



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

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 **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	1
2		3
	Header: Text Prospectus produced by: entered accurately	1
	Header: [space] Name, centre number, candidate number, same line, right aligned	1
	Footer: Automated page numbers left aligned	1
3		2
	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	1
5		2
	Section break – applied to correct text	1
	2 columns, 1 cm column spacing	1

Question	Answer	Marks
6		2
	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		3
	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		3
	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		4
	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	1
Total		22

Task 3 – Database

Question	Answer	Marks
11		5
	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
	<i>Start_Time</i> <i>End_Time</i> display format hh:mm	1
12	1-to-Many relationship between Child_ID (child) / Child_ID (bookings)	1

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

Question	Answer	Marks
16		6
	Option labels 100% correct – Asthma Diabetes Eczema Epilepsy None	1
	Form modified – 5 radio buttons created with option labels	1
	Option group labelled Ailment - 100% accurate	1
	Evidence of options grouped as one option group	1
	All controls consistently aligned, no overlap	1
	Selected option saves data in <i>Ailment_ID</i> field	1
17	New record entered in form accurately – Lambert Jakara 3YR27 Female 04/12/2022 18/10/2023 Yes Eczema button selected	1
18		2
	Child table – evidence of an automated selection method	1
	...new record in child table, Eczema or 3 in <i>Ailment_ID</i> field, all 11 fields displayed in full	1
Total		29

Task 4 – Presentation

Question	Answer	Marks
19	Presentation complete – all slides imported, consistent title/bullet layout, no blank slides, no text changed	1
20		2
	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		3
	Correct 3 original lines indented, left aligned consistently	1
	Correct 3 lines only smaller font size, only italic enhancement only	1
	Correct 3 lines only 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	1
23	Vertical bar chart created using correct data, subjects displayed as labels on category axis	1
24	Chart title Impact of early childcare on test results – 100% accurate	1
25		2
	Data values only displayed along the top of each bar	1
	Legend displays <i>Pre-school</i> and <i>No Pre-school</i>	1

Question	Answer	Marks
26		2
	Value axis displays minimum 0 , maximum 56	1
	Value axis displays increments of 8	1
27	Correct place on correct slide, left of bullets, chart data fully visible, no overlap/split words	1
28		4
	Plain arrow action button, no fill, thick outside border, bottom right correct slide	1
	Text Lifelong Gains 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	1
Total		19

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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 1 mark
 (serif 32pt, centre, bold, italic, single line spacing, 0pt before 6pt after)

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

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 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 food allergies.

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.

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.

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.

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.

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 for all parents. At Tawara Tots Childcare we have achieved excellence in childcare practice. We are open from 8.00 am to 6.00 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

Our demand for good quality food is high. Our nursery has a reputation for high quality food and from 6.30 am until 6.00 pm. Fresh water is always available.

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

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

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

Name, centre number, candidate number

Select records (43):
Day is **Monday** 1 mark
Session is **Morning** or **Sunrise Club** 1 mark

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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 order1 mark

Sort descending on *Session* and ascending on *DOB*1 mark

Landscape, one page wide, all base fields, no truncation1 mark

Name, centre number, candidate number in footer, appears on every page1 mark

Format/Display

DOB format *DMY*, *Food_Allergy* displays *Yes/No*1 mark

Start_Time | *End_Time* display format *hh:mm*1 mark

Name, centre number, candidate number

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

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

1

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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
- 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 |

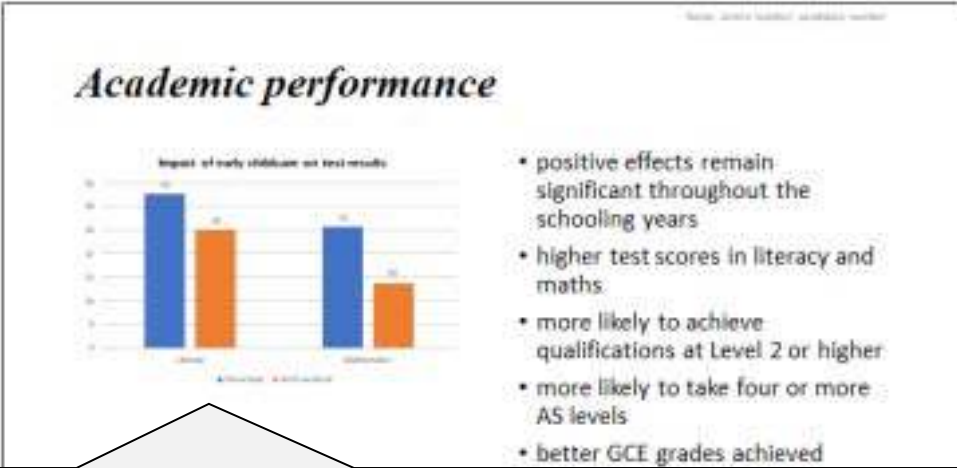
Early learning matters

- 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

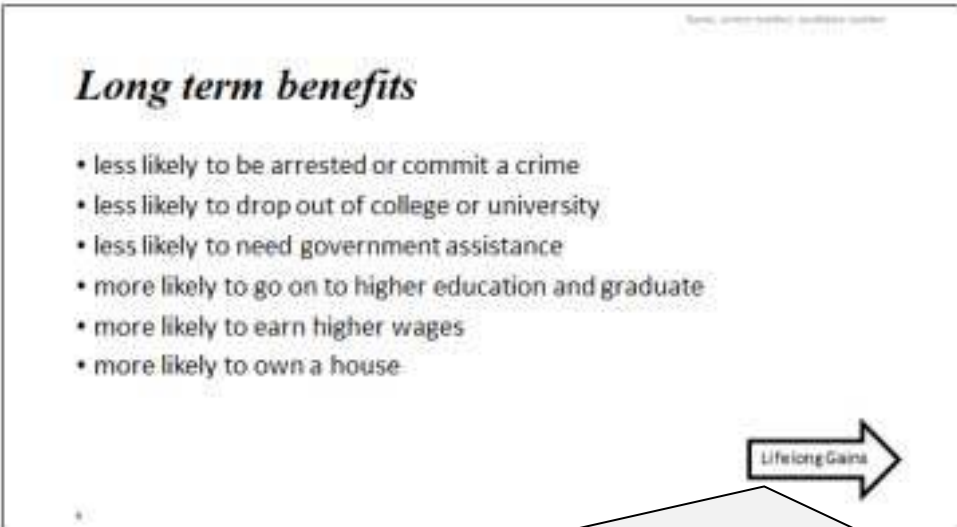
- | | |
|--|--------|
| Original slides 3 <i>Our guiding principles</i> and 4 <i>Areas of learning and development</i> deleted | 1 mark |
| Slides printed as handouts, portrait orientation, 2 slides to page, each filling half the page | 1 mark |

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- | | |
|--|--------|
| 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 <i>Pre-school</i> and <i>No Pre-school</i> | 1 mark |
| Correct slide, left of bullets, chart data fully visible, no overlap/split words | 1 mark |



- | | |
|--|--------|
| 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

27/05/2022 13:02

27/05/2022 13:02

Microsoft Word Document

24 KB

Step 3



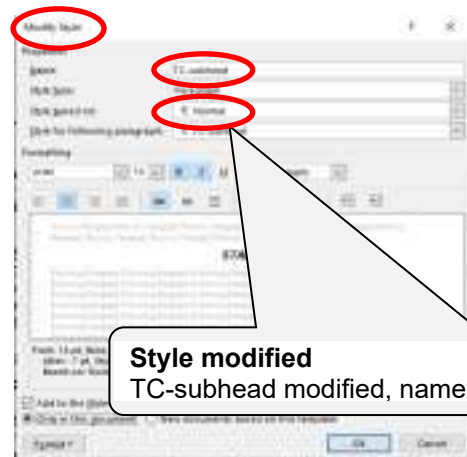
Style

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

DB Structure

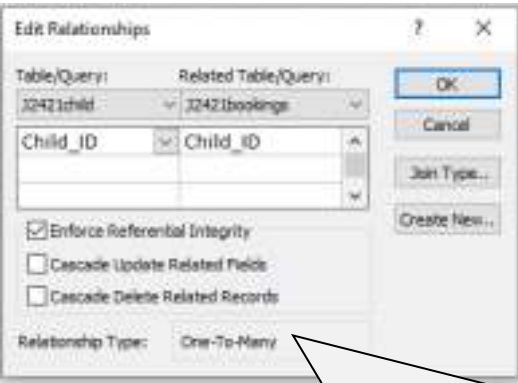
j2421child - all field names and data types as given 1 mark

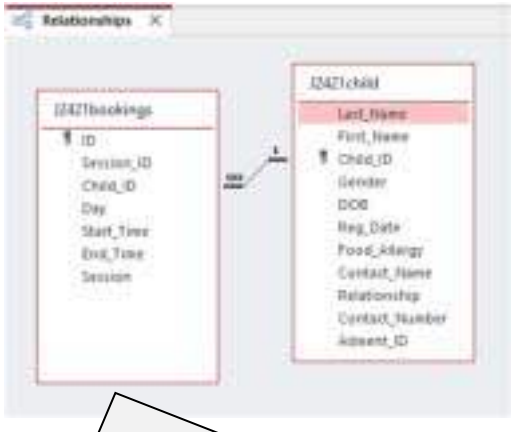
j2421bookings - 6 field names and data types as given 1 mark

Primary keys set *Child_ID* (child), AutoNumber (ID) (bookings) 1 mark

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

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

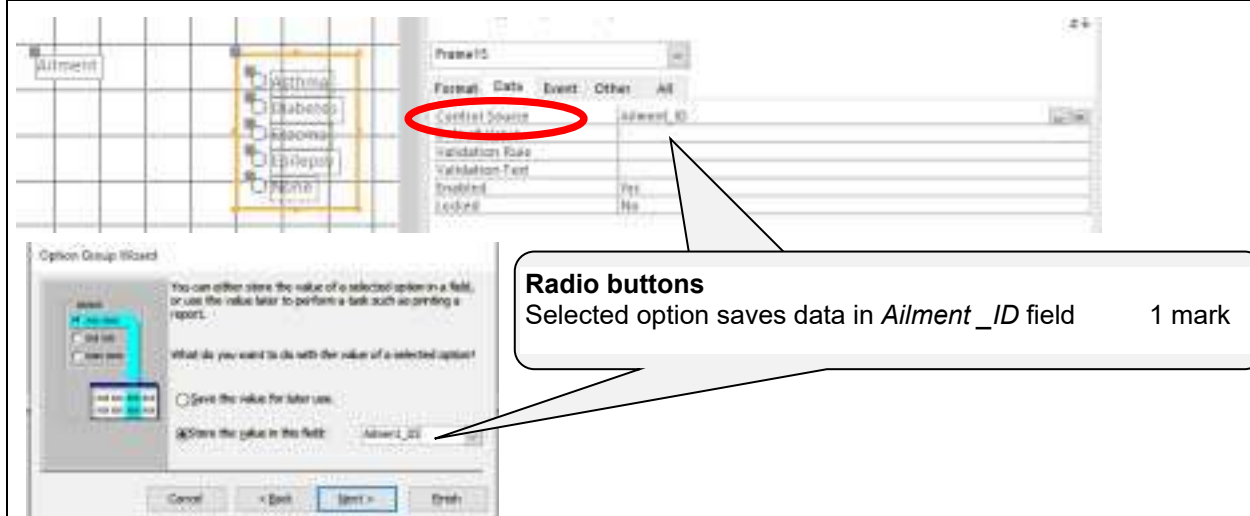
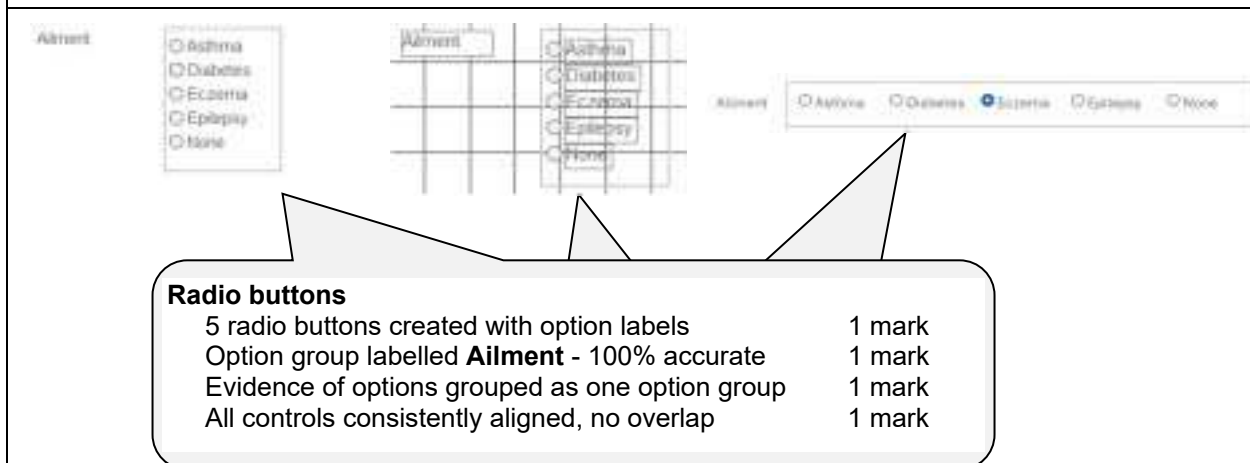
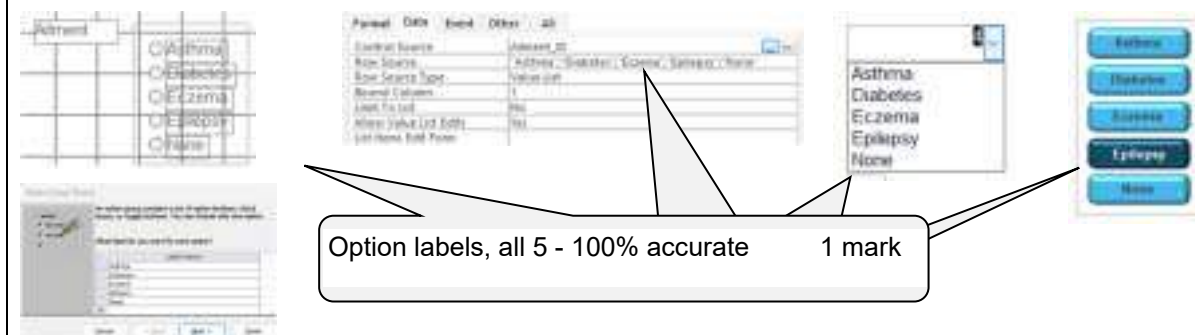
Step 15

Child Data Entry Form

Last_Name	Mazurek
First_Name	Ruby
Child_ID	17903
Gender	Female
DOB	05/02/2024
Reg_Date	05/03/2024
Food_Allergy	No

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

Step 16



Libre/Open Office:



