



**Cambridge Assessment
International Education**

Example Responses – Paper 2

**Cambridge IGCSE™ / IGCSE (9–1)
Information and Communication
Technology 0417 / 0983**

For examination from 2023



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Introduction

The main aim of this booklet is to exemplify standards for those teaching Cambridge IGCSE / IGCSE (9-1) Information and Communication Technology 0417 / 0983.

This booklet contains responses to all questions from June 2023 Paper 21, which have been written by a Cambridge examiner. Responses are accompanied by a brief commentary highlighting common errors and misconceptions where they are relevant.

The question papers and mark schemes are available to download from the [School Support Hub](#)

0417 / 0983 June 2023 Question Paper 21

0417 / 0983 June 2023 Mark Scheme 21

0417 / 0983 June 2023 Supporting File 21

Past exam resources and other teaching and learning resources are available from the [School Support Hub](#)

Question 1

- 1 Using suitable software, open the file **j2321festival.rtf**

The page setup is set to A4, portrait orientation with 2 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 **FESTIVAL**

Make sure that 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]

 FESTIVAL.docx

20/07/2021 14:24

Microsoft Word Document

60 KB

Examiner comment

- Most candidates opened and saved the correct file with the required file name. Some incorrectly saved it in the original RTF format rather than the format of the word processing software being used, and a few did not enter the filename in capitals as shown on the question paper. Screenshot evidence of the save was often inconclusive, showing the save in process rather than capturing the outcome of the file saved. A screenshot of the folder contents after saving provided the evidence required.
- Most candidates retained the page setup settings as instructed. A few candidates made changes to the existing paragraph styles which had already been created and applied, even though the question paper instructed that no changes should be made. There was often extra space inserted after the body style on one or more paragraphs.

Question 2

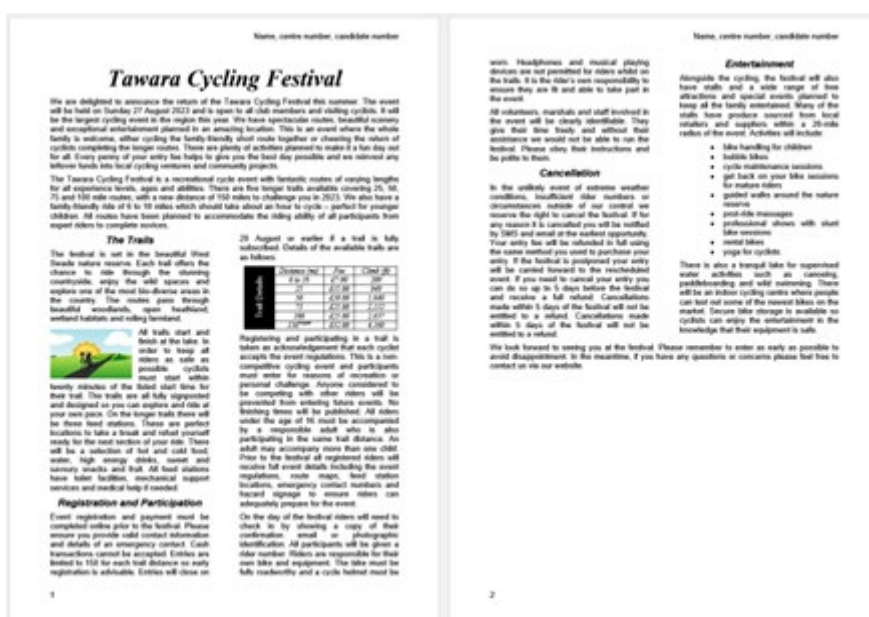
2 Place in the header of the *FESTIVAL* document your name, centre number and candidate number right aligned.

Place in the footer automated page numbers left aligned.

Make sure that:

- 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.

[2]



Examiner comment

- In most cases, candidates inserted and aligned the header text as instructed. A few candidates did not include their centre number and / or candidate number from the header details. Alternatively, they incorrectly split their identification details in the header area so their name was right aligned, the centre number centred and the candidate number left aligned.
- Candidates did not always use an automated field for the page numbers in the footer, so the keyed number 1 appeared on all pages.
- Occasionally the header and footer items did not align with the page margins on all pages and candidates who used the built-in content control to align the items did not always remove superfluous text or placeholders in the header and / or footer areas.

Question 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)
CF-title	serif	32	centre	bold, italic	single	0	9

Take a screenshot to show that you have defined the settings for the *CF-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]



Examiner comment

- The creation and storage of the title style was done well by most candidates.
- Common errors included capitalisation or typographical errors in the style name, an underscore used instead of a dash, or the style containing extra formatting not listed. Candidates needed to make sure that the new style was based on the 'default' or 'normal' paragraph style as this avoided the new style inheriting extra formatting.
- A few candidates entered 'serif' into the font dialogue box as the font name. A font style with attributes of the serif typeface category needed to be selected and applied. Screenshot evidence of the CF-title style provided details of the settings created for this style.

Question 4

4 Apply the *CF-title* style to the title text *Tawara Cycling Festival*

[1]



Examiner comment

- Most candidates applied the style they created in Question 3 to the title text in the recall document. The formatting of the title text needed to match the settings seen in the Evidence Document screenshot.
- A few candidates applied the formatting to the title text without providing evidence of creating the title style, so were not awarded any of the style marks.

Question 5

- 5 Change the page layout so that the subheading *The Trails* and the following text up to and including the paragraph ending *... their equipment is safe.* is displayed in two columns of equal width with a 1.5 centimetre space between the columns. [2]

Name, centre number, candidate number


Tawara Cycling Festival

We are delighted to announce the return of the Tawara Cycling Festival this summer. The event will be held on Sunday 27 August 2023 and is open to all club members and visiting cyclists. It will be the largest cycling event in the region this year. We have spectacular routes, beautiful scenery and exceptional entertainment planned in an amazing location. This is an event where the whole family is welcome, either cycling the family-friendly short route together or cheering the return of cyclists completing the longer routes. There are plenty of activities planned to make it a fun day out for all. Every penny of your entry fee helps to give you the best day possible and we reinvest any leftover funds into local cycling ventures and community projects.

The Tawara Cycling Festival is a recreational cycle event with fantastic routes of varying lengths for all experience levels, ages and abilities. There are five longer trails available covering 25, 50, 75 and 150 mile routes, with a new distance of 150 miles to challenge you in 2023. We also have a family-friendly ride of 6 to 10 miles which should take about an hour to cycle – perfect for younger children. All routes have been planned to accommodate the riding ability of all participants from expert riders to complete novices.

The Trails

The festival is set in the beautiful West Swade nature reserve. Each trail offers the chance to ride through the stunning countryside, enjoy the wild spaces and explore one of the most bio-diverse areas in the country. The routes pass through beautiful woodlands, open heathland, wetland habitats and rolling farmland.



All trails start and finish at the lake. In order to keep all riders as safe as possible cyclists must start within twenty minutes of the listed start time for their trail. The trails are all fully signposted and designed so you can explore and ride at your own pace. On the longer trails there will be three feed stations. These are perfect locations to take a break and refuel yourself ready for the next section of your ride. There will be a selection of hot and cold food, water, high energy drinks, sweet and savoury snacks and fruit. All feed stations have toilet facilities, mechanical support services and medical help if needed.

Registration and Participation

Event registration and payment must be completed online prior to the festival. Please ensure you provide valid contact information and details of an emergency contact. Cash transactions cannot be accepted. Entries are limited to 150 for each trail distance so early registration is advisable. Entries will close on

20 August or earlier if a trail is fully subscribed. Details of the available trails are as follows:

Trail Distance	Distance (mi)	Fee	Club fee
6 to 10	£7.00	2.00	
25	£12.00	3.00	
50	£25.00	7.00	
75	£35.00	10.00	
150	£50.00	15.00	
25/50/75/150	£12.00	4.00	

Registering and participating in a trail is taken as acknowledgement that each cyclist accepts the event regulations. This is a non-competitive cycling event and participants must enter for reasons of recreation or personal challenge. Anyone considered to be competing with other riders will be prevented from entering future events. No finishing times will be published. All riders under the age of 16 must be accompanied by a responsible adult who is also participating in the same trail distance. An adult may accompany more than one child. Prior to the festival all registered riders will receive full event details including the event regulations, route maps, feed station locations, emergency contact numbers and hazard signage to ensure riders can adequately prepare for the event.

On the day of the festival riders will need to check in by showing a copy of their confirmation email or photographic identification. All participants will be given a rider number. Riders are responsible for their own bike and equipment. The bike must be fully roadworthy and a cycle helmet must be worn. Headphones and musical playing devices are not permitted for riders whilst on the trails. It is the rider's own responsibility to ensure they are fit and able to take part in the event.

All volunteers, marshals and staff involved in the event will be clearly identifiable. They give their time freely and without their assistance we would not be able to run the festival. Please obey their instructions and be polite to them.

Cancellation

In the unlikely event of extreme weather conditions, insufficient rider numbers or circumstances outside of our control we reserve the right to cancel the festival. If for any reason it is cancelled you will be notified by SMS and email at the earliest opportunity. Your entry fee will be refunded in full using the same method you used to purchase your entry. If the festival is postponed your entry will be carried forward to the rescheduled event. If you need to cancel your entry you can do so up to 5 days before the festival and receive a full refund. Cancellations made within 5 days of the festival will not be entitled to a refund. Cancellations made within 5 days of the festival will not be entitled to a refund.

We look forward to seeing you at the festival. Please remember to enter as early as possible to avoid disappointment. In the meantime, if you have any questions or concerns please feel free to contact us via our website.

Name, centre number, candidate number

Entertainment

Alongside the cycling, the festival will also have stalls and a wide range of free attractions and special events planned to keep all the family entertained. Many of the stalls have produce sourced from local retailers and suppliers within a 20-mile radius of the event. Activities will include:

- bike handling for children
- bubble bikes
- cycle maintenance sessions
- get back on your bike sessions for mature riders
- guided walks around the nature reserve
- post-ride massages
- professional shows with stunt bike sessions
- rental bikes
- yoga for cyclists.

There is also a tranquil lake for supervised water activities such as canoeing, paddleboarding and wild swimming. There will be an indoor cycling centre where people can test out some of the newest bikes on the market. Secure bike storage is available so cyclists can enjoy the entertainment in the knowledge that their equipment is safe.

Examiner comment

- Most candidates applied two equally spaced columns to the correct text with the correct spacing between the columns. Some candidates included the final paragraph in the column formatting or displayed the entire document in two columns, therefore not controlling the display of the columns.
- The space between the columns was occasionally set at the default or was much larger than 1.5 cm.
- Some candidates inserted the initial column break below rather than above the subheading and occasionally they inserted a page break instead of a section break.
- Some candidates did not include the final full stop in the column selection.

Questions 6, 7 and 8

6 Import the image **j2321rider.jpg** and place it in the paragraph beginning *All trails start and finish ...* [1]

7 Reflect the image so that the bike points to the left. [1]

8 Format the image so that:

- it is resized to a width of 4 centimetres with the aspect ratio maintained
- it is aligned to the left column margin and the top of the paragraph starting *All trails start and finish ...*
- the text wraps around the image.

[2]



Examiner comment

- Most candidates imported the correct image and positioned this in the correct paragraph (part of the image needed to be placed somewhere in the correct paragraph for candidates to be awarded the placement mark).
- Some candidates correctly reflected the image horizontally so the bike pointed to the left.
- Most candidates successfully resized the image to a width of 4 cm, applied text wrap and aligned it correctly.
- Occasionally the image was too high to align with the top of the paragraph, or it extended into the left margin.

Question 9

9 Apply bullets to the text from:

bike handling for children ...

to

... yoga for cyclists.

Make sure that:

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

[3]

Entertainment

Alongside the cycling, the festival will also have stalls and a wide range of free attractions and special events planned to keep all the family entertained. Many of the stalls have produce sourced from local retailers and suppliers within a 20-mile radius of the event. Activities will include:

- bike handling for children
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- professional shows with stunt bike sessions
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There is also a tranquil lake for supervised water activities such as canoeing, paddleboarding and wild swimming. There will be an indoor cycling centre where people can test out some of the newest bikes on the market. Secure bike storage is available so cyclists can enjoy the entertainment in the knowledge that their equipment is safe.

Examiner comment

- The application of bullets to the specified text was usually done well, although a few candidates did not include all the list items. Any consistent bullet style was acceptable.
- The presentation of the bullets was often not in single line spacing as specified and some candidates did not include a 6-point space after the last item in the list. Indenting the bullets 1.5 cm from the left margin was often not accurate with the text indented 1.5 cm, or the bullets aligned at the left margin.

Question 10, 11, 12 and 13

10 Locate the table in the document.

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

[1]

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

Trail Details	Distance (mi)	Fee	Climb (ft)
	6 to 10	£7.00	209
	25	£15.00	949
	50	£20.00	1,640
	75	£25.00	2,112
	100	£25.00	2,637
	150*NEW	£32.00	4,169

[4]

12 Apply the *CF-table* style to columns 2, 3 and 4 of the table.

Make sure that:

- all the text of each row displays on one line
- 1 point black internal and external gridlines are displayed when printed
- the table borders and all the data fit within the column width
- there is a 6 point space after the table.

[3]

13 Locate the text **NEW* in the table and format it to be superscript so that it looks like this:

*150^{*NEW}*

[1]

20 August or earlier if a trail is fully subscribed. Details of the available trails are as follows:

Trail Details	<i>Distance (mi)</i>	<i>Fee</i>	<i>Climb (ft)</i>
	<i>6 to 10</i>	<i>£7.00</i>	<i>209</i>
	<i>25</i>	<i>£15.00</i>	<i>949</i>
	<i>50</i>	<i>£20.00</i>	<i>1,640</i>
	<i>75</i>	<i>£25.00</i>	<i>2,112</i>
	<i>100</i>	<i>£25.00</i>	<i>2,637</i>
	<i>150^{*NEW}</i>	<i>£32.00</i>	<i>4,169</i>

Registering and participating in a trail is taken as acknowledgement that each cyclist

Examiner comment

- Most candidates deleted the column from the table as instructed, and only a few did not attempt this.
- Formatting of the first column of the table was mixed. Many candidates rotated the text in the right direction, but some candidates did not merge all seven cells in the first column. Some candidates struggled to centre the text vertically and horizontally within the cell and this was not always done with the precision required. Some candidates inserted extra space to try and centre the text rather than using the functions of the software. Most candidates managed to apply a black fill to the cell with white text.

- Application of the table style to only columns 2, 3 and 4 was not always correct. Some candidates applied the style to column 1 as well. Most candidates displayed the table text on one line, but some candidates incorrectly removed spaces from the headings in Row 1 to fit the table within the column width. Most applied the correct table gridlines. Some candidates left no space after the table, or the space was greater than 6 points.
- Some candidates struggled to apply superscript to the text. A few did not attempt it, and superscript was not always applied to the asterisk.

Question 14

14 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained
- 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: 25]

Name, centre number, candidate number

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20 August or earlier if a trail is fully subscribed. Details of the available trails are as follows:

Trail Distance	Distance (miles)	Fee	Club rate
6 to 10	67.50	200	
25	211.00	200	
50	422.00	1,500	
75	633.00	2,111	
100	844.00	2,811	
150 (new)	1,266.00	4,100	

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Name, centre number, candidate number

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Examiner comment

- The final question in the document production section related to the presentation of the document and in most cases there was evidence of good proofreading and document presentation skills.
- The table and / or list were rarely split over two columns or pages, however spacing between items was not always consistent. A few candidates changed the body style spacing and left large gaps after paragraphs.
- The columns and pages were not always aligned at the top of the page. Occasionally there was a widow or orphan, most commonly where a subheading or single line of text had been left at the bottom of a column. The spacing below the columns was often larger than the 6 point set in the body style.

Question 15

- 15 Examine the file **j2321results.csv** and identify the most appropriate field to set as a primary key. Close this file.

Using database software, import the file *j2321results.csv*

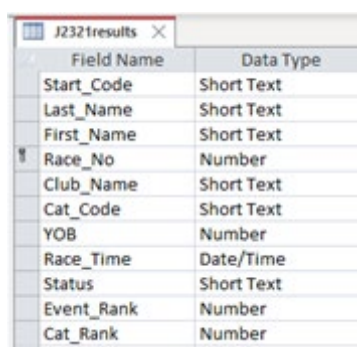
Use these field names and data types:

Field name	Data type	Display
<i>Start_Code</i>	Text	
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Race_No</i>	Number	0 decimal places
<i>Club_Name</i>	Text	
<i>Cat_Code</i>	Text	
<i>YOB</i>	Number	0 decimal places
<i>Race_Time</i>	Date/Time	hh:mm:ss
<i>Status</i>	Text	
<i>Event_Rank</i>	Number	0 decimal places
<i>Cat_Rank</i>	Number	0 decimal places

Set the identified field as a primary key.

Save the data.

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



Field Name	Data Type
Start_Code	Short Text
Last_Name	Short Text
First_Name	Short Text
⚡ Race_No	Number
Club_Name	Short Text
Cat_Code	Short Text
YOB	Number
Race_Time	Date/Time
Status	Short Text
Event_Rank	Number
Cat_Rank	Number

[2]

Examiner comment

- Examining the csv file and identifying the most appropriate field containing unique data for the primary field produced a mixed response from candidates.
- Many candidates correctly selected the *Race_No* field as the primary field, but some set this on *Start_Code* (which was the first field and contained duplicate data), did not set a primary field at all or included an ID field.
- Importing of the csv file using the correct field names and data types was mostly done correctly. Occasionally the field names had been changed, for example *Club_Name* changed to *Club_Names*.

Questions 16 and 17

16 Import the file **j2321start_times.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Display
<i>Group_Code</i>	Text	
<i>Bib_Colour</i>	Text	
<i>Grade</i>	Text	
<i>Group_Name</i>	Text	
<i>Start_Time</i>	Date/Time	hh:mm:ss

Set *Group_Code* as a primary key.

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

[1]

17 Import the file **j2321cat_codes.csv** as a new table in your database. Set all the data types to text.

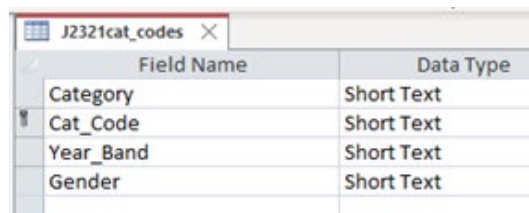
Set *Cat_Code* as a primary key.

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

[1]



Field Name	Data Type
Group_Code	Short Text
Bib_Colour	Short Text
Grade	Short Text
Group_Name	Short Text
Start_Time	Date/Time



Field Name	Data Type
Category	Short Text
Cat_Code	Short Text
Year_Band	Short Text
Gender	Short Text

Examiner comment

Most candidates used the correct field names and data types when importing the second and third csv files. As the primary keys were specified in the question paper, there was little issue setting this correctly.

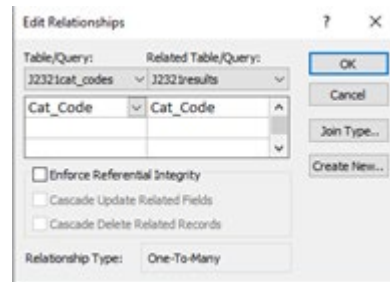
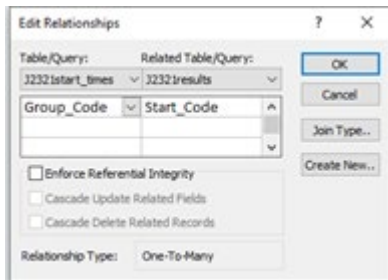
Question 18

17 Import the file **j2321cat_codes.csv** as a new table in your database. Set all the data types to text.

Set *Cat_Code* as a primary key.

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

[1]



Examiner comment

- Where the primary keys were set correctly in the tables, most candidates correctly created one-to-many relationships between the tables. The screenshot evidence some candidates supplied did not always provide sufficient evidence as it captured the process of creating the relationships rather than the outcome. This was insufficient to confirm that a one-to-many relationship had been created.
- Screenshots of the relationship dialogue box could provide evidence of the relationship type. The relationship diagram would only be awarded marks if it showed the single and one-to-many infinity symbols confirming the relationship type.
- Some candidates inserted the results table twice and then incorrectly set up separate relationships between four tables.

Question 19

19 Add the following as a new record in the results table:

<i>Start_Code</i>	HC06
<i>Last_Name</i>	Wardle
<i>First_Name</i>	Basil
<i>Race_No</i>	1203
<i>Club_Name</i>	Power Cycles
<i>Cat_Code</i>	C5
<i>YOB</i>	1992
<i>Race_Time</i>	01:25:13
<i>Status</i>	FIN
<i>Event_Rank</i>	122
<i>Cat_Rank</i>	68

Check your data entry for errors. Save the data.

[2]

1192	Guri	Doehring	51	Power Cycles	Senior	FIN	00:01:41	01:23:45
1011	Justin	Fernsby	61	Power Cycles	Master	FIN	00:01:49	01:30:56
1203	Basil	Wardle	68	Power Cycles	Senior	FIN	00:01:42	01:25:13

Examiner comment

Most candidates entered the new record in the results table. The new record occasionally contained data entry errors with the spelling of Wardle often presented as Wardie. The data needed to be entered as a new record at the end of the table and should not overwrite the first record in the database (Justin Fernsby). Question 19 was assessed from the data seen in Report 2.

Question 20

20 Using fields from the results and start times tables, produce a tabular report that:

- selects the records where:
 - *Group_Code* is **HC00**
 - *YOB* is **1975** or later
- shows only the fields *Group_Code*, *Last_Name*, *First_Name*, *YOB*, *Status*, *Race_Time* and *Event_Rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *YOB*
- has a page orientation of portrait
- fits on a single page
- includes only the title **Scratch Category Outcomes** displayed in a larger font size, fully visible, at the top of the page
- calculates the number of database records shown in this report and places this at the end of the report, fully visible and formatted to 0 decimal places
- has the label **Number of cyclists** fully visible to the left of this value
- has your name, centre number and candidate number on the report.

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

Save and print your report.

[9]

Scratch Category Outcomes							Name, centre number, candidate number
Group_Code	Last_Name	First_Name	YOB	Status	Race_Time	Event_Rank	
HC00	Linder	Trinity	2005	FIN	01:35:35	305	
HC00	Turgeon	Anna-Gabrielle	2004	FIN	01:32:58	266	
HC00	Wolestenholme	Luther	2003	FIN	01:39:52	347	
HC00	Weston	Christina	2001	FIN	01:29:41	211	
HC00	Lagace	Dougal	2001	DNF	00:37:00	0	
HC00	Anneman	Stuart	2000	FIN	01:22:57	60	
HC00	Collins	Nathaniel	2000	FIN	01:41:20	358	
HC00	Rowlands	Hakeem	1998	FIN	01:31:05	235	
HC00	Makela	Xavier	1998	FIN	01:39:48	346	
HC00	Coleman	Brandon	1998	DNF	00:44:32	0	
HC00	Wrigglesford	Leonard	1997	FIN	01:25:40	133	
HC00	Fogg	Montgomery	1996	DNS	00:00:00	0	
HC00	Wilson	Claf	1996	FIN	01:20:11	7	
HC00	Caskey	Shauna	1995	FIN	01:23:36	77	
HC00	Lunn	Oleg	1995	FIN	01:25:55	140	
HC00	Kinniburgh	Gunther	1995	FIN	01:29:59	221	
HC00	Mercer	Zenaida	1994	DNS	00:00:00	0	
HC00	Lowday	Berry	1994	FIN	01:40:14	349	
HC00	Turner	Stevie-Jane	1994	FIN	01:23:11	67	
HC00	Sheridan	Walter	1994	FIN	01:25:12	121	
HC00	Bayne	Marvin	1993	FIN	01:35:58	309	
HC00	Piller	Idris	1992	FIN	01:36:10	312	
HC00	Ward	Cecil	1991	FIN	01:52:36	384	
HC00	Sproule	Louis	1991	DNF	00:53:49	0	
HC00	Pattison	Gloria	1988	FIN	01:22:37	52	
HC00	Jackman	Amanda	1987	DNS	00:00:00	0	
HC00	Cacouette-Rochon	Olive	1984	DNF	01:00:33	0	
HC00	Walkingshaw	Max	1982	FIN	01:26:34	158	
HC00	Brown	Marina	1978	FIN	01:33:42	280	
HC00	Watson	Oscar	1977	FIN	01:19:26	1	
HC00	Verveda	Eric	1975	FIN	01:23:09	66	
HC00	Gunawardena	Kiera	1975	FIN	01:24:11	93	
Number of cyclists						32	

=Count([YOB])

Examiner comment

- The first tabular report used fields from two tables and was done well by candidates who attempted this question.
- Most candidates entered the report title in a larger font size at the top of the report, but occasionally this title contained data entry / capitalisation errors or displayed extra text such as 'Query 1' in the title area. The 'g' and 'y' descenders on the title were not always fully visible as the text box had not been adjusted to accommodate the larger font size.
- Common errors with the two-search criterion included candidates searching for >1975 instead of >=1975, and a few confused the greater than (>) and less than (<) operators.
- Candidates usually displayed the correct fields in the report, but these were often in the wrong order. Without manual intervention, the software placed the sort field at the start of the report. This could be avoided by setting the sort order in the report structure, rather than during the creation of the report if a report wizard is used.
- The sort order was usually correct, but candidates often grouped data in the Group_Code field despite the instruction not to do this on the question paper.
- Candidates often truncated data in one or more fields, as some manipulation was required to make sure all data was fully visible.
- Evidence of the function used to count the number of database records was not always fully visible with the closing brackets often truncated. Candidates usually entered the label to the left of this value, but they often contained capitalisation errors and / or a superfluous colon.
- Most candidates presented the report in portrait orientation, but this did not always fit on a single page.

Question 21

21 Using fields from the results and cat codes tables, produce a tabular report that:

- selects the records where:
 - *Club_Name* includes the text **power**
 - *Status* does **not** include **DNF** or **DNS**
- contains a new field called **Time_per_km** which is calculated at run-time. This field will calculate the *Race_Time* divided by the race distance of 50km. Format this field to display time as hh:mm:ss
- shows only the fields *Race_No*, *First_Name*, *Last_Name*, *Cat_Rank*, *Club_Name*, *Category*, *Status*, *Time_per_km* and *Race_Time* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Club_Name* and ascending order of *Cat_Rank*
- has a page orientation of landscape
- fits a single page wide
- includes only the title **Power Club Results** displayed in a larger font size, fully visible, at the top of the page
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Place in your Evidence Document a screenshot showing the database search criteria used to select the records where *Status* does **not** include *DNF* or *DNS*.

Save and print your report.

[11]

[Total: 27]

Status
J2321results
<input checked="" type="checkbox"/>
<> "DNF" And <> "DNS"

Examiner comment

- The second report used fields from two tables. Candidates usually entered the report title accurately in a larger font size at the top of the report. Occasionally the 's' of Results was truncated or missing. There were no descenders on this title so there were few issues with vertical truncation.

- The wildcard search on 'power' was well done, but some candidates did not always exclude DNF and DNS from the Status field. Candidates included many incorrect variations with the most common being the use of the 'OR' operator instead of 'AND'. Some candidates inspected the data and searched for 'FIN', which did produce the correct records and was awarded a mark in the report but the formula screenshot evidence was not awarded the mark as this question tested the higher-level skill of excluding DNF and DNS.
- The 'new field' heading was usually entered accurately and only a few candidates missed out the underscores, or made data entry or capitalisation errors. Most candidates used the correct calculation, although this was often not formatted to display the time as hh:mm:ss with many candidates presenting an AM / PM time format.
- Candidates usually ensured the correct fields were displayed, but these were often in the wrong order due to the sort being set during the creation of the report instead of in the report structure.
- Candidates did not always set the sort for both fields, because the order of the fields as the second sort field appeared first. They could have avoided this by setting the sort order in the report structure after the report had been created, instead of in the query or during the setup of the report.
- Most candidates presented the report in landscape orientation with the correct fields displayed, although data in the *First_Name*, *Last_Name* or *Club_Name* fields was often truncated on the second or subsequent pages.
- Many candidates entered identification details in the report footer, so they only appeared on the last page of the report rather than in the page footer at the bottom of every page as instructed.

Questions 22 and 23

22 Create a presentation of six slides using the file **j2321scratch.rtf**

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

[1]

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

- automated slide numbers on the top right
- your name, centre number and candidate number on the bottom left
- a 3 to 4 point wide horizontal line about 3 centimetres from the bottom of the slide, above your details and across the full width of the slide.

Make sure that:

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

[3]

The image shows three columns of presentation slides. Each slide has a date '21/07/2021' in the top right corner and a footer with 'Name: [redacted] Centre: [redacted] Candidate: [redacted]' in the bottom left corner. A horizontal line is drawn above the footer on each slide.

- Slide 1:** Title: *Scratch Cycle Racing*. Subtitle: *A unique and exciting race format requiring team and individual effort*.
- Slide 2:** Title: *Race Format*. Bulleted list:
 - cyclists grouped by ability
 - each group is given a time handicap
 - each group races as a team in matching colours
 - all groups converge in the closing stages of the race
 - race winner is the first rider over the finishing line
 - fastest race time also receives recognition
- Slide 3:** Title: *Race Tactics*. Bulleted list:
 - race format promotes teamwork as an individual cannot outrun the chasing teams
 - each team works together to stay ahead of the chasing groups and to close the gap to the group ahead
 - team members alternate leading the group
 - slipstreaming saves energy and increases the team speed
 - most races end in an individual sprint for the finish line
- Slide 4:** Title: *Overview*. Bulleted list:
 - open handicap cycle race
 - all ages and abilities race together
 - slowest riders get a head start
 - strongest riders chase
 - everyone has a chance of winning
 - unique race format
- Slide 5:** Title: *Handicaps*. Bulleted list:
 - handicaps are determined by the [Race Director](#)
 - based on ability, previous race results, course profile and weather conditions
 - start times are staggered
 - slowest cyclists leave first (limit group)
 - the strongest cyclists leave last (scratch group)
- Slide 6:** Title: *Scratch Group Cyclists*. Bulleted list:
 - won 42.1% of the time despite starting last
 - have the greatest likelihood of winning
 - win often, but not always
 - won less than half the time despite being the fastest cyclists
 A pie chart titled 'Percentage won by group' is shown to the right of the text.

Examiner comment

- Most candidates imported each slide correctly with a title and bulleted list. Marks were not awarded where incorrect software had been used, such as the RTF file opened, manipulated and printed in word processing software.
- Candidates inserted identification details and automated slide numbers, but they did not always appear in the same position on every slide suggesting that they had not used a master slide. Built-in slide designs could be used, but they often apply a different layout to Slide 1 so candidates needed to make sure the design chosen met all the master slide requirements.
- Candidates did not always manage to draw a 3 to 4 point line above the identification details. Some candidates drew the default 1 point line and did not increase the weight of this. Other candidates drew the line at the top of the slide instead of the bottom, did not extend the line across the full width of the slide, or did not attempt to draw the line.

Question 24

24 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centre aligned and in the middle of the slide.

[1]



Examiner comment

Most candidates changed Slide 1 to have a title slide layout. Many did not centre it vertically in the middle of the slide or remove the bullet from the subtitle.

Questions 25, 26, 27, 28 and 29

25 Use the data in the file **j2321winners.csv** to create a pie chart to compare the number of race wins by each group. [1]

26 Label the chart with the title **Percentage wins by group** [1]

27 Format the chart to display only group names and percentages as sector labels.

Position these labels outside each chart sector.

Display the percentage values to 1 decimal place.

Do **not** display a legend.

[3]

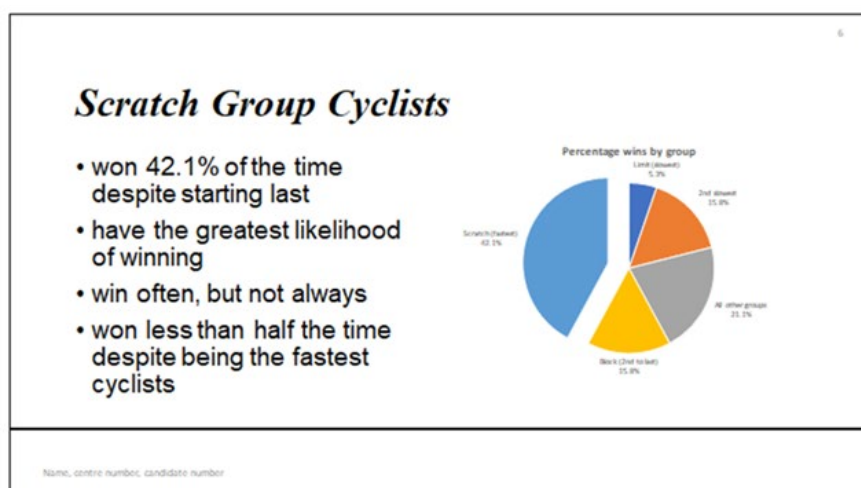
28 Emphasise the group with the largest percentage by pulling only this sector away from the other groups. [1]

29 Place the chart to the right of the bullets on the slide with the title *Scratch Group Cyclists*

Make sure that:

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

[1]



Examiner comment

- Most candidates created a pie chart, but the data selection was not always accurate with the Total data also being included.
- Many candidates entered the chart title in the correct position, but they occasionally contained data entry or capitalisation errors. There were often errors in the spelling of 'percentage' and 'wins' keyed as 'win'.

- Some candidates struggled to control the display of the sector labels and many included the data values instead of only 'group names' and 'percentages'. These labels were not always displayed outside each sector as instructed and many candidates did not change the software default.
- Displaying the percentages to 1 decimal place was challenging for a number of candidates.
- Some candidates did not emphasise the largest group by pulling that sector away from the chart, while others incorrectly used an exploded chart so all the sectors were separated.
- Many candidates placed the chart on the correct slide to the right of the bullets, although a few candidates placed the chart to the left of the bullets. A few did not adjust the position of the bulleted text to make room for the chart and instead placed it above or below the text. Occasionally, the chart overlapped the bulleted text or the text wrapped around the chart.

Question 30

30 Add the following text as presenter/speaker notes to the slide with the title *Scratch Group Cyclists*

Race winner analysis – 38 races completed in 2022

Print only this slide as presenter/speaker notes in portrait orientation.

[2]

Scratch Group Cyclists

- won 42.1% of the time despite starting last
- have the greatest likelihood of winning
- win often, but not always
- won less than half the time despite being the fastest cyclists

Percentage wins by group

Group	Percentage Wins
Scratch Cyclists	42.1%
Other group	25.4%
Other group	15.8%
Other group	16.7%

Race winner analysis - 38 races completed in 2022

Examiner comment

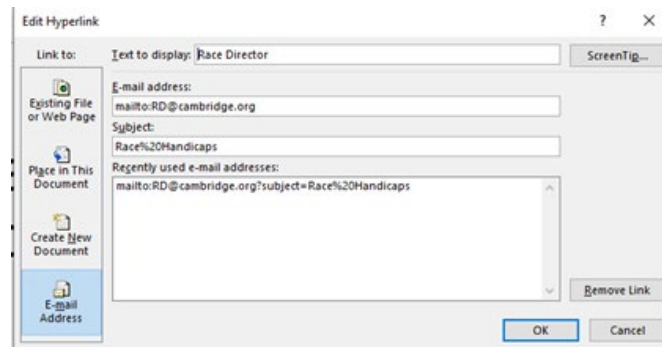
- Many candidates produced and printed the presenter / speaker notes correctly. There were some text data entry or capitalisation errors, most commonly with spacing around the dash.
- Some candidates incorrectly added the presenter / speaker text to the slide as a comment, while others typed the presenter / speaker notes directly onto the slide as an extra bullet or in a text box and then printed this as a full-page slide.

Question 31

- 31 On the slide with the title *Handicaps* format the text *Race Director* so that when clicked it opens an email editor ready to send a message to **RD@cambridge.org** with a subject line **Race Handicaps**

Place in your Evidence Document a screenshot showing the linked text, email address and subject.

[3]



Examiner comment

- Most candidates completed this question well. They correctly linked the text, and the email address and subject text were both accurate.
- Some candidates made capitalisation or data entry errors in the text, and a few candidates linked too much text.
- The screenshot in the Evidence Document mostly provided the correct evidence for full marks to be awarded.

Question 32

32 Save the presentation.

Print the full presentation as handouts in portrait orientation with 2 slides to the page, each filling half the page.

[1]

[Total: 18]

The screenshot shows a presentation titled "Scratch Cycle Racing" with three slides. Each slide is dated 21/07/2021 and has a small footer "New York Public Library Digital Library".

Slide 1: Overview

- open handicap cycle race
- all ages and abilities race together
- slowest riders get a head start
- strongest riders chase
- everyone has a chance of winning
- unique race format

Slide 2: Race Format

- cyclists grouped by ability
- each group is given a time handicap
- each group races as a team in matching colours
- all groups converge in the closing stages of the race
- race winner is the first rider over the finishing line
- fastest race time also receives recognition

Slide 3: Race Tactics

- race format promotes teamwork as an individual cannot outrun the chasing teams
- each team works together to stay ahead of the chasing groups and to close the gap to the group ahead
- team members alternate leading the group
- slipstreaming saves energy and increases the team speed
- most races end in an individual sprint for the finish line

Slide 4: Scratch Group Cyclists

- won 42.1% of the time despite starting last
- have the greatest likelihood of winning
- win often, but not always
- won less than half the time despite being the fastest cyclists

A pie chart titled "Achievements by group" is shown on this slide. The chart has four segments: "Scratch" (42.1%), "Handicap" (33.3%), "Staggered" (14.6%), and "Other" (9.0%).

Examiner comment

Most candidates printed the full presentation with two slides each filling half the page. Occasionally candidates presented this in landscape instead of portrait orientation, or they did not include the chart in the printout.

Question 33

- 33** 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.

Examiner comment

- Some candidates did not submit a printout of the Evidence Document. It is essential that candidates print their Evidence Document towards the end of the examination time, regardless of whether they have finished the paper.
- Candidates needed to make sure their identification details were on every page, the screenshots were large enough for the evidence to be legible and that cropping / resizing had not removed any essential evidence.

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