



# Cambridge IGCSE™

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## INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Databases and Presentations

May/June 2024

2 hours 15 minutes

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

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### 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 [ ].

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This document has **12** pages.



You have been supplied with the following source files:

j2421bookings.csv  
j2421child.csv  
j2421childcare.rtf  
j2421evidence.rtf  
j2421lifelong.csv  
j2421logo.jpg  
j2421playgroup.rtf  
j2421test\_scores.csv

### Task 1 – Evidence Document

Open the file **j2421evidence.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 Tots Childcare. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.*

**1** Using a suitable software package, open the file **j2421childcare.rtf**

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

Three paragraph styles have already been created. Do **not** make any changes to these unless instructed.

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

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 that there is evidence of the file type.

[1]

2 Place in the *NURSERY* document:

- a right-aligned header on a single line:  
**Prospectus produced by:** followed by a space then your name, centre number and candidate number
- a left-aligned footer with automated page numbers.

Make sure that:

- all the header details are on a single line
- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- the headers and footers are displayed on all pages.

[3]

3 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<b>TC-title</b>	serif	32	centre	bold, italic	single	0	6

Take a screenshot to show that you have defined the settings for the *TC-title* style.

Make sure that there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

4 Apply the *TC-title* style to the title text *Tawara Tots Childcare*

[1]

5 Select the subheading *Staff* and the following text up to and including the paragraph ending ... *enjoy their new surroundings*.

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

[2]

- 6 The style named *TC-subhead* has already been created, stored and applied to the five subheadings.

Modify the *TC-subhead* style so that only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>TC-subhead</i>	sans-serif	14	centre	italic, bold, all capitals	single	0	7

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

[2]

- 7 Apply a numbered list, formatted as 1 to 7, to the text from:  
*communication and language ...*  
to  
*... arts and design*

Make sure that:

- the numbers are aligned to the left margin of the column
- the list is in single line spacing with no space before or after each line
- there is a seven-point space after the last item in the list.

[3]

- 8 Import the image **j2421logo.jpg** and place it in the paragraph beginning  
*We have eight spacious playrooms ...*

Rotate the image 180 degrees with the image size and aspect ratio maintained.

Format the image so that:

- it is aligned to the right margin and the top of the paragraph starting  
*We have eight spacious playrooms ...*
- the text wraps around the image.

[3]

- 9 Locate the table in the document. Format the table so that:

- the table width is set to 13 centimetres
- all the rows are set to one-centimetre high
- the data is centre aligned vertically in each row
- the table is centred within the page margins.

[4]

**10** 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 *TC-subhead* style changed in Step 6
- all 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.

[1]

[Total: 22]

### Task 3 – Database

You are now going to prepare a report. Dates are to be imported in the format day month year (DMY).

- 11 Use database software to import the file **j2421child.csv** as a new table.

Use these field names and data types:

Field name	Data type	Display
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Child_ID</i>	Text	
<i>Gender</i>	Text	
<i>DOB</i>	Date/Time	Day month year
<i>Reg_Date</i>	Date/Time	Day month year
<i>Food_Allergy</i>	Boolean/Logical	To display as Yes/No
<i>Contact_Name</i>	Text	
<i>Relationship</i>	Text	
<i>Contact_Number</i>	Text	

Set *Child\_ID* 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 **j2421bookings.csv** as a new table in your database.

Use these field names and data types and create a primary key field called ID:

Field name	Data type	Display
<i>Session_ID</i>	Text	
<i>Child_ID</i>	Text	
<i>Day</i>	Text	
<i>Start_Time</i>	Date/Time	hh:mm
<i>End_Time</i>	Date/Time	hh:mm
<i>Session</i>	Text	

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

[5]

- 12 Create a one-to-many relationship between the *Child\_ID* fields in the child and bookings tables.

Place in your Evidence Document a screenshot showing the one-to-many relationship between the tables.

[1]

- 13 Using fields from the child and bookings tables produce a tabular report that:

- selects the records where:
  - Day is **Monday**
  - Session is **Morning** or **Sunrise Club**
- contains a new field called **Total\_Time** which is calculated at run time  
 $Total\_Time = (End\_Time - Start\_Time) \times 24$   
 Format this field to display as a numeric value to 1 decimal place
- shows only the fields *Child\_ID*, *First\_Name*, *Last\_Name*, *DOB*, *Day*, *Session*, *Start\_Time*, *End\_Time*, *Total\_Time* and *Food\_Allergy* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Session* and ascending order of *DOB*
- has a page orientation of landscape
- fits on a single page width
- includes only the title **Monday Morning Groups** displayed in a larger font size, fully visible and centre aligned at the top of the page
- has your name, centre number and candidate number in the footer of the report so that it appears in the same position on every page.

Save and print your report.

[11]

*You are now going to create a data entry form. The form will contain radio buttons for the user to select one option. Data from the selected option must be stored in a new field that you will create in the child table.*

- 14 Insert a new field in the child table named **Ailment\_ID** which will be used to store data from radio buttons. Set the most appropriate data type.

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

Save and close the table.

[1]

- 15 Create a columnar data entry form, using selected fields from the child table, that:

- includes only the fields *Last\_Name*, *First\_Name*, *Child\_ID*, *Gender*, *DOB*, *Reg\_Date* and *Food\_Allergy*
- displays one record at a time.

Place in your Evidence Document a screenshot showing your form with a record from the database displayed.

[2]

**16** In the form created in Step 15, create five grouped radio buttons. The user must be able to select one of the following options:

- **Asthma**
- **Diabetes**
- **Eczema**
- **Epilepsy**
- **None**

The option selected must be stored and displayed in the *Ailment\_ID* field of the child table.

Label this option group **Ailment**

Make sure that:

- the radio buttons are grouped as one option group with the label *Ailment*
- the option selected is stored in the *Ailment\_ID* field of the child table
- all labels in the form are aligned to the left consistently and do **not** overlap other data in the form.

Place in your Evidence Document screenshots showing:

- the radio buttons grouped as one option group with the label *Ailment*
- evidence of your method of linking this group to the *Ailment\_ID* field.

[6]

**17** Use the form modified in Step 16 to add the following data as a new record in the child table:

<i>Last_Name</i>	<b>Lambert</b>
<i>First_Name</i>	<b>Jakara</b>
<i>Child_ID</i>	<b>3YR27</b>
<i>Gender</i>	<b>Female</b>
<i>DOB</i>	<b>04/12/2022</b>
<i>Reg_Date</i>	<b>18/10/2023</b>
<i>Food_Allergy</i>	<b>Yes</b>
<i>Ailment</i>	<b>Eczema</b>

Check your data entry for errors. Save the data.

Place in your Evidence Document a screenshot of the form with the new record displayed in full.

[1]

**18** Open the child table.

Use an automated selection method to locate the new record you entered in Step 17 with the *Child\_ID* 3YR27

Place in your Evidence Document screenshots showing:

- the use of an automated selection method to find the record
- the new record stored in the child table with all 11 fields displayed in full.

[2]

[Total: 29]

### Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

19 Create a presentation of eight slides using the file **j2421playgroup.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list. [1]

20 Place at the top right of the slide a header with your name, centre number and candidate number.

Place in the footer automated slide numbers left aligned.

Make sure that:

- the header and footer appear in the same position on every slide
- no items overlap on any slide.

[2]

21 Locate the slide with the title *Our staff*

Select the three bulleted items after the text *...centre manager who:* and format them to look like this:

*Our staff*

- a dedicated centre manager who:
  - has over 15 years' experience
  - holds an approved Level 5 qualification
  - works directly with the children
- all staff hold at least an approved Level 3 qualification
- trainee staff are supervised at all times
- all staff are qualified in Paediatric First Aid which is regularly updated
- staff ratio of at least one member of staff for every three children

[3]

22 Delete the slides with the titles *Our guiding principles* and *Areas of learning and development* [1]

23 Use the data in the file **j2421test\_scores.csv** to create a vertical bar chart to compare achievement for only the subjects literacy and mathematics. Display the subjects as labels on the category axis. [1]

24 Label the chart with the title **Impact of early childcare on test results** [1]

25 Display the following:

- values only as data labels along the top of each bar
- a legend showing *Pre-school* and *No Pre-school*

[2]

26 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **56**
- increments of **8**

[2]

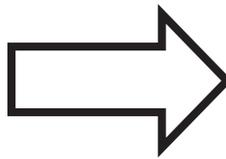
27 Place the chart to the left of the bullets on the slide with the title *Academic performance*

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]

28 On the slide with the title *Long term benefits* create an arrow-shaped action button that looks like this:



Position this in the bottom-right corner.

Format the action button so that when clicked it opens the document with the file name **j2421lifelong.csv**

Enter the text **Lifelong Gains** in a black font on the action button.

Make sure that:

- the text displays on one line
- the text fits within the shape and does **not** overlap the border.

Take screenshot evidence showing the action button links to the correct file. Place this in your Evidence Document. Make sure that the file name is fully visible.

[4]

29 Save the presentation.

Print the full presentation as handouts in portrait orientation with two slides to the page, each filling half the page.

[1]

[Total: 19]

### Task 5 – 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.

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# Cambridge IGCSE™

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**INFORMATION AND COMMUNICATION TECHNOLOGY****0417/21**

Paper 2 Document Production, Databases and Presentations

**May/June 2024**

MARK SCHEME

Maximum Mark: 70

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**Published**

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

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

Cambridge 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.

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This document consists of **21** 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 NURSERY with evidence of correct file type	<b>1</b>
2		<b>3</b>
	Header: Text <b>Prospectus produced by:</b> entered accurately	1
	Header: <b>[space]</b> Name, centre number, candidate number, same line, right aligned	1
	Footer: Automated page numbers left aligned	1
3		<b>2</b>
	TC-title style created, named correctly, based on normal/default	1
	TC-title style attributes – serif 32pt, centred, bold, italic, single line, 0pt before, 6pt after	1
4	TC-title style applied to title – matches TC-title style defined in Evidence Step 3	<b>1</b>
5		<b>2</b>
	Section break – applied to correct text	1
	2 columns, 1 cm column spacing	1

<b>Question</b>	<b>Answer</b>	<b>Marks</b>
6		<b>2</b>
	TC-subhead modified, named correctly, based on Normal	1
	TC-subhead style modified in step 6 applied – sans-serif, 14pt, centre, bold, italic, all capitals, single, 0pt before/7pt after	1
7		<b>3</b>
	Numbered list from 1 to 7 applied to correct text	1
	Numbers aligned at left column margin	1
	Single line spacing, 0pt before and after, 7-point space after last item	1
8		<b>3</b>
	Correct image (j2421logo.jpg) inserted in correct paragraph	1
	Image rotated 180 degrees with size and aspect ratio maintained	1
	Image aligned to top of text and right column margin with text wrapped	1
9		<b>4</b>
	Table width set to 13 centimetres	1
	Table centred within page margins	1
	All rows 1 centimetre high	1
	Data is centre aligned vertically in each row	1
10	Document spell checked and proofread – Document complete and 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, space below longest column less than or equal to 7 point	<b>1</b>
<b>Total</b>		<b>22</b>

**Task 3 – Database**

Question	Answer	Marks
11		<b>5</b>
	j421child table – all field names and data types as given	1
	j2421bookings table – all 6 field names as given, correct data types	1
	Primary keys set <i>Child_ID</i> (child), AutoNumber (ID) (bookings)	1
	<i>DOB</i> format DMY, <i>Food_Allergy</i> displays Yes/No	1
12	1-to-Many relationship between <i>Child_ID</i> (child) / <i>Child_ID</i> (bookings)	<b>1</b>

Question	Answer	Marks
13	<p>Report footer – Name, centre number, candidate number in footer, appears on every page</p> <p>Report title – only text <b>Monday Morning Groups</b> top of page, 100% accurate</p> <p>Title displayed in a larger font size, centred and fully visible</p> <p>Calculated field heading <b>Time_Time</b> – 100% accurate</p> <p>Total time calculated – correct values</p> <p><i>Total_Time</i> displays to 1 decimal point</p> <p>Select records – <i>Day</i> is <b>Monday</b></p> <p>Select records – <i>Session</i> is <b>Morning</b> or <b>Sunrise Club</b></p> <p>Sort descending on <i>Session</i> and ascending on <i>DOB</i> (no grouping)</p> <p>Print layout – specified headings and fields in correct order – <i>Child_ID</i>   <i>First_Name</i>   <i>Last_Name</i>   <i>DOB</i>   <i>Day</i>   <i>Session</i>   <i>Start_Time</i>   <i>End_Time</i>   <i>Total_Time</i>   <i>Food_Allergy</i></p> <p>Print layout – Landscape, single page wide, all base fields present, no truncation</p>	<p><b>11</b></p> <p>1</p>
14	Child table – table design, new field <b>Ailment_ID</b> in child table, correct data type for software	<b>1</b>
15	<p>Columnar data entry form created displaying one record at a time</p> <p>Specified 7 fields from child table <i>Last_Name</i>   <i>First_Name</i>   <i>Child_ID</i>   <i>Gender</i>   <i>DOB</i>   <i>Reg_Date</i>   <i>Food_Allergy</i></p>	<p><b>2</b></p> <p>1</p> <p>1</p>

Question	Answer	Marks
16	<p data-bbox="333 280 1352 316">Option labels 100% correct – <b>Asthma</b>   <b>Diabetes</b>   <b>Eczema</b>   <b>Epilepsy</b>   <b>None</b></p> <p data-bbox="333 347 1088 383">Form modified – 5 radio buttons created with option labels</p> <p data-bbox="333 414 954 450">Option group labelled <b>Ailment</b> - 100% accurate</p> <p data-bbox="333 481 976 517">Evidence of options grouped as one option group</p> <p data-bbox="333 549 898 584">All controls consistently aligned, no overlap</p> <p data-bbox="333 616 943 651">Selected option saves data in <i>Ailment_ID</i> field</p>	<p data-bbox="2033 213 2056 248"><b>6</b></p> <p data-bbox="1962 280 1984 316">1</p> <p data-bbox="1962 347 1984 383">1</p> <p data-bbox="1962 414 1984 450">1</p> <p data-bbox="1962 481 1984 517">1</p> <p data-bbox="1962 549 1984 584">1</p> <p data-bbox="1962 616 1984 651">1</p>
17	New record entered in form accurately – <b>Lambert</b>   <b>Jakara</b>   <b>3YR27</b>   <b>Female</b>   <b>04/12/2022</b>   <b>18/10/2023</b>   <b>Yes</b>   <b>Eczema</b> button selected	<b>1</b>
18	<p data-bbox="333 839 1077 874">Child table – evidence of an automated selection method</p> <p data-bbox="333 906 1480 941">...new record in child table, <b>Eczema</b> or <b>3</b> in <i>Ailment_ID</i> field, all 11 fields displayed in full</p>	<p data-bbox="2033 772 2056 807"><b>2</b></p> <p data-bbox="1962 839 1984 874">1</p> <p data-bbox="1962 906 1984 941">1</p>
<b>Total</b>		<b>29</b>

**Task 4 – Presentation**

Question	Answer	Marks
19	Presentation complete – all slides imported, consistent title/bullet layout, no blank slides, no text changed	<b>1</b>
20	Header – name, centre number, candidate number top right, same position every slide	1
	Footer – automated slide numbers bottom left, same position every slide	1
21	Correct 3 original lines indented, left aligned consistently	1
	Correct 3 lines <b>only</b> smaller font size, only italic enhancement only	1
	Correct 3 lines <b>only</b> with dashed (-) bullets followed by consistent space	1
22	Original slides 3 <i>Our guiding principles</i> and 4 <i>Areas of learning and development</i> deleted	<b>1</b>
23	Vertical bar chart created using correct data, subjects displayed as labels on category axis	<b>1</b>
24	Chart title <b>Impact of early childcare on test results</b> – 100% accurate	<b>1</b>
25	Data values only displayed along the top of each bar	1
	Legend displays <i>Pre-school</i> and <i>No Pre-school</i>	1

<b>Question</b>	<b>Answer</b>	<b>Marks</b>
26		<b>2</b>
	Value axis displays minimum <b>0</b> , maximum <b>56</b>	1
	Value axis displays increments of <b>8</b>	1
27	Correct place on correct slide, left of bullets, chart data fully visible, no overlap/split words	<b>1</b>
28		<b>4</b>
	Plain arrow action button, no fill, thick outside border, bottom right correct slide	1
	Text <b>Lifelong Gains</b> within shape, 100% accurate, one line, no overlap	1
	Evidence of action button linked	1
	... action button linked to correct file j2421lifelong.csv – file name fully visible	1
29	All slides printed as handouts, portrait orientation, 2 slides to page, each filling half page	<b>1</b>
<b>Total</b>		<b>19</b>

Prospectus produced by: Name, centre number, candidate number

**Header:** Text **Prospectus produced by:** entered accurately 1 mark  
**Header:** [space] Name, centre number, candidate number, same line, right aligned 1 mark

# Tawara Tots Childcare

TC-title style applied to title - matches TC-title style defined in Step 3 evidence (serif 32pt, centre, bold, italic, single line spacing, 0pt before 6pt after) 1 mark

**Image**

Correct image inserted in correct paragraph 1 mark  
Image rotated 180 degrees, size and aspect ratio maintained 1 mark  
Aligned to top of text, right of column, text wrapped 1 mark



**Subheads (5)**

TC-subhead modified in Step 6, correct formatting applied: sans-serif, 14pt, centre, bold, italic, all capitals, single, 0pt before/7pt after 1 mark

## STAFF

**Columns**

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

Numbered list from 1 to 7 applied to correct text 1 mark  
Numbers aligned at left column margin 1 mark  
Single line spacing, 0pt before and after, 7 pt after last item 1 mark

- 1 communication and language
- 2 physical development
- 3 personal, social and emotional development
- 4 literacy
- 5 mathematics
- 6 understanding the world
- 7 expressive arts and design

## CATERING

## KEY PERSON

Eating healthily is extremely important in the development of young children. We are lucky to have two dedicated nursery cooks who ensure the children eat delicious, healthy and nutritious meals every day. All meals are cooked on site using produce from local suppliers. We operate a strict no nut policy and minimise the use of foods containing sugar, fat and additives. We comply with all food safety and hygiene regulations.

We are very proud of our embedded key person approach. Each child is assigned a key person to support their needs and development whilst attending Tawara Tots Childcare. The key person is a named member of our qualified staff who has responsibility for working with you and ensuring care is tailored to meet the individual needs of your child. The key person will spend time observing your child with a view to understanding their interests and how to develop their learning. We have found that the presence of a key person helps the child to feel emotionally secure when away from home and provides a reassuring point of contact for parents. It also ensures every child in the nursery is given the appropriate level of attention and care.

We do our very best to protect children who suffer from food allergies. At registration we obtain information about any special dietary requirements, including food allergies and intolerances. Our kitchen staff monitor and manage a wide range of dietary needs. They keep daily records of children attending the nursery and their specific dietary requirements. All our staff are trained to recognise and deal with allergies.

**Footer**

Automated page number left aligned 1 mark

Prospectus produced by: Name, centre number, candidate number

The key person will be your main point of contact with the nursery and will also be responsible for exchanging information with you. They will be observing and monitoring your child's development whilst in the nursery. You will get verbal updates most days and regular written summaries about how well your child is progressing. They will also keep an online learning journal of your child's learning and development through their early education. It will contain observations, annotated photographs, snapshots of significant achievements, quotes from your child and their artwork. Parents can view and comment on these observations and contribute their own stories.

Wherever possible we arrange for your key person to visit you at home prior to your child starting nursery. This provides the opportunity to meet your child in their home environment where they will feel more relaxed. It also gives you an opportunity to discuss your child's likes and dislikes and any preferred routines. Home visits start the process of sharing information and helps to develop trust and a strong relationship between families and practitioners.

**INDUCTION PROCESS**

At Tawara Tots Childcare we understand that the transition from home to the world of the nursery can be a stressful and emotionally overwhelming time for children and parents. It is a significant change that needs to be handled with care and sensitivity. For that reason, we follow a structured and considered induction process to ensure you and your child experience a happy, smooth and positive transition into the nursery.

The home visit is followed by three induction sessions at the nursery. These usually last for two hours. You are invited to stay with your child at the first session as this will help them to get to know their new surroundings whilst still having you nearby. After the first session you are welcome to wait in reception or come into the office to watch your child on our CCTV system. Together we will build your child's confidence so you are able to leave them for longer periods. Young children are very adaptable and most settle down very quickly as they begin to make friends and enjoy their new surroundings.

Choosing a nursery is an important decision. At Tawara Tots Childcare we have achieved excellent Ofsted ratings and practice. We are open from 8.00 am to 2.00 pm on Saturdays. Healthy snacks are available. Fees include the set meals listed:

**Table**  
 Table width set to 13 centimetres 1 mark  
 Table centred within page margins 1 mark  
 All rows 1 centimetre high 1 mark  
 Data centred vertically in each row 1 mark

There is a demand for good quality childcare to rise. Our nursery has been awarded authority for high quality care and from 6.30 am until 6.30 pm. Fresh water is always available.

<i>Session</i>	<i>Times</i>	<i>Includes</i>
<i>Full Day</i>	<i>08:00 to 18:00</i>	<i>Breakfast, lunch, tea</i>
<i>Sunrise Club</i>	<i>06:30 to 08:00</i>	<i>Breakfast</i>
<i>Morning</i>	<i>08:00 to 13:00</i>	<i>Breakfast, lunch</i>
<i>Afternoon</i>	<i>13:00 to 18:00</i>	<i>Lunch, tea</i>
<i>Twilight Club</i>	<i>18:00 to 19:30</i>	<i>Tea</i>
<i>Saturday</i>	<i>08:00 to 14:00</i>	<i>Breakfast, lunch</i>

We are happy to discuss your requirements and for potential clients to visit our nursery. Our staff will help you and your child become familiar with the nursery environment and ensure you are happy and confident with the high-quality care we offer. Our aim is to provide the best outcomes for children and families that we can. Please visit our website for contact information.

**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, space below longest column <=7pt

1 mark

**PUBLISHED****Title**

Title 100% accurate, top of page 1 mark  
 Title - larger font size, centred and fully visible 1 mark

**Calculated field**

Heading 100% accurate 1 mark  
 Total time calculated - correct values 1 mark  
 Displays to 1 dp 1 mark

**Monday Morning Group**

Child_ID	First_Name	Last_Name	DOB	Day	Session	Start_Time	End_Time	Total_Time	Food_Allergy
5YR03	Yasmin	Kurz	27/04/2020	Monday	Sunrise Club	06:30	08:00	1.5	No
5YR08	Elizabeth	Claybourne	31/08/2020	Monday	Sunrise Club	06:30	08:00	1.5	No
5YR14	Adele	Owtram	27/10/2020	Monday	Sunrise Club	06:30	08:00	1.5	Yes
4YR17	Zachary	Featheringham	21/09/2021	Monday	Sunrise Club	06:30	08:00	1.5	No
4YR18	Tom	Rogers	05/12/2021	Monday	Sunrise Club	06:30	08:00	1.5	Yes
4YR20	Sally	Jacobellis	29/12/2021	Monday	Sunrise Club	06:30	08:00	1.5	No
3YR09	Yusuf	Shabbir	10/05/2022	Monday	Sunrise Club	06:30	08:00	1.5	No
3YR17	Sebastian	Reynolds	19/08/2022	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR24	Leonardo	Claybourne	18/01/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR14	Lars	Johansson	21/01/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR16	Savannah	Barraclough	03/03/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR13	Hailey	Stafford	09/03/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR07	Marcus	Cooper-Holmes	09/04/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR20	Jodie	Wainewright	28/04/2023	Monday	Sunrise Club	06:30	08:00	1.5	Yes
2YR12	Laurie	Anderson	07/05/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR27	Delfina	Navarro	11/06/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
2YR22	Sayed	Khashan	20/06/2023	Monday	Sunrise Club	06:30	08:00	1.5	No
1YR02	Salim	Ismail	07/01/2024	Monday	Sunrise Club	06:30	08:00	1.5	Yes
5YR07	Penelope	Standfield	06/04/2020	Monday	Morning	08:00	13:00	5.0	Yes
5YR03	Yasmin	Kurz	27/04/2020	Monday	Morning	08:00	13:00	5.0	No
5YR04	Bailey	Corbett	05/05/2020	Monday	Morning	08:00	13:00	5.0	No
5YR08	Elizabeth	Claybourne	31/08/2020	Monday	Morning	08:00	13:00	5.0	No
5YR14	Adele	Owtram	27/10/2020	Monday	Morning	08:00	13:00	5.0	Yes

**Select records (43):**

*Day* is **Monday** 1 mark  
*Session* is **Morning** or **Sunrise Club** 1 mark

Name, centre number, candidate number

Page 1 of 2

**PUBLISHED**

Child_ID	First_Name	Last_Name	DOB	Day	Session	Start_Time	End_Time	Total_Time	Food_Allergy
5YR29	Cameron	Buchanan	20/12/2020	Monday	Morning	08:00	13:00	5.0	Yes
5YR19	Emily	Damerell	23/12/2020	Monday	Morning	08:00	13:00	5.0	No
4YR18	Tom	Rogers	05/12/2021	Monday	Morning	08:00	13:00	5.0	Yes
4YR20	Sally	Jacobellis	29/12/2021	Monday	Morning	08:00	13:00	5.0	No
3YR12	Chelsea	Patterson	05/05/2022	Monday	Morning	08:00	13:00	5.0	Yes
3YR09	Yusuf	Shabbir	10/05/2022	Monday	Morning	08:00	13:00	5.0	No
3YR17	Sebastian	Reynolds	19/08/2022	Monday	Morning	08:00	13:00	5.0	No
3YR18	Thomas	Kohlenberg	02/12/2022	Monday	Morning	08:00	13:00	5.0	No
2YR24	Leonardo	Claybourne	18/01/2023	Monday	Morning	08:00	13:00	5.0	No
2YR14	Lars	Johansson	21/01/2023	Monday	Morning	08:00	13:00	5.0	No
2YR16	Savannah	Barraclough	03/03/2023	Monday	Morning	08:00	13:00	5.0	No
2YR13	Hailey	Stafford	09/03/2023	Monday	Morning	08:00	13:00	5.0	No
2YR07	Marcus	Cooper-Holmes	09/04/2023	Monday	Morning	08:00	13:00	5.0	No
2YR12	Laurie	Anderson	07/05/2023	Monday	Morning	08:00	13:00	5.0	No
2YR27	Delfina	Navarro	11/06/2023	Monday	Morning	08:00	13:00	5.0	No
2YR22	Sayed	Khashan	20/06/2023	Monday	Morning	08:00	13:00	5.0	No
2YR21	Zofia	Mickelberg	03/09/2023	Monday	Morning	08:00	13:00	5.0	No
2YR23	Honey	Sutherland	07/09/2023	Monday	Morning	08:00	13:00	5.0	No
2YR30	Mia	Tomkinson	10/10/2023	Monday	Morning	08:00	13:00	5.0	No
1YR02	Salim	Ismail	07/01/2024	Monday	Morning	08:00	13:00	5.0	Yes

Specified fields, headings and fields in correct order 1 mark  
 Sort descending on *Session* and ascending on *DOB* 1 mark  
 Landscape, one page wide, all base fields, no truncation 1 mark  
 Name, centre number, candidate number in footer, appears on every page 1 mark

**Format/Display**  
*DOB* format *DMY*, *Food\_Allergy* displays *Yes/No* 1 mark  
*Start\_Time* | *End\_Time* display format hh:mm 1 mark

**Task 4 – Presentation**

27/03/2022

All slides imported, consistent title/bullet layout, no blank slides, no text changed	1 mark
Header - name, centre number, candidate number top right, same position every slide	1 mark
Footer - automated slide numbers bottom left, same position every slide	1 mark

***Tawara Tots Childcare***

- High quality pre-school childcare for children under five

1

***What we offer***

- engaging activities in a safe and stimulating environment
- opportunities for socialisation and play
- focus on early learning developed through fun and play based activities
- indoor and outdoor learning and play spaces
- a strong team of qualified staff
- full and part time sessions

2

1

27/03/2022

### ***Our staff***

- a dedicated centre manager who:
  - has over 15 years' experience
  - holds an approved Level 5 qualification
  - works directly with the children
- all staff hold at least an approved Level 3 qualification
- all staff are supervised at all times
- all staff are qualified in Paediatric First Aid which is regularly updated
- there is at least one member of staff for every three children

Correct 3 original lines indented, left aligned consistently 1 mark  
 Correct 3 lines **only** smaller font size, only italic enhancement 1 mark  
 Correct 3 lines **only** with dashed (-) bullets followed by consistent space 1 mark

### ***Early learning matters***

- helps develop language, cognitive and social skills
- helps develop motor skills
- nurtures creativity and curiosity
- builds a positive association with learning
- boosts early literacy and maths skills
- increases the chances of doing well at school
- lifelong well-being is positively associated with pre-school childcare

Original slides 3 *Our guiding principles* and 4 *Areas of learning and development* deleted 1 mark  
 Slides printed as handouts, portrait orientation, 2 slides to page, each filling half the page 1 mark

27/03/2022

**Academic performance**

*Impact of early childcare on test results*

Subject	Pre-school	No Pre-school
Literacy	48	40
Maths	40	32

- positive effects remain significant throughout the schooling years
- higher test scores in literacy and maths
- more likely to achieve qualifications at Level 2 or higher
- more likely to take four or more AS levels
- better GCE grades achieved

- Vertical bar chart created using correct data, subject labels on category axis 1 mark
- Chart title **Impact of early childcare on test results** - 100% accurate 1 mark
- Data values only displayed along the top of all bars 1 mark
- Value axis displays minimum **0**, maximum **56** 1 mark
- Value axis displays increments of **8** 1 mark
- Legend displays *Pre-school* and *No Pre-school* 1 mark
- Correct slide, left of bullets, chart data fully visible, no overlap/split words 1 mark

**Long term benefits**

- less likely to be arrested or commit a crime
- less likely to drop out of college or university
- less likely to need government assistance
- more likely to go on to higher education and graduate
- more likely to earn higher wages
- more likely to own a house

Lifelong Gains

- Plain arrow action button, no fill, thick outside border, bottom right correct slide 1 mark
- Lifelong Gains** within shape, 100% accurate, one line, no overlap 1 mark

**EVIDENCE DOCUMENT**

**Step 1**

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

NURSERY.docx

27/03/2022 13:02

27/03/2022 13:02

Microsoft Word Document

24 KB

**Step 3**

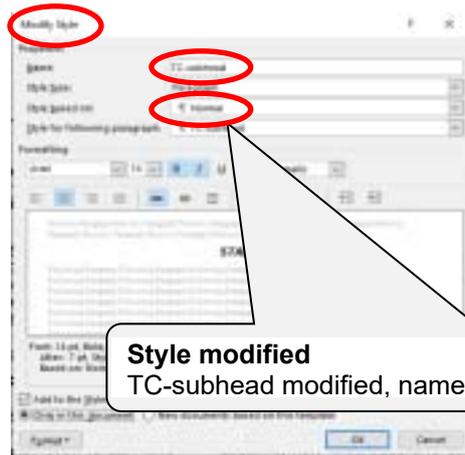


**Style**

TC-title style created, named correctly, based on normal/default  
 Serif, 32pt, centred, bold, italic, single line, 0pt before, 6pt after

1 mark  
 1 mark

**Step 6**



**Style modified**

TC-subhead modified, named correctly, based on Normal

1 mark

**Step 11**

Field Name	Data Type
Last_Name	Short Text
First_Name	Short Text
Child_ID	Short Text
Gender	Short Text
DOB	Date/Time
Reg_Date	Date/Time
Food_Allergy	Yes/No
Contact_Name	Short Text
Relationship	Short Text
Contact_Number	Short Text

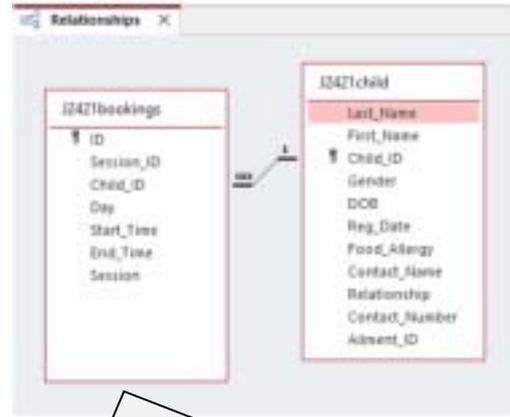
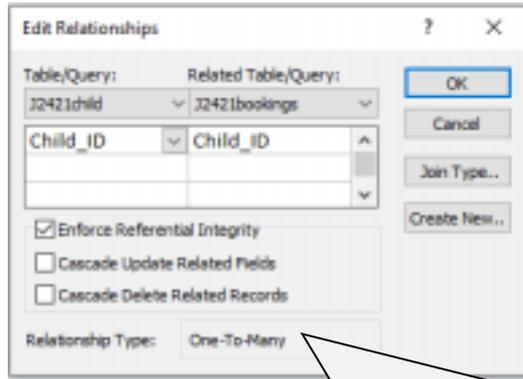
Field Name	Data Type
ID	AutoNumber
Session_ID	Short Text
Child_ID	Short Text
Day	Short Text
Start_Time	Date/Time
End_Time	Date/Time
Session	Short Text

**DB Structure**

j2421child - all field names and data types as given  
 j2421bookings - 6 field names and data types as given  
 Primary keys set *Child\_ID* (child), AutoNumber (ID) (bookings)

1 mark  
 1 mark  
 1 mark

**Step 12**



1-to-Many relationship *Child\_ID* (child) and *Child\_ID* (bookings) 1 mark

**Step 14**

Field Name	Data Type
Last_Name	Short Text
First_Name	Short Text
Child_ID	Short Text
Gender	Short Text
DOB	Date/Time
Reg_Date	Date/Time
Food_Allergy	Yes/No
Contact_Name	Short Text
Relationship	Short Text
Contact_Number	Short Text
Ailment_ID	Number

**j2421child table**  
 Child table – table design, new field **Ailment\_ID** in child table, correct data type for software 1 mark

**Step 15**

**Child Data Entry Form**

Last\_Name: Mature

First\_Name: Ruby

Child\_ID: 27902

Gender: Female

DOB: 05/02/2024

Reg\_Date: 03/03/2024

Food\_Allergy: No

Columnar form created displaying one record at a time 1 mark  
 Specified 7 fields from child table 1 mark

**Step 16**

Option labels, all 5 - 100% accurate 1 mark

**Radio buttons**  
5 radio buttons created with option labels 1 mark  
Option group labelled **Ailment** - 100% accurate 1 mark  
Evidence of options grouped as one option group 1 mark  
All controls consistently aligned, no overlap 1 mark

**Radio buttons**  
Selected option saves data in *Ailment\_ID* field 1 mark

**Libre/Open Office:**

Step 17

Child Data Entry Form

Last Name: Lambert  
 First Name: JAKOB  
 Child ID: 3YR27  
 Gender: Female  
 DOB: 04/12/2022  
 Reg Date: 18/10/2023  
 Food Allergy: No  
 Allergy:  Asthma,  Diabetes,  Eczema,  Chicken,  Other

New record entered in form accurately 1 mark

Step 18

Custom Filter  
CHILD contains 3YR27  
OK Cancel

Automated selection method  
...new record in child table, **Eczema** or **3** in *Ailment\_ID* field, all 11 fields displayed in full 1 mark  
1 mark

Last Name	First Name	Child ID	Gender	DOB	Reg Date	Food Allergy	Contact Name	Relationship	Contact Number	Ailment ID
Lambert	Jakob	3YR27	Female	04/12/2022	18/10/2023	Yes				3

Libre/Open Office:

Three screenshots from Libre/Open Office showing the 'Options' dialog box for the 'Data' category. The 'Data' option is selected in the 'Main View' section.

Step 28

Screenshot of a file manager showing a folder named 'Lifelong Gains' with a link to 'j2421lifelong.csv'.

Evidence of action button linked 1 mark  
... action button linked to file j2421lifelong.csv – file name fully visible 1 mark

OR

Another screenshot of a file manager showing a folder named 'Lifelong Gains' with a link to 'j2421lifelong.csv'.