



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Databases and Presentations

May/June 2024

2 hours 15 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 70.
- The number of marks for each question or part question is shown in brackets [].

This document has **12** pages. Any blank pages are indicated.

You have been supplied with the following source files:

j2422area.csv
j2422courses.csv
j2422email.jpg
j2422evidence.rtf
j2422info.rtf
j2422students.csv
j2422study.rtf

Task 1 – Evidence Document

Open the file **j2422evidence.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 **EVIDENCE** followed by your candidate number, for example **EVIDENCE9999**

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

Task 2 – Document

You are going to edit a document for Tawara Agricultural College. The college uses a corporate house style for all its documents.

1 Using suitable software, open the file **j2422info.rtf**

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

Four paragraph styles have already been created and applied. Do **not** make any changes to these unless instructed to do so.

Save the document in your work area with the file name **PAMPHLET**

Make sure it is saved in the format of the software you are using.

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 right-aligned in the header of the *PAMPHLET* document the text:

Information updated by: followed by a space, then your name, centre number and candidate number.

Place right-aligned in the footer automated page numbers.

Make sure that:

- the header and footer are aligned to the right margin of the page
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

- 3 Select the subheading *EDUCATIONAL FACILITIES* and the following text up to and including the paragraph ending ... *or additional privileges*.

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

[2]

- 4 The *TAC-subhead* paragraph style has already been created and applied to the four subheadings.

Modify the *TAC-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>TAC-subhead</i>	serif	16	centre	bold, italic	single	0	3

Take screenshot evidence to show you have modified the *TAC-subhead* style and the settings applied. Place this in your Evidence Document.

[3]

- 5 Sort the bulleted list from
books ...
to
... travel

into alphabetical order.

[1]

- 6 Format the list so that the bullets are indented 1.5 centimetres from the left margin.

[1]

- 7 Import the image **j2422email.jpg** and place it in the paragraph beginning
The college has a limited fund ...

[1]

- 8 Format the image so that:

- the text wraps around the image
- it appears in the paragraph starting *The college has a limited fund ...* aligned to the right of the column and the bottom of the text in that paragraph
- when clicked it opens an email editor ready to send a message to **TAC@cambridge.org** with a subject line **Tawara Bursary**

Place in your Evidence Document a screenshot showing the link from the image, the email address and the subject.

[4]

- 9 Locate the table in the document.

Delete the entire column and contents with the heading *Price per week*

[1]

10 Format the first row of the table so that:

- it becomes a single cell with the contents centre-aligned over the three columns
- it has a light-grey (20–40%) background fill.

[2]

11 Format the table so that:

- all text in each row displays on one line
- the table borders and all data fit within the column width.

[2]

12 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained except the *TAC-subhead* style changed in Step 4
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

[1]

[Total: 22]

Task 3 – Database

You are now going to prepare some reports. Dates must be imported in the format of day month year (DMY). All currency values must display the same currency symbol and be set to two decimal places.

- 13 Use database software to import the file **j2422students.csv** as a new table.

Use these field names and data types:

Field name	Data type	Display
<i>Course_code</i>	Text	
<i>Last_name</i>	Text	
<i>First_name</i>	Text	
<i>Gender</i>	Text	
<i>Roll_no</i>	Text	
<i>DOB</i>	Date/Time	dd-MMM-yy e.g. 12-Aug-24
<i>Street_address</i>	Text	
<i>Area</i>	Text	
<i>Post_code</i>	Text	
<i>Fees_paid</i>	Boolean/Logical	Yes/No
<i>Payment_type</i>	Text	

Set *Roll_no* as the primary key.

Save the data.

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

Import the file **j2422courses.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
<i>Level</i>	Number	integer	integer
<i>Course_name</i>	Text		
<i>Course_ID</i>	Text		
<i>Course_type</i>	Text		
<i>Study_mode</i>	Text		
<i>Duration</i>	Text		
<i>Course_cost</i>	Number/Currency	2 decimal places	currency symbol with 2 decimal places
<i>Start_date</i>	Date/Time		day month year

Set *Course_ID* as the primary key.

Save the data.

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

[6]

- 14** Create a one-to-many relationship between *Course_ID* in the courses table and *Course_Code* in the students table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document.

[1]

- 15** Enter the following details as a new record in the students table:

<i>Course_code</i>	TAGL204
<i>Last_name</i>	Peacock
<i>First_name</i>	Luca
<i>Gender</i>	Male
<i>Roll_no</i>	R0561
<i>DOB</i>	09/06/1988
<i>Street_address</i>	54 Pershore Lane
<i>Area</i>	Freymarsh
<i>Post_code</i>	PB51 7EH
<i>Fees_paid</i>	No
<i>Payment_type</i>	Cheque

[2]

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

- selects the records where:
 - *Fees_paid* is **No**
 - *Payment_type* is **Cheque** or **Credit Card**
- contains a new field called **Late_payment** which is calculated at run-time. This field must display the new course cost after a 2% increase has been applied. Use *Course_cost* multiplied by 1.02. Format this field to display currency
- shows only the fields *Roll_no*, *First_name*, *Last_name*, *DOB*, *Course_name*, *Level*, *Fees_paid*, *Payment_type*, *Course_cost* and *Late_payment* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Level* and descending order of *Course_name*
- has a page orientation of landscape
- fits a single page width and prints on two pages
- includes only the title **Surcharges for outstanding fees** displayed in a larger font size, fully visible, at the top of the page
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

[11]

17 Using fields from both tables, produce labels which:

- select the records where:
 - *Course_name* includes the text **crop**
 - *Course_type* is **University**
- are sorted in ascending order of *Last_name*

Use this selection to produce labels which:

- are arranged in 2 columns and 5 rows with 10 labels to the page, for example with a label size of 99.0mm wide × 57.0mm high (9.90cm × 5.7cm)
- print in portrait orientation with a page size of 21 cm by 29.7 cm
- display the data for each field as shown in the following sample label:

Course_name
Course_type - Start_date
First_name Last_name
Street_address
Area
Post_code

- have your name, centre number and candidate number on the left at the bottom of each label.

Modify the format of the label so that only the first two lines are displayed in a larger font size, centre-aligned and bold.

Make sure that data on every label is fully visible with no overlap of any field.

Save and print your labels.

[10]

[Total: 30]

Task 4 – Printing the Evidence Document

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

Save your Evidence Document.

Print your Evidence Document.

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

18 Create a presentation of six slides using the file **j2422study.rtf**

All slides must display a title and a bulleted list.

[1]

19 Use a master slide to display only the following features:

- a thick black 3 to 4 point wide horizontal line across the full width of the slide. Position this line above the slide titles about three centimetres from the top. Make sure the line does **not** overlap any slide data
- above the line enter the text **Organic Crop Farming** in a 32 point, black font, aligned to the top right of the slide. Make sure the text does **not** wrap or overlap the line
- automatic slide numbers on the top left
- your name, centre number and candidate number.

Make sure that:

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

[4]

20 Use the data in the file **j2422area.csv** to create a vertical bar chart. This must compare the size of organic farmland by region for only the years 2013 and 2023. Display with labels:

- the regions on the category axis
- the values on the value axis
- a legend showing the years.

[3]

21 Label the chart with a:

- chart title **Regional distribution of organic farmland**
- value axis title **Million hectares**

[2]

22 Display only the data values above each bar. Format all the data labels to display 1 decimal place. [2]

23 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **42**
- increments of **7**

[2]

24 Place the chart to the left of the bullets on the slide with the title *Global statistics*

Make sure that:

- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

25 Add the following text as presenter/speaker notes to the slide with the title *Global statistics*

India has the most organic farmers in the world.

Print only this slide as presenter/speaker notes.

[2]

26 Save the presentation.

Print all slides in portrait orientation with six slides to the page.

[1]

[Total: 18]

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Paper 2 Document Production, Databases and Presentations

May/June 2024

MARK SCHEME

Maximum Mark: 70

Published

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

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

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

Cambridge International is publishing the mark schemes for the May/June 2024 series for most Cambridge IGCSE, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

This document consists of **20** printed pages.

PUBLISHED**Generic Marking Principles**

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

GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

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

GENERIC MARKING PRINCIPLE 2:

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

GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

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

GENERIC MARKING PRINCIPLE 4:

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

GENERIC MARKING PRINCIPLE 5:

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

GENERIC MARKING PRINCIPLE 6:

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

Task 2 – Document Production

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

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

Task 3 – Database

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

PUBLISHED

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

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

Task 4 – Presentation

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

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

Information updated by: Name, centre number, candidate number

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

Tawara Agricultural College

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

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

Subheads (4)

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

Educational Facilities

Tawara Agriculture College is a unique place to learn and grow. Set in 1000 acres of rural

Columns

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

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

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

Tawara Bursary

The college has a limited fund available to help students who would otherwise be unable to attend college. It is open to applicants from households with limited income and demanding circumstances wishing to study agriculture or related subjects. The bursary offers financial assistance for up to three years of study including work placements. It is payable in three instalments each year in arrears. Students who complete their first year are eligible to apply. Click on the image to request an application form.

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

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

Image

Correct image inserted in correct paragraph 1 mark

Aligned bottom of text and right column margin with text wrapped 1 mark



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

the modern world.

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

Footer

Automated page number right aligned 1 mark

Information updated by: Name, centre number, candidate number

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

Accommodation

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

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

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

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

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

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

A Digital College

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

Table

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

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

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

Document Presentation

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

PUBLISHED**Surcharges for out****Title**

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

Calculated field

Heading 100% accurate 1 mark
 Late payment calculated - correct values 1 mark

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

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

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

Select records (46):

Fees_paid is **No** 1 mark
Payment_type is **Cheque** or **Credit Card** 1 mark

Name, centre number, candidate number

PUBLISHED

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

Format/Display*DOB* in DMY format *and* displays **dd-MMM-yy**

1 mark

Fees_paid displays **Yes/No**

1 mark

Late_payment and *Course_cost* display same currency symbol and 2dp

1 mark

Name, centre number, candidate number

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

Craig Collymore
25 Brown Street
Holl
LE9
Name

**Increase Yield with Intercrop
University - 12/09/2024**

Amber Donaldson
138 Roseville Street

Label headings

Top two lines centre aligned

1 mark

Top two lines only larger font size with bold enhancement

1 mark

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

Noah Dovizioso
52 Glen Road
Princebrough
DL8 2RY

Name, centre number, candidate number

**Increase Yield with Intercrop
University - 12/09/2024**

Jolande Gustafsson
52 Adeline Place
Stowford
CA13 4DS

Name, centre number, candidate number

**Agricultural and Crop Science
University - 30/05/2024**

Gurpreet Kaur
45 Commercial Way
Porters Bay
LL55 7ZA

Name, centre number, candidate number

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

Janus Langenberg
62 Railway Street
Stoke Wadway
AB33 9PY

Name, centre number, candidate number

**Increase Yield with Intercrop
University - 12/09/2024**

Isla McKendrick
49 Bath Road
Larebridge Heath
HP27 1GY

Name, centre number, candidate number

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

Annette Pyatt
97 Curtis Street
Merriwall
BD23 8DX

Name, centre number, candidate number

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

Thomas Saunders
75 Baynes Court
Great Riverby
PE11 3GR

Name, centre number, candidate number

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

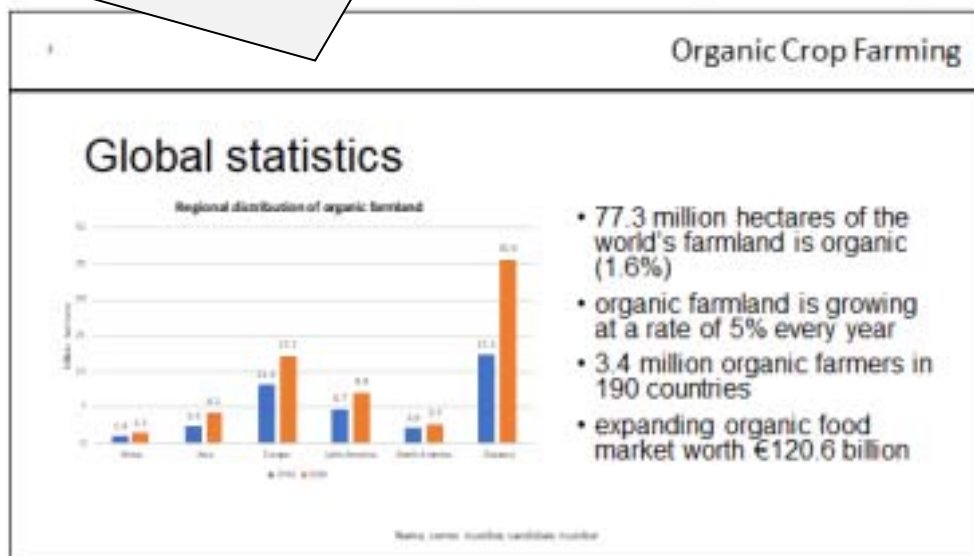
Magdalena Schwarz
59 Eckford Street
Old Ashton
TN22 3BQ

Name, centre number, candidate number

<p>Agricultural and Crop Science University - 30/05/2024</p> <p>Otis Thanhouser 17 Avondale Road Eggcaster CA12 2XE</p> <p>Name, centre number, candidate number</p>	<p>Agricultural and Crop Science University - 30/05/2024</p> <p>Maya Thompson 92 Watts Grove Readingcester DE4 6UR</p> <p>Name, centre number, candidate number</p>
<p>Increase Yield with Intercrop University - 12/09/2024</p> <p>Stephen Wheelwright 41 Taunton Place Melburgh Falls NN6 9SN</p> <p>Name, centre number, candidate number</p>	<p>Sciences of Plant and Crop University - 12/01/2025</p> <p>Luke Wisebrook 38 Ings Lane Haran Vale EX 15 4WL</p> <p>Name, centre number, candidate number</p>
<div><p>Select records (14):</p><p><i>Course_name</i> includes the text crop 1 mark</p><p><i>Course_type</i> is University 1 mark</p></div>	
<div><p>Fields in correct position, bottom four field rows left aligned: 1 mark</p><p>Course_name</p><p>Course_type - Start_date</p><p>First_name Last_name</p><p>Street_address</p><p>Area</p><p>Post_code</p><p>Correct punctuation and spacing, min 1 space between fields and before and after dash 1 mark</p><p>All fields present, data fully visible with no field overlap 1 mark</p><p>Sort ascending on <i>Last_Name</i> 1 mark</p><p>Name, centre number, candidate number bottom left of each label 1 mark</p><p>Labels printed, portrait, layout of 2 cols x 5 rows, 10 labels to page 1 mark</p></div>	

Task 5 – Presentation

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



India has the most organic farmers in the world.

Presenter Notes

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

Presentation complete - slides imported, consistent title/bullet layout, no blank slides, no text changed

1 mark

Master items

Thick 3-4pt horizontal line across full slide width, 3cm from top	1 mark
Heading Organic Crop Farming 100% accurate, large font, top right, not wrapped	1 mark
Slide number top left name, centre number, candidate number any consistent position	1 mark
Line positioned above slide titles, heading above line, no items overlap on any slide	1 mark

10/08/2022

Organic Crop Farming

Why study organic farming?

- public demand for organic food is increasing
- significant industry growth predicted in the next decade
- increasing demand for knowledgeable workers across the entire supply chain, from production to marketing
- excellent job opportunities
- work in an industry that makes a substantial difference to climate change

Organic Crop Farming

Global statistics

Organic production in organic tonnes

- 77.3 million hectares of the world's farmland is organic (1.0%)
- organic farmland is growing at a rate of 5% every year
- 3.4 million organic farmers in 190 countries
- expanding organic food market worth €120.5 billion

Organic Crop Farming

Farming principles

- protect the environment and conserve natural resources
- cultivate plants without the use of synthetic fertilisers, chemical pesticides or genetically modified organisms
- maintain and develop biodiversity
- minimise pollution and recycle organic waste
- crop rotation to improve soil regeneration
- growing techniques that support wildlife
- pest control by biological means

Organic Crop Farming

Environmental benefits

- reduces pollution from pesticides and toxic chemicals
- reduces soil and land erosion
- facilitates fertile and healthy soil formation
- encourages biodiversity above and below ground
- lower carbon and greenhouse gas emissions
- more energy efficient so reduces carbon footprint
- growing techniques which combat the effects of global warming

Organic Crop Farming

Course content

- organic farming as an agricultural system
- business and quality assurance requirements
- integrated farm management systems
- science underpinning organic farming
- organic management issues
- sustainable soil management
- soil standards and biodynamics
- marketing your farm and produce

Organic Crop Farming

Career options

- organic farmer
- project manager
- crop certification inspector
- agricultural inspector
- crop marketer
- organic farming consultant
- purchasing agent or wholesale representative
- jobs in academia or industrial research

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

1 mark

EVIDENCE DOCUMENT

Step 1:

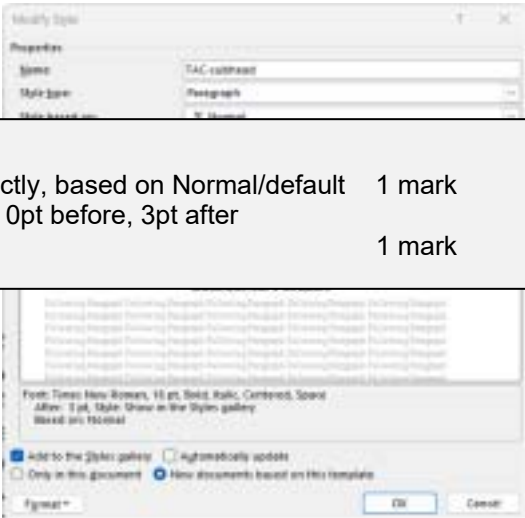
File saved as PAMPHLET with evidence of correct file type 1 mark

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

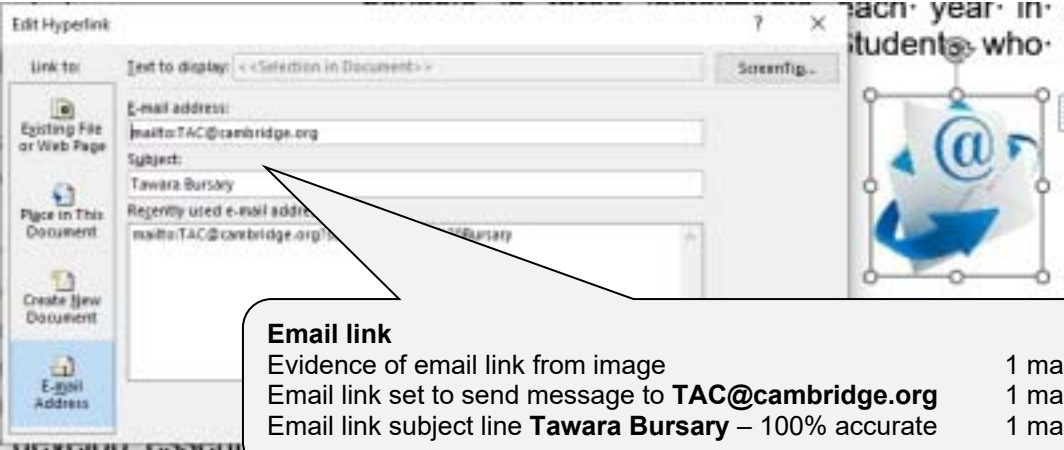
Step 4:

TAC-subhead – style modified

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



Step 8:



Email link

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

Step 13

Field Name	Data Type
Course_code	Short Text
Last_name	Short Text
First_name	Short Text
Gender	Short Text
Roll_no	Short Text
DOB	Date/Time
Street_address	Short Text
Area	Short Text
Post_code	Short Text
Fees_paid	Yes/No
Payment_type	Short Text

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

Field Name	Data Type
Level	Number
Course_name	Short Text
Course_ID	Short Text
Course_type	Short Text
Study_mode	Short Text
Duration	Short Text
Course_cost	Currency
Start_date	Date/Time

Step 14

Edit Relationships

Table/Query:

J2422courses

Related Table/Query:

J2422students

Course_ID

Course_code

Enforce Referential Integrity

Cascade Update Related Fields

Cascade Delete Related Records

Relationship Type:

One-To-Many

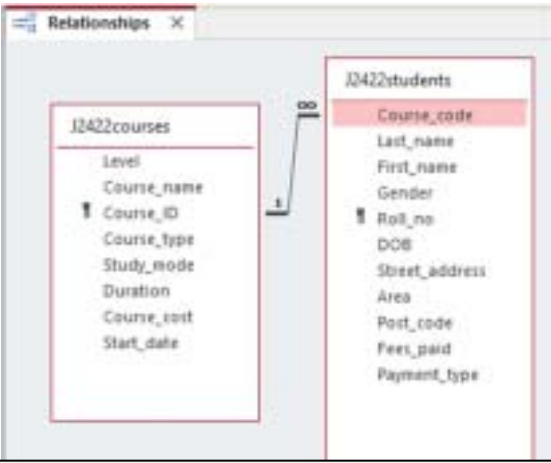
OK

Cancel

Join Type..

Create New..

OR



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