1 mark
Landscape. one page wide. all base fields. no truncation 1 mark

New record Britton Jamie, 61, appears once, 1 mark
record Brophy Ryan, 62 still present 1 mark
New record entered accurately 1 mark

Select records (41):
Club contains Bike 1 mark
Age Jan is >=40, Event Rank does not include DNF 1 mark

Name, centre number, candidate number

Last_Name	First_Name	Gender	Age_Jan	Category	Club	Event_Rank	Licence	Race_Time	Lap_Time
Klein	Robert	Male	50	Grand Veteran	Velocity Bikers	6	Yes	01:14:50	25
Gooding	Denis	Male	49	Veteran	Bike Runners	43	Yes	01:24:12	21
Brassington	Vic	Male	48	Veteran	Velocity Bikers	6	Yes	01:11:55	18
Daniel	Chris	Male	48	Veteran	Velocity Bikers	37	Yes	01:22:23	21
Chilvers	Ryan	Male	47	Veteran	Tawara Bike Buddies	16	Yes	01:16:01	19
Naylor	Justin	Male	46	Veteran	Velocity Bikers	26	Yes	01:18:34	20
Platten	Trevor	Male	46	Veteran	Velocity Bikers	13	Yes	01:14:26	19
Stevens	Ian	Male	45	Veteran	Redbike Rollers	12	Yes	01:14:05	19
Malcolm	Daniel	Male	45	Veteran	Bike Runners	19	Yes	01:16:37	19
McGrath	Jean-Michel	Male	43	Veteran	Tawara Bike Buddies	17	Yes	01:16:12	19
Blackett	Nolan	Male	42	Veteran	Bike Runners	14	Yes	01:15:47	19
Watson	Ryan	Male	42	Veteran	Velocity Bikers	31	Yes	01:19:26	20
Cahill	Felix	Male	41	Veteran	Tawara Bike Buddies	22	Yes	01:18:01	20
Hughes	Mike	Male	40	Veteran	Bike Runners	47	Yes	01:25:39	21
Quinney	Tanner	Male	40	Veteran	Redbike Rollers	56	Yes	01:31:30	23
Walsh	Karol	Male	40	Veteran	Velocity Bikers	5	Yes	01:11:46	18

Average Age of Veterans 52

Calculates correct average age 52 1 mark
 Displayed as integer, positioned under *Age_Jan* column 1 mark
 Accurate label entered to left 1 mark

Formatting

Race Time displays hh:mm:ss, *Licence* as Yes/No 1 mark

Name, centre number, candidate number

Name, Centre number, candidate number displays in report footer, on every page 1 mark

Task 4 – Mail Merge

Glynn Valley Cycling Academy

Coburg Arena
CAMBRIDGE
CB1 3JC

Tel: 01632 882781

Email: enquiries@mtbracing.org.uk

20 September 2019

«Title» «First_Name» «Last_Name»
«Street»
«Area»
«Postcode»

Dear «First_Name»

Event Classification
Venue
Classification

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

«Title» | «First_Name» | «Last_Name» | «Street» | «Area» | «Postcode» | «First_Name»

1 mark

«Race_Type» | «Ability» | «Category» | , «Club»

1 mark

«Practice_Run» - | «Race_Start» | «Type_ID» - «Race_Type»

1 mark

We have received your application form for the above event. Your race entry details are as follows:

You are entered for the «Race_Type» event in the «Ability» «Category» class. Any ranking points earned on the day will be credited to your riding club, «Club». The provisional event timetable is:

09:15 hours	Registration
«Practice_Run» - 10:45 hours	Course available for practice run
11:00 hours	Race brief. All riders must attend.
11:15 hours	Racing commences
«Race_Start» hours	«Type_ID» - «Race_Type» Event
15:30 hours	Awards ceremony

Medals will be awarded in each category for first, second and third place. Expert and Elite are ability categories that are only open to riders holding a fully endorsed race licence. To qualify for Expert and Elite ranking points riders must present their licence at the time of registration.

All equipment must be in good, safe, working condition. A safety-approved cycling helmet must be worn at all times. Gloves and eye protection are also highly recommended. No cycle-cross or hybrid bikes are permitted. All riders must display their race number which should be attached to the front of the bike prior to staging.

This regional competition will be run according to MTB regulations. Riders must ensure they are familiar with these rules and regulations. We look forward to seeing you at this event.

Yours sincerely

Master document printed,
Name, centre no & candidate no in the footer 1 markA Candidate
Membership and Event Services

Name, centre number, candidate number

Glynn Valley Cycling Academy
 Coburg Arena
 CAMBRIDGE
 CB1 3JG
 Tel: 01632 803391
 Email: enquiries@battercycling.org.uk

20 September 2019

Mr Jorge Lopez
11 The Green
Cambridge
CB1 1JL

Dear **Jorge**

Event Classification: BTR XC Regional A
Venue: Coburg Arena, CAMBRIDGE, Sunday 8 September 2020
Classification: One Day Classic, CX Cup Race

We have received your application form for the above event. Your race entry details are as follows:

You are entered for the **Eliminator** event in the **Elite Senior** class. Any ranking points earned on the day will be credited to your riding club, **Clang Cyclists**. The provisional event timetable is:

09:15 hours	Registration
09:30 - 10:45 hours	Course available for practice run
11:00 hours	Race brief. All riders must attend
11:15 hours	Racing commences
12:30 hours	UCI - Continental Event
13:30 hours	Awards ceremony

Medals will be awarded in each category for first, second and third place. Expert and Elite are ability categories that are only open to riders holding a fully endorsed race licence. To qualify for Expert and Elite ranking points riders must present their licence at the time of registration.

All equipment must be in good, safe, working condition. A safety-approved cycling helmet must be worn at all times. Gloves and eye protection are also highly recommended. No cycle-cross or hybrid bikes are permitted. All riders must display their race number which should be attached to the front of the bike prior to staging.

This regional competition will be run according to BTR regulations. Riders must ensure they are familiar with these rules and regulations. We look forward to seeing you at this event.

Yours sincerely

A Candidate
 Membership and Event Services

Name, course number, candidate number

Glynn Valley Cycling Academy
 Coburg Arena
 CAMBRIDGE
 CB1 3JG
 Tel: 01632 803391
 Email: enquiries@battercycling.org.uk

20 September 2019

Mr Jorge Lopez
11 The Green
Cambridge
CB1 1JL

Dear **Jorge**

Event Classification: BTR XC Regional A
Venue: Coburg Arena, CAMBRIDGE, Sunday 8 September 2020
Classification: One Day Classic, CX Cup Race

We have received your application form for the above event. Your race entry details are as follows:

You are entered for the **Eliminator** event in the **Elite Senior** class. Any ranking points earned on the day will be credited to your riding club, **Cyclists**. The provisional event timetable is:

09:15 hours	Registration
09:30 - 10:45 hours	Course available for practice run
11:00 hours	Race brief. All riders must attend
11:15 hours	Racing commences
12:30 hours	UCI - Continental Event
13:30 hours	Awards ceremony

Medals will be awarded in each category for first, second and third place. Expert and Elite are ability categories that are only open to riders holding a fully endorsed race licence. To qualify for Expert and Elite ranking points riders must present their licence at the time of registration.

All equipment must be in good, safe, working condition. A safety-approved cycling helmet must be worn at all times. Gloves and eye protection are also highly recommended. No cycle-cross or hybrid bikes are permitted. All riders must display their race number which should be attached to the front of the bike prior to staging.

This regional competition will be run according to BTR regulations. Riders must ensure they are familiar with these rules and regulations. We look forward to seeing you at this event.

Yours sincerely

A Candidate
 Membership and Event Services

Name, course number, candidate number

Glynn Valley Cycling Academy
 Coburg Arena
 CAMBRIDGE
 CB1 3JG
 Tel: 01632 803391
 Email: enquiries@battercycling.org.uk

20 September 2019

Mr Jorge Lopez
11 The Green
Cambridge
CB1 1JL

Dear **Jorge**

Event Classification: BTR XC Regional A
Venue: Coburg Arena, CAMBRIDGE, Sunday 6 September 2020
Classification: One Day Classic, CX Cup Race

We have received your application form for the above event. Your race entry details are as follows:

You are entered for the **Green Country Olympic** event in the **Expert Senior** class. Any ranking points earned on the day will be credited to your riding club, **Clang Cyclists**. The provisional event timetable is:

09:15 hours	Registration
09:30 - 10:45 hours	Course available for practice run
11:00 hours	Race brief. All riders must attend
11:15 hours	Racing commences
12:30 hours	UCI - Green Country Olympic Event
13:30 hours	Awards ceremony

Medals will be awarded in each category for first, second and third place. Expert and Elite are ability categories that are only open to riders holding a fully endorsed race licence. To qualify for Expert and Elite ranking points riders must present their licence at the time of registration.

All equipment must be in good, safe, working condition. A safety-approved cycling helmet must be worn at all times. Gloves and eye protection are also highly recommended. No cycle-cross or hybrid bikes are permitted. All riders must display their race number which should be attached to the front of the bike prior to staging.

This regional competition will be run according to BTR regulations. Riders must ensure they are familiar with these rules and regulations. We look forward to seeing you at this event.

Yours sincerely

A Candidate
 Membership and Event Services

Name, course number, candidate number

Result of merge - 3 forms printed –
 Only Jorge Lopez, Olaf Balcerzak, Ruby Harris 1 mark

Task 6 – Presentation

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

1 mark

Master slide items same position and consistent on all slides

Name, centre number, candidate number and auto slide numbers

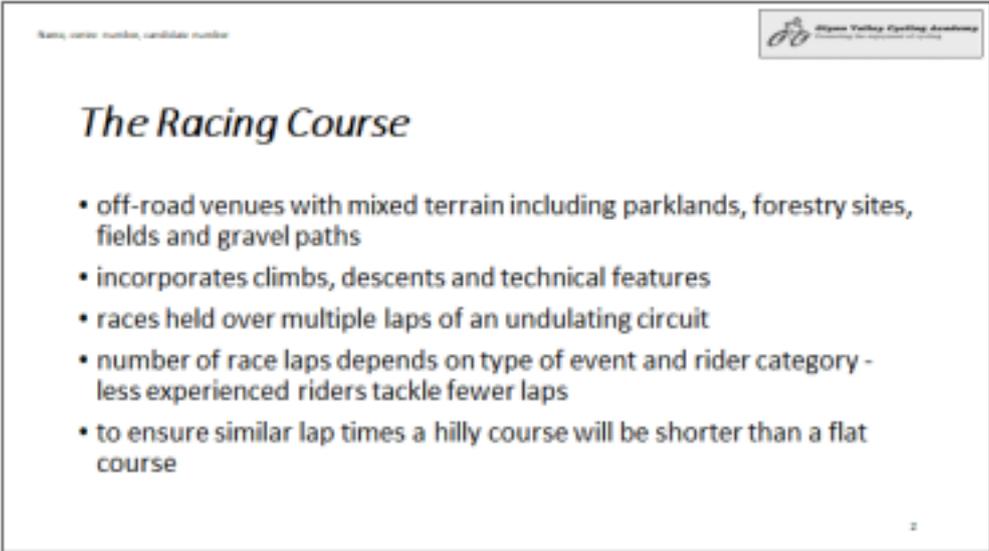
1 mark

Logo inserted, appropriate size, aspect ratio maintained

1 mark



The screenshot shows a presentation slide with a white background. At the top left, there is a small text placeholder: "Name, centre number, candidate number". At the top right, there is a logo for "Waven Valley Cycling Academics" featuring a bicycle icon. The main title is "Competitive Cross Country Mountain Bike Racing" in a large, bold, black serif font. Below the title is the subtitle "Guide presented by: Candidate Name" in a smaller, black sans-serif font. A callout box at the bottom of the slide contains the text: "Slide 1 – changed to Title layout, title larger than subtitle, centred on slide, no bullet" and "1 mark".



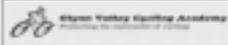
The screenshot shows a presentation slide with a white background. At the top left, there is a small text placeholder: "Name, centre number, candidate number". At the top right, there is a logo for "Waven Valley Cycling Academics" featuring a bicycle icon. The main title is "The Racing Course" in a bold, black serif font. Below the title is a bulleted list of five points:

- off-road venues with mixed terrain including parklands, forestry sites, fields and gravel paths
- incorporates climbs, descents and technical features
- races held over multiple laps of an undulating circuit
- number of race laps depends on type of event and rider category - less experienced riders tackle fewer laps
- to ensure similar lap times a hilly course will be shorter than a flat course

 At the bottom right corner of the slide, there is a small number "2".

22/08/2018

Team, centre number, candidate number



Competition Types

Cross Country Race Types				
Type	Code	Min Age	Length (km)	Characteristics
Olympic	OCO	15 to 16		Riders released in groups, number of laps depends on ability category
Endurance	ECM	15 to 16 to 140		Riders released in groups, race run over single or multiple laps Controlled by individuals and/or teams
Points Race	PCP	15 to 16 to 25		Mass start endurance race Race starts in one location and finishes in another
Short Circuit	SCC	15 to 16 to 2		Start and finish in same location, race duration of less than 60 minutes A series of laps and final coast
Eliminator	ECI	15 to 16 to 1		Series of short circuit races controlled by elimination times Riders released in groups of 4 or 6, starts in one location and finishes in another Natural and artificial obstacles make a dynamic short race
Time Trial	TCI	15 to 16 to 15		A race against the clock Riders are set off individually or in teams and pedal over a set distance
Team Race	TCR	15 to 16 to 1		Team competition must be mixed ability – minimum 1 female, maximum 1 15yo/16yo male Rider between teams of 2 or more riders, each completes a single lap of a short circuit or elimination race course
Stage Race	SCR	15 to 16 to 140		Multi-stage team race of 2 to 6 riders, held over 3 to 9 days with one stage per day Judged on total time/points resulting from two or more stages Riders must complete each stage to be eligible for the next stage

3

- Slide 3 – layout changed to title and 5 × 9 table – all rows/columns fully displayed 1 mark
- All data copied into table, column widths adjusted, content fully visible, no split words 1 mark
- Text in all rows centre aligned vertically 1 mark
- New row inserted as first row of table, row merged and centre 1 mark
- Title **Cross Country Race Types** entered accurately in new row 1 mark
- Bold and 18pt font size applied to rows 1 and 2 only 1 mark
- Shading applied to rows 1 and 2 only 1 mark
- Plain table style applied no cell shading, all gridlines displayed 1 mark
- All slides printed with 2 slides to page 1 mark

all other categories are based on age

- progression to elite/expert is through ranking points
- a full race licence is compulsory to qualify for national ranking points

4

22/08/2018

Name, centre number, candidate number



Racing Equipment

- lightweight bikes with front or dual suspension, strong brakes on all wheels and a wide range of gears to cope with mixed terrain
- wide knobby tyres which help with off-road access
- bikes must be mechanically sound and capable of safely completing the course
- a protective helmet is compulsory

5

Name, centre number, candidate number



During the Race

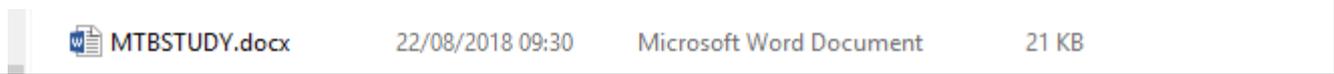
- a good grid position and start are vital in mass start races
- a front number plate must be displayed at all times
- the use of headphones, earpieces or any communication devices is prohibited
- signposts every kilometre indicating the distance remaining to the finish line
- bike changes are not permitted
- technical assistance can only be given in the dedicated technical zone
- feeding is only permitted in the designated assistance zone

6

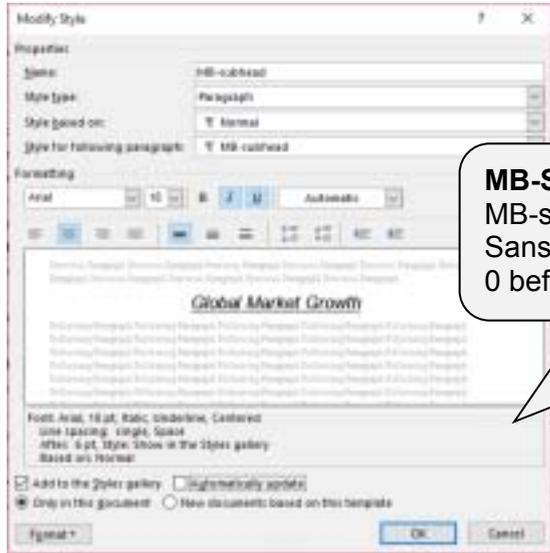
EVIDENCE DOCUMENT

Step 1 – EVIDENCE 1

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

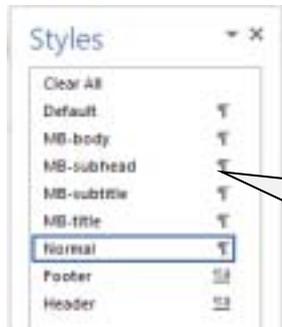


Step 3 – EVIDENCE 2



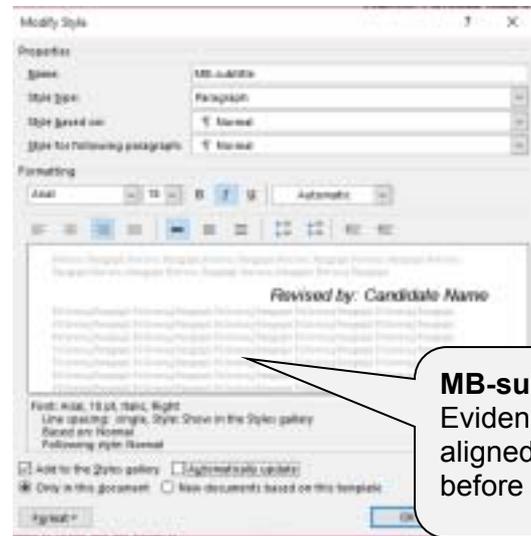
MB-Subhead
MB-subhead style created, named correctly 1 mark
Sans-serif, 18pt, centred, italic, underline,
0 before, 6pt after, no other spacing set 1 mark

Step 3 – EVIDENCE 3



Style list
All 3 styles correctly created, named and saved 1 mark
MB-title | MB-subhead | MB-body

Step 6 – EVIDENCE 4



MB-subtitle – style modified
Evidence of style modified, sans-serif, 18pt, right
aligned, italic only, single line spacing, 0 space
before and after 1 mark

Step 20 – EVIDENCE 5

Field Name	Data Type
Entry_ID	Short Text
Last_Name	Short Text
First_Name	Short Text
Club	Short Text
Cat_Code	Short Text
Birth_Date	Date/Time
Age_Jan	Number
Laps	Number
Race_Time	Date/Time
Event_Rank	Short Text
Points	Number
Race_No	Number
Licence	Yes/No

DB Structure

Field names as given, correct data types,
Entry_ID as primary key
No other ID field

1 mark

Step 21 – EVIDENCE 6

1-to-Many relationship between *Cat_Code* fields

1 mark

Step 24 – EVIDENCE 7

=Avg([Age_Jan])				
-----------------	--	--	--	--

Calculated average

1 mark

Step 25 – EVIDENCE 8

Bike Club Veterans.pdf 22/08/2018 10:52 Adobe Acrobat Document 224 KB

Report 1 exported and saved in pdf format

1 mark

Step 26 – EVIDENCE 9

Field used to insert 'today's' correct date in format dd MMM yyyy

1 mark

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

Step 29 – EVIDENCE 10

Paragraph 1

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Event Classification → MTB XC Regional A

Venue → Coburg Arena, CAMBRIDGE, Sunday 6 September 2020

Classification → One-Day Classic: CX Cup Race

We have received your application form for the above event. Your race entry details are as:

Left aligned tab set at 5 cm

1 mark

Tab used to align all 3 headings at 5 cm

1 mark

Step 30 – EVIDENCE 11

Mail Merge selection filter

Automated filter used to select Level is *Elite* or *Expert*

1 mark