



Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Practical Test A

May/June 2017

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 will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2017 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 syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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

1

Header

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

Undergraduate Guide For New Students*Edited by: Candidate Name*

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

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

International Community

We d to say that we are an

Columns

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

students from more than 140 different
nations studying here. Out of a total student
population of 31,000, 40 per cen
other countries and we have in
11,000 international students stu
us.

Welcome Week

Your first week is known
Week and includes important
induction events. Some o
such as your first meeti
Programme Director and Personal Tutor are
essential. Other events are optional but very
much recommended as they are designed to

University Card

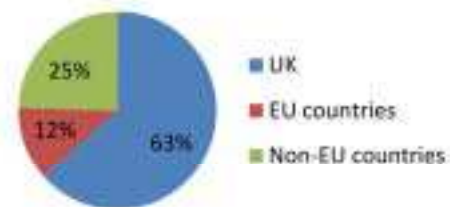
you will
s your
your
door
access control card. The card is also
recognised by many businesses around the
world and production of this card may
you to discounts or additional
ges.

Subheadings (8)

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

Chart

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

Students By Domi**Personal Tutor**

you arrive at the university you will
assigned a personal tutor who has both
an academic and pastoral role. This is a
named member of academic staff from
personal tutors are
transition to
you get the most
progress through
your university career. They provide crucial
support and it is therefore vital that you get
and use them for support and

Bullets

Square bullets applied 1 mark
1 cm hanging indent 1 mark

- events
- complete administrative tasks
 - take part in social events
 - visit the welcome fair
 - join student clubs and societies
 - find your way around the university campus.

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

Name, Centre Number, Candidate Number

Teaching Methods

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

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

Seminars are smaller and less formal than lectures, typically with groups of 5 to 30 students. They provide an opportunity to ask detailed questions and debate themes and ideas. In seminars you have the chance to discuss a wide range of personal and key issues.

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

Practical sessions enable you to learn by doing. You will be encouraged to develop skills such as problem solving and team working.

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

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

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

Leisure Activities

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

Image

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

Libraries

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

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Computing Services

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

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

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

Correct paragraph moved to here 1 mark

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

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

Spellings *students* and *course* corrected 1 mark**Page layout**

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

Name, Centre Number, Candidate Number

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Extended Doctoral Options

Title

Correct, 100% accurate

1 mark

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

Search

Qual_Code = PHD

1 mark

Length >=4

1 mark

(33 records)

Name, Centre number, Candidate number

Calculated count under *Subject* column.

1 mark

Label 100% accurate, left of number

1 mark

Sorted descending *Length*, ascending order *Subject*

1 mark

Specified fields only, correct order

1 mark

Portrait, fits a single page only, all fields present, fully visible

1 mark

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Cambridge IGCSE – Mark Scheme
PUBLISHED

May/June 2017

Selected Tawara Degrees

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

Header

Name, Centre number and candidate top right,
no page number displayed

1 mark

Name, Centre number, Candidate

Title

Correct, 100% accurate

1 mark

Calculated field

Heading 100% accurate

1 mark

Calculated – Male + Female

1 mark

Search (31 records)

Subject contains Science, Full_Time is Yes

1 mark

Qual_Code is BS or BA

1 mark

Display

Full_Time as checkbox, Male/Female as integer

1 mark

Record added accurately

1 mark

Sort ascending on Qual_Code

1 mark

Specified fields, correct order

1 mark

Landscape, fits single page wide, all fields present, fully visible

1 mark

Date field

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

08 March 2016

Tawara University – New Student GuidanceFields «First_Name» «Last_Name», «Degree»
correct position and spacing 1 markFields «Start_Date» and «Faculty»
correct position and spacing 1 mark**Student Induction Checklist**

Name: «First_Name» «Last_Name»	Commence: «Start_Date»
Course of study: «Degree»	Faculty: «Faculty»

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

Preparing for study

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

Tuition Fees

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

On Arrival

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

Information Services

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

Practicalities

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

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

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

**Welcome Meeting**

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

Student Signature:**Personal Tutor Signature:**

Fields

«Session_1»

«Session_2»

«Session_3»

«Session_4»

«Session_5»

correct position, left aligned 1 mark

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

Name, Centre number, candidate number

Result of merge - 4 checklists printed –

Sophie Arnold, Mohamed Bansal, Ishmael Contreras and Sophia Cunningham only

1 mark

06 March 2016

Tawara University – New Student Guidance

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

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

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

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

Student Signature: _____ Date: _____
Personal Tutor Signature: _____ Date: _____

Name, Centre number, candidate number:

06 March 2016

Tawara University – New Student Guidance

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

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

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

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

Student Signature: _____ Date: _____
Personal Tutor Signature: _____ Date: _____

Name, Centre number, candidate number:

06 March 2016

Tawara University – New Student Guidance

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

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

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

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

Student Signature: _____ Date: _____
Personal Tutor Signature: _____ Date: _____

Name, Centre number, candidate number:

06 March 2016

Tawara University – New Student Guidance

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

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

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

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

Student Signature: _____ Date: _____
Personal Tutor Signature: _____ Date: _____

Name, Centre number, candidate number:

Slides imported correctly, no blank slides, no overlap of items, no changes to text 1 mark

Master Slide – items to be in same position and size on all slides for following marks:

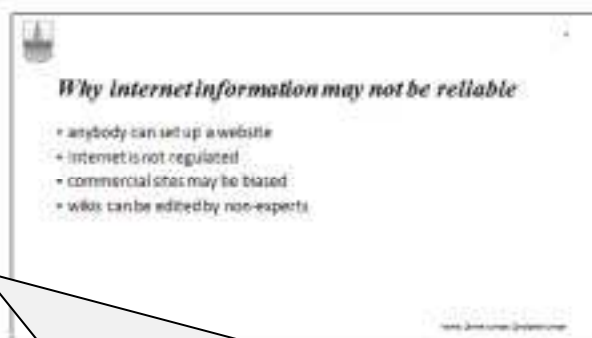
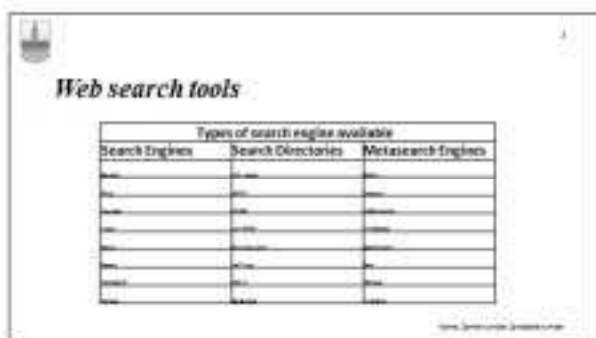
Logo top left, appropriate size, aspect ratio maintained 1 mark

Name, Centre no and candidate no bottom right, auto slide numbers top right 1 mark



Slide 1 - changed to title and subtitle layout, name inserted 1 mark

Characteristics of the Internet deleted 1 mark



Web search tools – slide 3

Title and table layout, 3 × 9 plain table grid, no shading, gridlines displayed 1 mark

Data copied correctly into table, displayed on one line 1 mark

New first row inserted, title entered accurately 1 mark

First row cells merged, title centred over 3 columns 1 mark

Rows 1 and 2 – bold and 24pt font size 1 mark





Why internet information may not be reliable

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

Why Internet information may not be reliable – slide 4

Two reasons given, i.e.

Internet not regulated

1 mark

Anyone can set up a website

1 mark

1 mark per valid reason, max 2 marks.

Name, Centre number, Candidate number

How to evaluate website content – slide 5

Two methods given, i.e.

Check website domain 1 mark

Check author's credentials 1 mark

1 mark per valid reason, max 2 marks.



5

How to evaluate website content

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

Name, Centre number, Candidate number

Print

Print 6 slides to page and

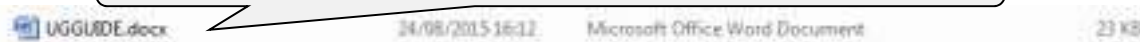
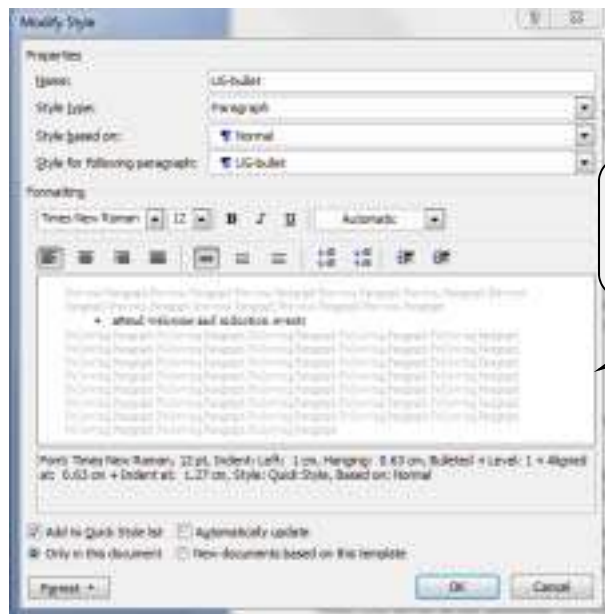
Two × single full page slides 4 and 5

1 mark

Evidence Document

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

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

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

UG-bullet style created 1 mark

Serif font, 12pt, left or justified 1 mark

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

Any 3 from:

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

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

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

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

1 mark per valid response up to 3 marks

1 mark for justified recommendation

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

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

DB Structure

All field names as given/correct data types as given 1 mark

Course_Code set as key field 1 mark

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

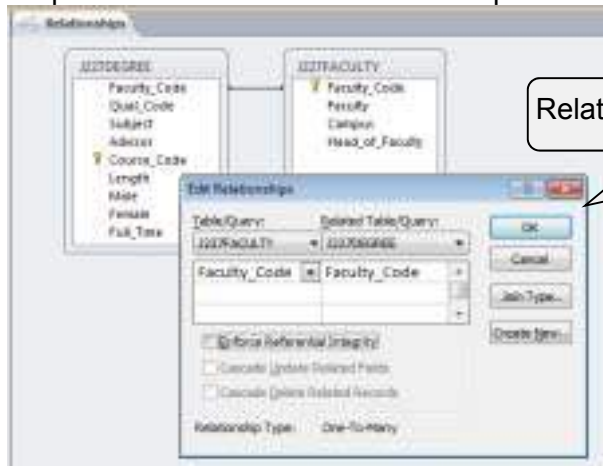
Field Name	Data Type
Faculty_Code	Short Text
Qual_Code	Short Text
Subject	Short Text
Advisor	Short Text
Course_Code	Short Text
Length	Number
Male	Number
Female	Number
Full_Time	Yes/No

General Layout:	
Field Size:	Long Integer
Format:	
Decimal Places:	Auto
Input Mask:	
Caption:	
Default Value:	
Validation Rule:	<=6
Validation Text:	
Required:	No
Indexed:	No
Text Align:	General

Length field

Data entry restriction <=6 1 mark

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



Relationship between Faculty_Code fields

1 mark

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

Total subjects	=Count([Subject])
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Formula evidence of COUNT 1 mark

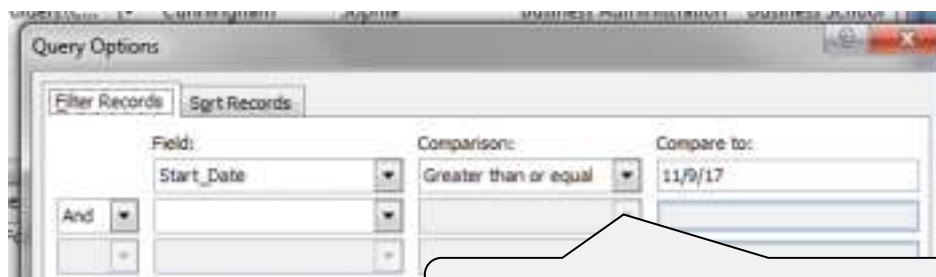
Step 30 – **EVIDENCE 8** – Date field screenshot here:

Mail Merge

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

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

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

**Mail Merge**Evidence of *Start_Date* >=11/9/2017 selected

1 mark