



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2021

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.

You have been supplied with the following source files:

J2121ATHLETE.csv
J2121CERT.rtf
J2121CHEER.wav
J2121DATA.csv
J2121EVENTS.csv
J2121EVIDENCE.rtf
J2121PARTAKE.csv
J2121RESULTS.csv
J2121SWIM.png
J2121TRI.rtf
J2121TRIATHLON.rtf

Task 1 – Evidence Document

Open the file **J2121EVIDENCE.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 **J2121EVIDENCE** followed by your candidate number, for example, J2121EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document to help organise a triathlon. A corporate house style must be used. Three paragraph styles have already been created. An additional paragraph style must be created and applied to the document as instructed.

1 Open the file **J2121TRIATHLON.rtf**

The page setup is set to A4, portrait orientation with 2.5 centimetre margins. Do **not** make any changes to these settings.

The *TN-body* style has been created, stored and applied to the body text in the document. Do **not** make any changes to this.

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

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 Remove any page breaks from the document.

[1]

- 3 Place in the header your name, centre number and candidate number right aligned.

Place in the footer automated page numbers centre aligned.

Make sure that:

- the header alignment matches the page margin
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[2]

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

Triathlon Event Pack

[1]

- 5 Create and store the following style, basing it on the default paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TN-title	serif	34	centre	bold, italic	single	0	0

Apply the *TN-title* style to the title text entered in step 4.

EVIDENCE 2

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

[3]

- 6 Select the subheading *General* and the following text up to and including the paragraph ending ... *competitors in each category*.

Change the page layout so that only this text is displayed in **two** columns of equal width with a **1.5** centimetre space between them.

[2]

- 7 Apply bullets to the text from

swim: 60 minutes ...

to

... 1 hour 20 minutes

Make sure that:

- the bullets are indented **1.5** centimetres from the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[2]

- 8 The style name *TN-subhead* has already been created, stored and applied to the six subheadings.

Modify the *TN-subhead* 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>TN-subhead</i>	serif	18	centre	italic, all capitals	single	0	9

EVIDENCE 3

Place in your Evidence Document a screenshot of the amended settings for the *TN-subhead* style.

[2]

- 9 Format the paragraph that starts *This is an important part ...* so that it:
- is indented **1** centimetre from both the left and right hand margins
 - displays an external **3** to **4** point black border.

[2]

- 10 Locate the table in the document.

Delete the entire column and contents with the heading *Distance*

[1]

- 11 Format the table so that the left column looks like this:

Swim Wave Details			

[4]

- 12 Make sure that:

- the *TN-table* style is applied to all the data in columns 2, 3 and 4
- text in columns 2, 3 and 4 displays on one line
- the table borders and all data fit within the column width
- 1 point black internal and external gridlines are displayed when printed
- there is a **6** point space after the table.

[3]

- 13 Import the image **J2121SWIM.png** and place it in the paragraph beginning *Please follow the Race Director's ...*

Reflect (flip) the image so the hand is on the left.

Format the image so that:

- it is resized to a width of **2.5** centimetres with aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *Please follow the Race Director's ...*
- the text wraps around the image.

[4]

- 14 Spell check and proofread the document.

Make sure that:

- the list, table and indented paragraph with the border are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- styles are applied consistently
- 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 document.

[2]

[Total: 30]

Task 3 – Database

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

15 Using a suitable database package, import the file **J2121ATHLETE.csv**

Use these field names and data types:

Field name	Data type	Format
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Athlete_ID</i>	Number	
<i>Nationality</i>	Text	
<i>YOB</i>	Number	
<i>Gender</i>	Text	

Set the *Athlete_ID* field as a primary key.

Import the file **J2121EVENTS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Format
<i>Event_ID</i>	Text	
<i>Location</i>	Text	
<i>Country</i>	Text	
<i>Date</i>	Date/Time	DMY
<i>Swim(M)</i>	Number	
<i>Bike(KM)</i>	Number	
<i>Run(KM)</i>	Number	
<i>Water_Temp</i>	Number	
<i>Air_Temp</i>	Number	
<i>Wetsuit</i>	Boolean/Logical	To display as Yes/No
<i>Race_Director</i>	Text	
<i>IOC_Code</i>	Text	

Set the *Event_ID* field as a primary key.

Import the file **J2121RESULTS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Format
<i>Event_ID</i>	Text	
<i>Athlete_ID</i>	Number	
<i>Start_No</i>	Number	
<i>Swim</i>	Date/Time	hh:mm:ss
<i>T1</i>	Date/Time	hh:mm:ss
<i>Bike</i>	Date/Time	hh:mm:ss
<i>T2</i>	Date/Time	hh:mm:ss
<i>Run</i>	Date/Time	hh:mm:ss
<i>Outcome</i>	Text	
<i>Position</i>	Number	
<i>Total_Time</i>	Date/Time	hh:mm:ss

Do **not** set a primary key.

Save the data.

EVIDENCE 4

Place in your Evidence Document screenshots showing the primary keys, field names and data types used in all three tables.

[5]

16 Create one-to-many relationships as links between the:

- *Athlete_ID* field in the athlete table and the *Athlete_ID* field in the results table
- *Event_ID* field in the events table and the *Event_ID* field in the results table.

EVIDENCE 5

Place in your Evidence Document screenshots showing the type of relationships between the three tables.

[2]

17 Enter the following details as a new record in the athlete table:

<i>Last_Name</i>	Lee
<i>First_Name</i>	Sophia
<i>Athlete_ID</i>	15310
<i>Nationality</i>	NZL
<i>YOB</i>	1982
<i>Gender</i>	Female

Check your data entry for errors.

Save the data.

[2]

18 In the results table, locate the record with *Athlete_ID* 15318 and *Event_ID* MX321085

Amend the details as follows:

Swim **00:19:38**
T1 **00:00:36**
Position **1**

Check your data entry for errors.

Save the data.

[1]

19 Using fields from all tables, produce a tabular report that:

- selects the records where:
 - *Location* includes the text **ham**
 - *Nationality* is **AUS** or **NZL**
 - *Outcome* is **Complete**
- shows only the fields:
First_Name, *Last_Name*, *YOB*, *Nationality*, *Location*, *Outcome* and *Position*
 in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Nationality* and ascending order of *Position*
- has a page orientation of portrait
- fits on a single page
- includes only the text **Oceania Results** 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.

[7]

20 Using fields from all tables produce a tabular report that:

- selects the records where:
 - *Position* is **more than 0** and **5 or less**
 - *Gender* is **Female**
- contains a new field called **Total_Transition** which is calculated at run-time to add the contents of *T1* and *T2*. Format this field to display time as hh:mm:ss
- shows only the following fields:
First_Name, Last_Name, Location, Swim, T1, Bike, T2, Run, Wetsuit, Total_Transition
and Position
 in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Position*
- has a page orientation of landscape
- fits on a single page wide
- includes only the text **Top Female Triathletes** as a title displayed in a larger font size at the top of the page
- calculates the number of database records shown in this report and places this at the end of the report, formatted as an integer
- has a label **Number of competitors** to the left of this value
- displays only your name, centre number and candidate number in the footer so it appears in the same position on every page. Make sure no other data is displayed in the footer.

Save and print your report.

PRINTOUT 3

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

EVIDENCE 6

Place in your Evidence Document a screenshot showing the database formula used to calculate the total number of competitors.

[12]

[Total: 29]

Task 4 – Mail merge

You are required to carry out a mail merge.

- 21 Create a mail merge document using the file **J2121CERT.rtf** as the master document and **J2121DATA.csv** as your data source file.

Enter your name, centre number and candidate number in the footer of the document.

[1]

- 22 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
<COMP>	Name
<COUN>	Country
<TIME>	Total_Time
<POS>	Overall_Pos
<GEN>	Male_Female
<G_POS>	Gender_Pos
<SW>	Swim
<TRANS1>	T1
<BK>	Bike
<TRANS2>	T2
<RN>	Run

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

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

Save and print your master document showing the merge field codes.

EVIDENCE 7

Take screenshot evidence of the date field code showing the dddd, dd MMMM yyyy format used. Place this screenshot in your Evidence Document.

PRINTOUT 4

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

[5]

23 Set an automated filter to select competitors where:

- *Male_Female* is **Female**
- *Gender_Pos* is **3 or less**

EVIDENCE 8

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

[1]

24 Merge and print the certificates for the selected competitors 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 certificates.

[1]

[Total: 8]

Task 5 – 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.

25 Create a presentation of 8 slides using the file **J2121TRI.rtf**

On slide 1 enter your name after the text *Overview presented by:*

[1]

26 Use a master slide to display the following features:

- automatic slide numbers on the top right
- your name, centre number and candidate number.

Make sure that:

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

[1]

27 Delete the slides with the titles *History of Triathlons* and *Super Sprint Triathlon*

[1]

28 Use the data in the file **J2121PARTAKE.csv** to create a pie chart to compare participation by age group for Triathlon only.

[1]

- 29 Label the chart with the title: **Triathlon registrations by age** [1]
- 30 Format the chart to display only percentages and age groups as sector labels.
Position these labels outside each chart sector.
Do **not** display a legend. [3]
- 31 Emphasise the age group with the largest percentage by pulling only this sector away from the other age groups. [1]
- 32 Place the chart to the left of the bullets on the slide with the title *Market Analysis*
Make sure that all data is fully visible with no overlap. [1]
- 33 Apply the sound file **J2121CHEER.wav** to the slide with the title *Ironman Triathlon* so the sound plays automatically as the slide appears.

EVIDENCE 9

Place in your Evidence Document screenshot(s) to show the sound is set to play automatically as the slide appears.

[2]

- 34 Save the presentation.
Print slides 1, 2, 3 and 4 only as handouts with 2 slides to the page, each slide filling half the page.

PRINTOUT 6

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

[1]

[Total: 13]

Task 6 – Printing the Evidence Document

- 35 Save and print your Evidence Document.

PRINTOUT 7

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

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

To avoid the issue of disclosure of answer-related information to candidates, all copyright acknowledgements are reproduced online in the Cambridge Assessment International Education Copyright Acknowledgements Booklet. This is produced for each series of examinations and is freely available to download at www.cambridgeinternational.org after the live examination series.

Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES), which itself is a department of the University of Cambridge.



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test A

May/June 2021

MARK SCHEME

Maximum Mark: 80

Published

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

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

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

Cambridge International is publishing the mark schemes for the May/June 2021 series for most Cambridge IGCSE™, Cambridge International A and AS Level components and some Cambridge O Level components.

This document consists of **17** printed pages.

Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

GENERIC MARKING PRINCIPLE 2:

Marks awarded are always **whole marks** (not half marks, or other fractions).

GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

GENERIC MARKING PRINCIPLE 4:

Rules must be applied consistently, e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

GENERIC MARKING PRINCIPLE 5:

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

GENERIC MARKING PRINCIPLE 6:

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

Header

Name, centre number, candidate number right aligned 1 mark

Centre number, candidate number

Triathlon Event Pack

Welcome to the triathlon. This event pack contains important safety information

Title entered accurately 1 mark
 TN-title style applied - matches style defined in EV 2 1 mark
 serif 34pt, centre, bold, italic, 0pt before 0pt after

provide a fun, enjoyable and safe experience for anyone taking part. We take your safety seriously and will be displayed

All our marshals and volunteers give their time freely and without their assistance we would not be able to run this event. Please obey their instructions and be polite to them; any abusive behaviour will result in immediate disqualification.

GENERAL

This is an international distance triathlon consisting of a 1500m open water swim, followed by a 40km bike ride and finishing with a 10km run along the seafront. The race cut off times for each component are:

- swim: 60 minutes
- bike: 1 hour 40 minutes
- run: 1 hour 20 minutes

It is your own responsibility to ensure that you are fit to take part in the race.

Columns

Section break - applied to correct text 1 mark
 2 columns, 1.5 cm column spacing 1 mark

Worn around your left ankle throughout all three disciplines.

RACE BRIEFING

This is an important part of our safety procedures and attendance is compulsory for all competitors. The Race Briefing will take place in the transition area at 09:00 on the morning of the race. It will include any safety issues that may affect your race and any last minute changes to the course will be explained. Any athlete not present at this briefing will be disqualified.

Bullets

Bullets applied to correct data (any shape) 1 mark
 Bullets indented 1.5 cm from left, single line space, 6pt after last item in list 1 mark

REGISTRATION

Race registration will take place in the Leisure Centre on Saturday morning from 06:00 to 08:45. If you arrive after this you will not be able to register or compete. All competitors must show a valid race licence or purchase a registration. You will be required to complete a registration form and provide your emergency contact number.

RACE DETAILS

Registered entrants will be able to

Paragraph text indent 1cm left and right margins 1 mark
 3-4 pt black outside border applied 1 mark

You will be issued with two race numbers, one must be carried back whilst cycling and the other on your front whilst running. These race numbers must not be folded or modified in any way. Please enter any medical details on the reverse of your race number. This information is invaluable to the medical support staff in the unlikely event of an

2 page breaks removed maintaining paragraphs & spacing 1 mark
 pg1 after ...before your start time. and pg2 ...safe to exit junctions.

will be refused entry. At least 45 minutes before your start time. **Page break removed**

Competitors will be allocated a swim wave and start time at registration. There will be a maximum of 100 starters in each wave. You must wear the swim hat issued

Footer

Automated page number centre aligned 1 mark

Name, centre number, candidate number

in your race pack which will have a unique colour for each start wave. You should be waterside and ready to start the race 15 minutes before your start time.

Swim Wave Details	Time	Swim Wave	Hat Colour
	10:30	1	Black
	10:45	2	Red
	11:30	3	Green
	11:10	4	Yellow
	11:20	5	Blue

to stop traffic or to tell you whether the road is clear, it is your responsibility to ensure that it is safe to exit junctions.

Page break removed

This is a non-drafting race. Drafting is cycling closer than two bike lengths behind the cyclist in front to gain an advantage from wind protection. Please obey the rules of the road and keep to the left, unless race signage indicates otherwise. Faster riders must be allowed to pass. Violation of this rule is blocking

High side of the water. Wetsuits, Short shorts, less protection, course with training, you get the swim back and air, stay come to your assistance.

Table

- Table complete and intact with *Distance* column and contents deleted 1 mark
- Column 1, rows 1-6 merged 1 mark
- Column 1, text rotated left 90° 1 mark
- Column 1, white text on black background 1 mark
- Column 1, text centred vertically and horizontally 1 mark
- All fits within column, text in columns 2, 3 and 4 on one line, 6pt below table 1 mark
- 1pt internal and external gridlines printed 1 mark
- TN-table style applied to columns 2, 3 and 4 only 1 mark

Please follow the Race Director's instructions for a safe swim start. All swimmers will step over the timing mats as they access the water from the transition area. Slower swimmers should keep to the back to avoid being swum over. Competitors may use any stroke to propel themselves through the water. Swim direction is anti-clockwise and the marker buoys should be kept on your left as you swim. Kayakers



Image

- Image inserted in correct paragraph 1 mark
- Aligned to top of text, right of column, text wrapped 1 mark
- Image flipped so hand on left 1 mark
- Resized to 2.5 cm wide, aspect ratio maintained 1 mark

the swimmers in the course. Anyone immediately disqualified will be marked by water and a buoy. After the swim at the change tent.

at all times.

RULES, REGULATIONS AND PENALTIES

These events are often crowded and require a significant amount of officiating to prevent chaos from erupting before, during, or after the race. Racing rules and regulations help to protect triathletes from the numerous hazards that exist whilst competing and are enforced to ensure everyone has a safe race. As a competitor it is your responsibility to know and correctly complete the full layout of the course, and to understand all the relating on the ng, a Time type rule next penalty box on the course. Failure to do so may result in disqualification.

The bike route is open to traffic. An approved cycle helmet must be worn. Helmet cameras or other video devices are not permitted. Marshals will be monitoring the route. They are there for directional and safety reasons and to assist in making approaching traffic aware of your presence. They are not permitted

Any form of outside assistance such as puncture repair, giving of drinks or other help by spectators, or coaching on the cycle or run is strictly forbidden and will result in immediate disqualification. Outside assistance can only be provided

Name, centre number, candidate number

by marshals or race-sanctioned aid volunteers who distribute food and water on the course. You are not allowed to use any equipment that acts as an impairment to hearing or concentration such as headphones or audio listening equipment. This carries a time penalty. Unsportsmanlike conduct, littering or abusive behaviour will result in instant disqualification. Full details of the competition rules can be downloaded from our website.

AFTER THE RACE

When you cross the finish line please move away to the post-race area as soon as possible so as not to hinder those athletes coming in behind you. Complimentary refreshments of water, sports drinks, fruit and sandwiches will be

We do hope your final preparations and training go to plan and we look forward to seeing you on race day. In the meantime if you have any questions or concerns please feel free to contact us via the website contact form.

available. A marshal will remove the timing chip from your ankle. Provisional results will be displayed live in the transition area. Full verified results will be posted on the website where you can download your timing splits. Please remove your bike, personal belongings and any rubbish from the transition area promptly.

The Prize Giving ceremony is scheduled to take place in the registration area at 17:00. This part of the day is a time to relax and have fun whilst acknowledging the great achievements of all entrants. All competitors who finish the race will get an individual medal and certificate to commemorate the event. There will be trophies for the overall winners and prizes will be awarded to the top three competitors in each category.

Page layout/presentation

No changes to TN-body text style

1 mark

Document complete/paragraphs intact, portrait, no large gaps between paragraphs, columns aligned at top, no widows/orphans, list/table/indented paragraph not split, no blank pages

1 mark

Title

Correct, 100% accurate

1 mark

Specified fields, correct order 1 mark

Sort ascending on *Nationality* then ascending on *Position* 1 mark

Portrait, all fields present, fits a single page only, no field truncation 1 mark

Oceania Results

Name, centre number, candidate number

First_Name	Last_Name	YOB	Nationality	Location	Outcome	Position
Brandon	Birtwhistle	1995	AUS	Hashiham	Complete	2
Ashleigh	Parry-Okeden	1991	AUS	Hashiham	Complete	4
Brandon	Birtwhistle	1995	AUS	Brekenhammer	Complete	5
Justin	Lachman	1990	AUS	Hashiham	Complete	7
Dani	Lamaro	1992	AUS	Brekenhammer	Complete	8
Tahlia	Auricht	1990	AUS	Hashiham	Complete	9
Sam	Wheelwright	1996	AUS	Hashiham	Complete	9
Justin	Lachman	1990	AUS	Hamsbridge	Complete	10
Hayley	Dugdale	1991	AUS	Hashiham	Complete	11
Hamish	Whitworth	1990	AUS	Hamsbridge	Complete	13
Dani	Lamaro	1992	AUS	Hashiham	Complete	14
Emma	Eames	1994	AUS	Brekenhammer	Complete	16
Emma	Eames	1994	AUS	Hashiham	Complete	17
Hamish	Whitworth	1990	AUS	Hashiham	Complete	19
Sam	Wheelwright	1996	AUS	Brekenhammer	Complete	19
Flynn	Marshall	1998	AUS	Hashiham	Complete	22
Hayley	Dugdale	1991	AUS	Brekenhammer	Complete	30
Brandon	Birtwhistle	1995	AUS	Hamsbridge	Complete	32
Tahlia	Auricht	1990	AUS	Brekenhammer	Complete	35
Lucas	Walkington	1993	AUS	Hamsbridge	Complete	36
Lucas	Walkington	1993	AUS	Brekenhammer	Complete	45
Theo	Cavanagh	1994	NZL	Hamsbridge	Complete	8
Anahera	Gillespie	1996	NZL	Hamsbridge	Complete	9
Sophia	Lee	1982	NZL	Hamsbridge	Complete	13
Isaac	Anderson	1988	NZL	Brekenhammer	Complete	13
Sophia	Lee	1982	NZL	Brekenhammer	Complete	18
Heidi	Keighley	1988	NZL	Hashiham	Complete	19
Corey	Buist	1997	NZL	Brekenhammer	Complete	22
Stephen	Fraser	1996	NZL	Hamsbridge	Complete	26
Bella	Dunn	1992	NZL	Brekenhammer	Complete	37

New record Sophia Lee, inserted only once, does not replace record Corey Buist, 1997 1 mark

New record accurate - Sophia | Lee | 1982 | NZL 1 mark

Select records (30):*Location* includes the text **ham** 1 mark*Nationality* is **AUS** or **NZL** 1 mark*Outcome* is **Complete** 1 mark

PUBLISHED

Title
Correct, 100% accurate 1 mark

Select records (39):
Position is >0 and <=5 1 mark
Gender is Female 1 mark

Calculated field
Heading 100% accurate 1 mark
Total Transition calculated - [T1]+[T2] 1 mark

Top Female Triathletes

First_Name	Last_Name	Location	Swim	T1	Bike	T2	Run	Wetsuit	Total_Transition	Position
Lina	Mertens	Hashiham	00:19:17	00:01:07	01:00:23	00:00:27	00:34:01	Yes	00:01:34	5
Elodie	Poitrenaud	Hamsbridge	00:19:02	00:01:08	01:00:38	00:00:27	00:36:12	Yes	00:01:35	5
Rebecca	Bergeron	Montezuma	00:20:11	00:00:59	01:03:01	00:00:26	00:36:17	No	00:01:25	5
Sydney	Timberlake	Brekenhammer	00:09:54	00:00:30	00:31:32	00:00:23	00:16:26	No	00:00:53	5
Sydney	Timberlake	Dukanda	00:19:28	00:00:42	00:57:43	00:00:24	00:35:00	No	00:01:06	5
Charlotte	Foster	Waipason	00:10:02	00:00:53	00:28:44	00:00:28	00:17:05	No	00:01:21	5
Carolina	Silva	Khemed	00:09:14	00:00:55	00:31:37	00:00:24	00:17:31	No	00:01:19	5
Yui	Nakamura	Torrego	00:19:56	00:00:36	01:07:37	00:00:21	00:37:19	No	00:00:57	5
Ingegerd	Kaufmann	Brekenhammer	00:09:59	00:00:33	00:31:21	00:00:22	00:16:30	No	00:00:55	4
Saskia	Timmermany	Hamsbridge	00:18:59	00:01:12	01:00:36	00:00:27	00:36:12	Yes	00:01:39	4
Danielle	Stewart	Waipason	00:09:33	00:00:56	00:29:11	00:00:29	00:17:02	No	00:01:25	4
Sydney	Timberlake	Torrego	00:19:41	00:00:36	01:07:54	00:00:22	00:37:06	No	00:00:58	4
Sydney	Timberlake	Khemed	00:09:22	00:00:55	00:32:24	00:00:22	00:17:57	No	00:01:17	4
Lina	Schneider	Dukanda	00:19:50	00:00:42	00:57:23	00:00:27	00:34:33	No	00:01:09	4
Ashleigh	Parry-Okeden	Hashiham	00:19:15	00:01:05	01:00:24	00:00:27	00:33:55	Yes	00:01:32	4
Jessica	Williams	Montezuma	00:20:12	00:00:59	01:03:01	00:00:27	00:35:48	No	00:01:26	3
Ashleigh	Hughes	Hashiham	00:18:52	00:01:08	00:59:32	00:00:26	00:34:46	Yes	00:01:34	3
Jasmine	Joyner	Dukanda	00:19:28	00:00:41	00:57:42	00:00:27	00:34:16	No	00:01:08	3
Jasmine	Joyner	Brekenhammer	00:09:54	00:00:32	00:31:30	00:00:26	00:16:17	No	00:00:58	3
Jasmine	Joyner	Hamsbridge	00:18:06	00:01:07	01:01:32	00:00:29	00:35:50	Yes	00:01:36	3
Dani	Lamaro	Khemed	00:09:13	00:00:54	00:31:37	00:00:25	00:17:07	No	00:01:19	3
Jasmine	Joyner	Torrego	00:19:59	00:00:38	01:07:32	00:00:22	00:34:52	No	00:01:00	3
Jessica	Williams	Waipason	00:09:47	00:00:53	00:29:00	00:00:26	00:17:00	No	00:01:19	3
Ashleigh	Parry-Okeden	Waipason	00:10:13	00:00:55	00:28:32	00:00:28	00:16:53	No	00:01:23	2
Victoria	Sheeran	Dukanda	00:19:27	00:00:44	00:57:41	00:00:21	00:33:51	No	00:01:05	2
Victoria	Sheeran	Torrego	00:19:57	00:00:37	01:07:37	00:00:26	00:34:46	No	00:01:02	2

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

Specified fields, correct order 1 mark
Landscape, one page wide, all base fields, no truncation 1 mark
Sort descending order of *Position* 1 mark

Name, centre number, candidate number

PUBLISHED

First_Name	Last_Name	Location	Swim	T1	Bike	T2	Run	Wetsuit	Total_Transition	Position
Danielle	Stewart	Khemed	00:09:06	00:00:54	00:31:44	00:00:24	00:17:05	No	00:01:18	2
Jasmine	Joyner	Hashiham	00:18:38	00:01:04	00:59:49	00:00:27	00:34:03	Yes	00:01:31	2
Jasmine	Joyner	Montezuma	00:19:09	00:00:57	01:04:09	00:00:27	00:35:12	No	00:01:24	2
Jessica	Williams	Hamsbridge	00:19:06	00:01:13	01:00:23	00:00:25	00:35:43	Yes	00:01:38	2
Lina	Schneider	Brekenhammer	00:09:59	00:00:37	00:31:23	00:00:29	00:16:09	No	00:01:06	2
Saskia	Timmermany	Khemed	00:09:18	00:00:54	00:31:33	00:00:21	00:16:54	No	00:01:15	1
Laurine	Moitessier	Brekenhammer	00:09:29	00:00:30	00:31:59	00:00:22	00:15:48	No	00:00:52	1
Victoria	Sheeran	Hamsbridge	00:18:20	00:01:13	01:01:13	00:00:27	00:35:21	Yes	00:01:40	1
Victoria	Sheeran	Waipason	00:09:45	00:00:55	00:29:00	00:00:28	00:16:41	No	00:01:23	1
Victoria	Sheeran	Montezuma	00:19:53	00:01:01	01:03:18	00:00:25	00:34:54	No	00:01:26	1
Lucarina	Simmons	Torrego	00:19:38	00:00:36	01:06:32	00:00:23	00:34:29	No	00:00:59	1
Lucarina	Simmons	Hashiham	00:18:34	00:01:07	00:59:50	00:00:29	00:33:27	Yes	00:01:36	1
Ashleigh	Parry-Okeden	Dukanda	00:19:56	00:00:41	00:57:16	00:00:26	00:33:44	No	00:01:07	1

Number of competitors 39

Amended record:
Correct record amended, all 3 changes 100% accurate 1 mark

Calculates correct number of records, positioned end of report, integer display 1 mark
Label 100% accurate, left of value 1 mark
Display - all times display hh:mm:ss, Wetsuit displays Yes/No 1 mark

Name, centre number, candidate number

Task 4 – Mail merge

- Merge Fields inserted** – Placeholders and <> replaced
- Fields «Name» | «Country» | «Total_Time» in correct position 1 mark
 - Fields «Overall_Pos» | «Male_Female» | «Gender_Pos» in correct position 1 mark
 - Fields «Swim» | «T1» | «Bike» | «T2» | «Run» in correct position 1 mark
 - Master doc printed, all fields correct spacing with position and punctuation maintained, *Total_Time* formatting maintained (bold, 18pt font, centred) 1 mark

Certificate of Achievement

Congratulations to:

«Name», representing «Country»

who completed the Hamsbridge Triathlon on { DATE \@ "dddd, dd MMMM yyyy" * MERGEFORMAT }, finishing the distance in a total time of:

«Total_Time»

Overall placement: «Overall_Pos» out of 101 competitors

«Male_Female» placement: «Gender_Pos»

VERIFIED TIMING SPLITS		
	SWIM	«Swim»
	Transition 1	«T1»
	BIKE	«Bike»
	Transition 2	«T2»
	RUN	«Run»

Race Director: Awarded on:

Name, centre number, candidate no in footer 1 mark

Name, centre number, candidate number

Result of merge – correct 3 certificates printed –
Alexia Blanchard, Alina Mullner, Haruka Okada only 1 mark

HAMSBRIDGE TRIATHLON

Certificate of Achievement

Congratulations to:

Alexia Blanchard, representing **France**

who completed the Hamsbridge Triathlon on Wednesday, 21 April 2021, finishing the distance in a total time of:

01:47:07

Overall placement: **6** out of 101 competitors

Female placement: **2**

VERIFIED TIMING SPLITS		
	SWIM	00:17:26
	Transition 1	00:01:09
	BIKE	00:55:59
	Transition 2	00:00:27
	RUN	00:32:06

Race Director:Awarded on:

Name, centre number, candidate number

HAMSBRIDGE TRIATHLON

Certificate of Achievement

Congratulations to:

Alina Mullner, representing **Austria**

who completed the Hamsbridge Triathlon on Wednesday, 21 April 2021, finishing the distance in a total time of:

01:47:16

Overall placement: **8** out of 101 competitors

Female placement: **3**

VERIFIED TIMING SPLITS		
	SWIM	00:18:01
	Transition 1	00:01:04
	BIKE	00:55:35
	Transition 2	00:00:25
	RUN	00:32:11

Race Director: Awarded on:

Name, centre number, candidate number

HAMSBRIDGE TRIATHLON

Certificate of Achievement

Congratulations to:

Haruka Okada, representing **Japan**

who completed the Hamsbridge Triathlon on Wednesday, 21 April 2021, finishing the distance in a total time of:

01:46:13

Overall placement: **3** out of 101 competitors

Female placement: **1**

VERIFIED TIMING SPLITS		
	SWIM	00:17:15
	Transition 1	00:01:02
	BIKE	00:56:15
	Transition 2	00:00:25
	RUN	00:31:16

Race Director: Awarded on:

Name, centre number, candidate number

Task 5 – Presentation

Presentation complete – slides imported, title/bullet layout, no blank slides, no text changed, no overlap on any slide, Slide 1 - name inserted after colon	1 mark
Master slide – slide number top right <i>name, centre number, candidate number</i> anywhere	1 mark
Slide <i>History of Triathlons</i> and <i>Super Sprint Triathlon</i> deleted	1 mark

1

Triathlon Endurance Races

- Overview presented by: Candidate Name

Name, centre number, candidate number

2

Market Analysis

Triathlon registrations by age

Age Group	Percentage
Age 55+	10%
Age <18	8%
Age 18-34	24%
Age 35-54	58%

Name, centre number, candidate number

- industry growth rate 15% per annum
- over 13,000 official triathlon events held globally every year
- TV coverage in 160 countries, global viewing audience of 207 million
- large, affluent base of participating athletes, average age 42, spending \$3845.62 per year on the sport

Chart in correct position, to left of bullets on <i>Market Analysis</i> slide	1 mark
Pie chart created, correct data for <i>Triathlon</i> only	1 mark
Chart title <i>Triathlon registrations by age</i> – 100% accurate	1 mark
Sector labels for each age group displayed	1 mark
Sector labels for percentage displayed	1 mark
Labels and percentages displayed outside each sector, no legend	1 mark
Largest segment <i>Age 35–54</i> only pulled away from chart	1 mark
Slides 1 to 4 only printed with 2 slides to page	1 mark

16/11/2020

3

Sprint Triathlon

- Swim: 750m - Bike: 20km - Run: 5km
- shortest option at many events
- provides a gateway into the sport for novices
- training less demanding and disruptive to lifestyle
- good completion time - under 90 minutes
- elite male time: 00:57:23
- elite female time: 01:03:00
- race cut-off time - 2 hours 15 mins

Name, centre number, candidate number

4

International Triathlon

- Swim: 1.5km - Bike: 40km - Run: 10km
- accepted as the 'standard' triathlon distance
- became an Olympic sport at the Sydney Games in 2000
- good completion time - under 3 hours
- elite male time: 01:46:25
- elite female time: 01:58:56
- race cut-off time - 4 hours

Name, centre number, candidate number

2

EVIDENCE DOCUMENT

Step 1 – EVIDENCE 1

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

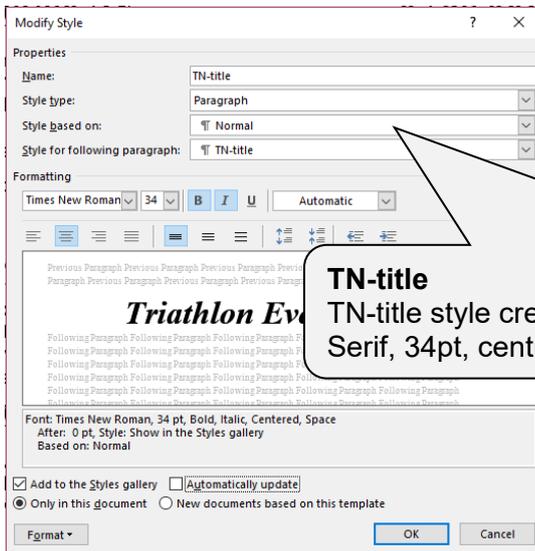
EVPACK.docx

29/03/2019 14:53

Microsoft Word Document

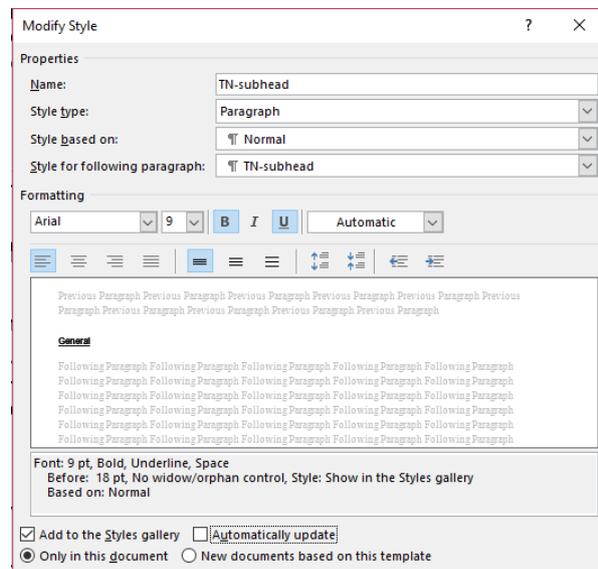
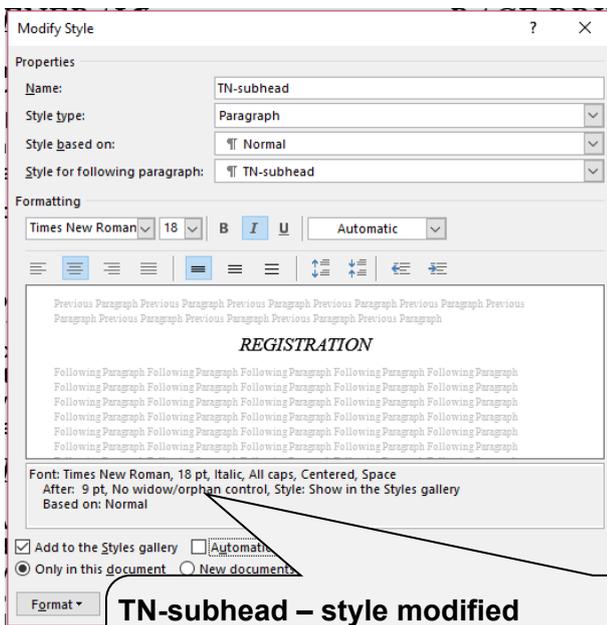
25 KB

Step 5 – EVIDENCE 2



TN-title
 TN-title style created, named correctly, based on normal/default 1 mark
 Serif, 34pt, centre, bold and italic, single, 0pt before and after 1 mark

Step 8 – EVIDENCE 3



TN-subhead – style modified
 Style modified, based on Normal/Default 1 mark
 Serif, 18pt, italic, all capitals, centred, 9pt after, 0pt before, single line spacing 1 mark

Step 15 – EVIDENCE 4

J2121ATHLETE	
Field Name	Data Type
Last_Name	Short Text
First_Name	Short Text
Athlete_ID	Number
Nationality	Short Text
YOB	Number
Gender	Short Text

DB Structure – J2121ATHLETE table
 All field names and data types as given 1 mark
 Athlete_ID set as a primary key 1 mark

J2121EVENTS	
Field Name	Data Type
Event_ID	Short Text
Location	Short Text
Country	Short Text
Date	Date/Time
Swim(M)	Number
Bike(KM)	Number
Run(KM)	Number
Water_Temp	Number
Air_Temp	Number
Wetsuit	Yes/No
Race_Director	Short Text
IOC_Code	Short Text

DB Structure – J2121EVENTS table
 All field names and data types as given 1 mark
 Event_ID field as primary key 1 mark

J2121RESULTS	
Field Name	Data Type
Event_ID	Short Text
Athlete_ID	Number
Start_No	Number
Swim	Date/Time
T1	Date/Time
Bike	Date/Time
T2	Date/Time
Run	Date/Time
Outcome	Short Text
Position	Number
Total_Time	Date/Time

DB Structure – J2121RESULTS table
 All field names and data types as given 1 mark
 no primary key set 1 mark

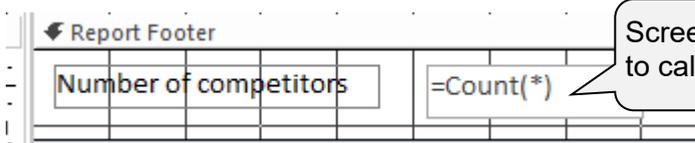
Step 16 – EVIDENCE 5

The screenshot shows the 'Edit Relationships' dialog box. The 'Table/Query' is J2121ATHLETE and the 'Related Table/Query' is J2121RESULTS. The primary key 'Athlete_ID' in the first table is linked to the 'Athlete_ID' field in the second table. The relationship type is 'One-To-Many'. There are checkboxes for 'Enforce Referential Integrity', 'Cascade Update Related Fields', and 'Cascade Delete Related Records', all of which are currently unchecked.

The screenshot shows the 'Edit Relationships' dialog box. The 'Table/Query' is J2121EVENTS and the 'Related Table/Query' is J2121RESULTS. The primary key 'Event_ID' in the first table is linked to the 'Event_ID' field in the second table. The relationship type is 'One-To-Many'. There are checkboxes for 'Enforce Referential Integrity', 'Cascade Update Related Fields', and 'Cascade Delete Related Records', all of which are currently unchecked.

1-to-Many relationship - Athlete_ID - athlete table and Athlete_ID - results table 1 mark
 1-to-Many relationship - Event_ID - event table and Event_ID - results table 1 mark

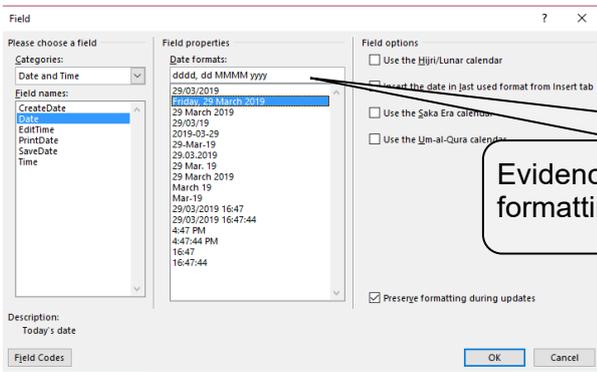
Step 20 – EVIDENCE 6



Screenshot evidence of database formula to calculate the number of competitors

1 mark

Step 22 - EVIDENCE 7

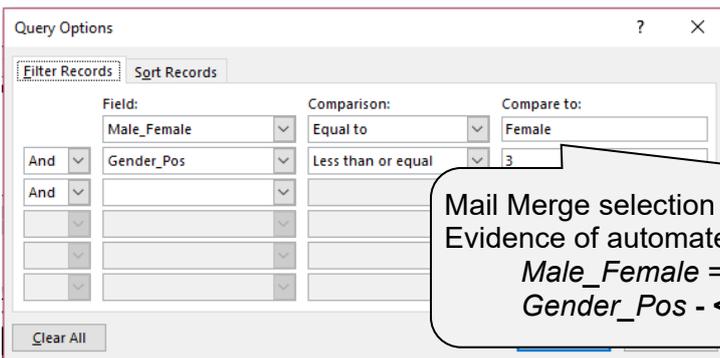


{ DATE \@ "dddd, dd MMMM yyyy" * MERGEFORMAT }

Evidence of date field to insert correct, today's, date, formatting dddd, dd MMMM yyyy

1 mark

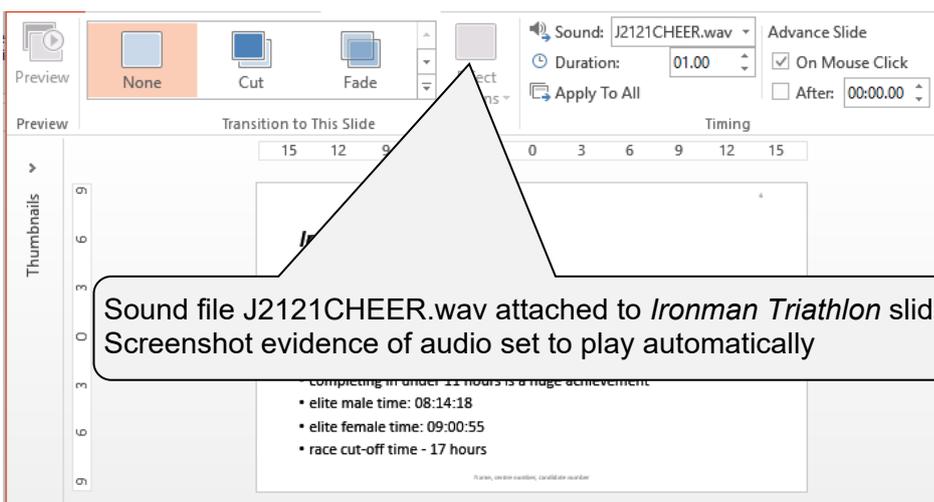
Step 23 – EVIDENCE 8



Mail Merge selection
 Evidence of automated filter to select
Male_Female = Female
Gender_Pos - <=3

1 mark

Step 33 - EVIDENCE 9



Sound file J2121CHEER.wav attached to *Ironman Triathlon* slide
 Screenshot evidence of audio set to play automatically

1 mark

1 mark