Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY **0983/02**

Paper 2 Practical Test A **October/November 2020**

MARK SCHEME

Maximum Mark: 80

Published

This document consists of **17** printed pages.

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 descriptors 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.

Name, centre number, candidate number

Name, centre and candidate number, centre aligned   1 mark

Tawara MTB Marathon Race

Event details by: Candidate Name

When it comes to m_____ allenges, they do not come much tougher or more rewarding than the Tawara Marathon Race. This legendary 24-hour mountain bike _____ the main _____ of the _____ bike _____ ra _____

Text entered as title, 100% accurate   1 mark
RW-Title listed in EV3 and applied   1 mark
(serif, 36pt, centred, bold and italic only, 0pt space before/after)

Subtitle
Name entered; RW-Subtitle listed in EV3 and applied to full line   1 mark
(sans-serif 20pt, right aligned, underline only, 0 space after)

The _____ _____ estival a _____ village and the ongoing race commentary, there is plenty to keep all entertained. There are trade stands, bike demonstrations, live music, relaxation areas and a children's play area. There are also a host of food and drink stands.

Event Format

The event follows the traditional MTB marathon format with riders completing as many laps of the 14km course as they can in the time allowed. As long as a lap has been started before the finish time it can be completed. With lots of different categorie_____ _____ there is something to appeal to all levels and ability of rider f_____ _____ _____vice riders through to very experienced

Columns
Section break in correct position   1 mark
All text after section break changed to 2 columns, 2cm column spacing   1 mark

Organisation

The event is made up of three separate races that are entirely off-road and all involve some form of night riding. Competitors can tackle the event as a solo rider, in a pair, or in various team configurations. There are two safety points on the course manned by marshals. All riders are issued with a timing chip to ensure the event is timed with absolute accuracy and reliability.

The 24-hour race runs from midday Saturday through to midday Sunday. One 12-hour race starts at midday Saturday, and the other starts at midnight on Saturday. Competitors must complete their last lap within an hour of the finish time. Please note that any rider returning an hour after the finish time will not be counted.

Automated page numbers, right aligned   1 mark

Site preparation takes place in the week before the event. Public riding of the ma_____ _____ vari_____

Subheadings (6)
RW-Subhead style matches style defined in EV2,
applied consistently to all   1 mark

An approved bicycle helmet must be worn at all times during practice and competition. Failure to meet this requirement may result in immediate disqualification from the event. At night all riders must have a red rear flashing _____ white front light and a spare white light (this can be a second front _____ead lamp or a small torch). Our lighting partners will be on hand to _____ our light batteries charged throughout the night. Riders are permitted _____ mobile phones or 2-way radios on the course, but these must not use earpieces and the rider must stop and pull off the course to use them. Headphones and musical playing devices are not permitted for riders whilst on the course.

Entry Categories

The weekend offers riders the option of competing in a full 24-hour race, or one of two 12-hour races. All races are open to solos riders, pairs and teams of four, five or eight. Entering as a team or pair will make the weekend more sociable and enjoyable. Riding the first 12-hour race means riders are finished by midnight and can then socialise and support the heroic riders who are continuing for the full 24 hours.

The minimum entry age for all competitive races is 18. The age of a rider is calculated on 31 December of the year that the race is held. Riders entering

1

age categories will be required to produce a photo ID at registration sh[...] their date of birth. A rider can only enter one of the following categories in the race:

Entry Options

Category	Age	Max Riders	Notes
Solo	18+	1	More experienced riders. Only pit crew and other riders for company. Must be able to perform well without any sleep.
Solo Veteran	40+		
Pairs	18+	2	Relay format, riding shared. Pair decide team tactics and how many laps each rider completes.
Team Open	18+	4	Relay format with men, women and mixed teams. Spreads the load, requires strategy and planning.
Team Veterans	40+	5	Combined age 170+ for 4 riders, 210+ for 5 riders.
Easy Rider	16+	8	Up to 8 riders in relay format. Less demanding for individuals. Suits work groups or clubs.

Within each category, the rider or team who has completed the most laps is the winner. For riders on the same number of laps, the rider who has completed them in the shortest total race time will receive the higher placing. Prizes are awarded for the top three in all categories.

Every participant is allocated a 3m x 3m pit area which is included in the entry fee. Event entry also entitles entrants and their supporters to up to four nights camping which makes for a great value long weekend.

The Course

The race course is just over 14km long and features 140m of elevation per

[...]d, with some between Red and Black. However on this [...]itions can change quickly, especially in bad weather.

Junior Race

One of th[...]ghts of the weekend is the junior race. Categories are spilt into age gro[...] and based on the age of the child on the day of the event:

- Vipers – under 16
- Bison – under 12
- Camels – under 10
- Coyotes – under 8

The junior race is run as a three stage event featuring a 2.5km Time Trial and a Dirt Crit on the Friday with the final stage being the traditional 12 and 24 minute races on Saturday morning.

Facilities and Camping

Rosew[...]

(annotation callouts — mark scheme)

> Bullets applied to correct text   1 mark
> Bullets indented 2.5 cm from left margin, single line, 0pt space between   1 mark

> RW-Body style seen modified (EV4), all formatting correct   1 mark
> (sans-serif, 10pt, justified, no enhancement, single line, 0 before 9pt after)
>
> Document complete/paragraphs intact, landscape, spacing consistent
> columns aligned at top, no widows/orphans, split lists/tables,
> no blank pages, 9pt after table and bullets   1 mark

> Table complete, data and borders within the column width,
> no changes to data   1 mark
> Top row merged, centred over 4 columns   1 mark
> Top row only bold, italic   1 mark
> Top row only 14pt sans-serif font   1 mark
> Top row only black background, white text   1 mark
> Row *Novice Pairs* and all data deleted   1 mark
> Data in columns 1, 2 and 3 on one line   1 mark
> Data in only columns 2 and 3 centre aligned horizontally   1 mark
> 2 × 2 cells merged vertically, rows 3 and 4   1 mark
> All data centre aligned vertically   1 mark
> Single internal and external gridlines printed, no table
> shading   1 mark
> RW-Table style applied rows 2 - 8   1 mark
> (serif, 10pt, column 4 justified, single line, 0pt before and after
> each row)

> Title 100% accurate, fully visible   1 mark
> Black, large serif font style, no other <u>headings</u>   1 mark

> **Calculated field**
> Heading 100% accurate   1 mark
> Calculated – correct values   1 mark
> Displays as time format hh:mm:ss   1 mark

MTB Marathon Results

Last_Name	First_Name	Gender	Age	Race_No	KM_Hour	Distance_KM	Club_Name	Position	Total_Time
Magsamen	Denise	Female	59	1497	6.61	50	Free Spirit MTB Cycling	3	05:30:30
Hoeppner	Brian	Male	25	1374	3.07	50	Free Spirit MTB Cycling	5	02:33:30
Pollard	Brian	Male	60	1608		50	Free Spirit MTB Cycling	6	06:02:00
Woodward	Felix						Free Spirit MTB Cycling	30	05:15:00
Heinemann	Liam						Free Spirit MTB Cycling	54	04:01:30
Tilbury	Keith						Free Spirit MTB Cycling	106	05:10:30
Simmons	Brian	Male	25	1689	7.67	75	Free Spirit MTB Cycling	148	09:35:15
Hughes	Jean-Luc	Male	35	1387	3.84	75	Kelso MTB	2	04:48:00
Padgham	Marg	Female	70	1010	8.77	50	Kelso MTB	2	07:18:30
Flater	Susan	Female	24	1476	4.05	50	Kelso MTB	2	03:22:30
Garvin		Male	26	1286	3.86	75	Kelso MTB	19	04:49:30
Brassington	Anne		22	1091	7.36	50	Kelso MTB	26	06:08:00
Yaworski					.83	75	Kelso MTB	60	06:02:15
Paton					.18	75	Kelso MTB	124	07:43:30
Manner					.28	50	Kelso MTB	131	06:04:00
Hurd		Male			.90	50	Kelso MTB	135	06:35:00
Bjolverud	Adam	Male	27	1067	6.49	75	Kelso MTB	135	08:06:45
Mckeever	Kendra	Female	46	1525	6.28	75	MTB Dirt Rollers	4	07:51:00
Sutherland	Jacob	Male	54	1734	5.31	75	MTB Dirt Rollers	6	06:38:15
Anderson	Philippe	Male	64	1018	7.52	50	MTB Dirt Rollers	7	06:16:00
Marshall	Jane	Female	29	1508	4.37	50	MTB Dirt Rollers	8	03:38:30
Melhoney	Meghan	Female	28	1533	5.57	50	MTB Dirt Rollers	13	04:38:30
Martin	Tanya	Female	20	1511	5.71	50	MTB Dirt Rollers	14	04:45:30

> Tabular report, specified fields, correct order   1 mark
> Sort ascending *Club_Name*, ascending *Position*, no grouping   1 mark
> Landscape, one page wide, all base fields, no truncation   1 mark

> New record *Flater, Susan, 24* appears only once,
> record Padgham, Marg, 70 still present   1 mark
> New record entered accurately   1 mark

> Only name, centre number, candidate
> number in report footer, <u>on every page</u>
> – no other data   1 mark

Name, centre number, candidate number

> **Formatting**
> *KM_Hour* displayed to 2dp, other numeric fields integer   1 mark

> **Select records (40):**
> *Club_Name* contains **MTB**   1 mark
> *Age* is **>=20**   1 mark
> *Distance_KM* is **50** or **75**   1 mark

Last_Name	First_Name	Gender	Age	Race_No	KM_Hour	Distance_KM	Club_Name	Position	Total_Time
Kindzierski	Tait	Male	46	1429	7.41	50	MTB Dirt Rollers	18	06:10:30
Michalski	Brooke	Female	21	1538	7.72	75	MTB Dirt Rollers	21	09:39:00
Parker	Sarah	Female	30	1581	6.72	50	MTB Dirt Rollers	22	05:36:00
Coates	Chris	Male	44	1164	9.04	50	MTB Dirt Rollers	28	07:32:00
Bougie	Danielle	Female	27	1121	9.37	50	MTB Dirt Rollers	32	07:48:30
Asselstine	Tim	Male	24	1029	5.13	50	MTB Dirt Rollers	62	04:16:30
Bostick	Madeleine	Female	27	1115	3.96	75	Tawara MTB Club	1	04:57:00
Meeres	Jennifer	Female	26	1532	4.41	75	Tawara MTB Club	9	05:30:45
Gregoire	Michael	Male	45	1324	4.19	75	Tawara MTB Club	11	05:14:15
Dymchuk	David	Male	44	1235	9.04	50	Tawara MTB Club	29	07:32:00
Johnstone	Trevor	Male	20	1411	4.11	50	Tawara MTB Club	33	03:25:30
Sutherland	Ray	Male	21	1733	5.13	50	Tawara MTB Club	64	04:16:30
Dodd	Justin	Male	26	1221	5.09	75	Tawara MTB Club	76	06:21:45
Collins	Graham	Male	21	1170	5.38	75	Tawara MTB Club	94	06:43:30
Kuhn	Kier	Male	28	1447	6.30	75	Tawara MTB Club	129	07:52:30
Popovic	Michael	Male	26	1613	6.35	75	Tawara MTB Club	131	07:56:15
Caouette-Rochon	Andre	Male	24	1134	7.09	75	Tawara MTB Club	144	08:51:45

Name, centre number, candidate number

Title
Title 100% accurate, top of page, fully visible, no other text   1 mark

Tabular report, specified fields, correct order   1 mark
Sort descending order of *County,* no grouping   1 mark
Portrait, all fields present, fits a <u>single page</u>,
no vertical or horizontal truncation of data   1 mark

Name, centre number, candidate number

Winning Club Members

Position	First_Name	Last_Name	Club_Name	County	Distance_KM
1	Amanda	Cairney	Crankmasters Cartel	Worcestershire	50
1	Joshua	Batycky	Crankmasters Cartel	Worcestershire	75
1	Crystal	Bristow	Crankmasters Cartel	Worcestershire	25
1	Tyla	Linley	Wildcat Infinity Cycles	Wiltshire	25
1	Emily	Oprecio	Wildcat Infinity Cycles	Wiltshire	25
1	Ian	Gibney	Headwinds Cycle Racket	West Sussex	75
1	Kristin	Buchanan	Wildcat Spinners	Somerset	75
1	Ryan	Beer	Wildcat Spinners	Somerset	25
1	Emma	Ouellette	Chain Collective Cycling	Norfolk	50
1	Annie	Brookes	Saddle Blazers	Merseyside	50
1	Robbi	Davison	Saddle Blazers	Merseyside	75
1	Erin	Mitchell	Saddle Blazers	Merseyside	75
1	Chelsea	Briggs	Saddle Blazers	Merseyside	50
1	Anthony	Kumka	Cyclops Cycles	Lancashire	50
1	Alexandria	Maddox	VeloCycles Riding	Hertfordshire	75
1	Liann	Mueller	VeloCycles Riding	Hertfordshire	50
1	Hayley	Loveday	Kelso MTB	Essex	25
1	Phil	Staneland	Kelso MTB	Essex	25
1	Steven	Stevens	Velosport Wheelers	East Sussex	25
1	John	Driedzic	Velosport Wheelers	East Sussex	75
1	Sarah Rae	Brandsma	Velosport Wheelers	East Sussex	25
1	Luke	Jensen	Velosport Wheelers	East Sussex	50
1	Erik	Knight	Velosport Wheelers	East Sussex	75
1	Shawn	Kulak	Velosport Wheelers	East Sussex	75
1	Lukas	Utting	Velosport Wheelers	East Sussex	25
1	Samantha	Brophy	Ascent Cycling Club	Dorset	75
1	Quinnlan	Maclachlan	Ascent Cycling Club	Dorset	25
1	Caitlin	Mackenzie	Pedalhead Rollers	Derbyshire	25
1	Anna-Gabrielle	Partington	Harmony Wheelers	Derbyshire	75
1	Jon	Duval	Wheelers Road Club	Cumbria	50
1	Ken	Widney	Wheelers Road Club	Cumbria	50
1	Jenny	Bowe	Wheelers Road Club	Cumbria	50
1	Margaret	Delaney	Scillonian Breakers	Cornwall	75
1	Jessica	Maki	Tawara MTB Club	Berkshire	50
1	Madeleine	Bostick	Tawara MTB Club	Berkshire	75

Average race distance   51

Select records (35):
Position **=1**   1 mark
County **excludes Kent**   1 mark

Calculates correct average distance (51)   1 mark
…displayed as integer, under *Distance_KM* column   1 mark
Accurate label entered to left   1 mark

Task 4 – Mail Merge

> **Merge Fields inserted -** *<text>* replaced – correct position, spacing and punctuation maintained
> «First_Name» | «Last_Name» | «Street» | «Town» | «Postcode» | «First_Name»   1 mark
> «Rank» | «Bursary» | «Condition».   1 mark
> «First_Name» | «Last_Name» | «Club_Name», «District»   1 mark
> «Race_No» | «Year_Band», «Category»   1 mark

Tawara MTB Racing
120 Woodberry Road
LONDON
WC1B 4BQ
Tel: 020 7946 0377
Email: trenquiries@tawara.org.uk

Date as Postmark

«First_Name» «Last_Name»
«Street»
«Town»
«Postcode»

Dear «First_Name»

Due to your outstanding success in the 2019 MTB racing season, Tawara MTB Racing are delighted to offer you a small sponsorship for the forthcoming season.

Tawara MTB Racing is one of the most trusted names in mountain biking equipment. We are committed to advancing the performance and function of cycle clothing for all. We work with riders who have a genuine passion for the sport and the products we produce.

As a top ranking amateur racer your efforts in achieving the number «Rank» position in the 2019 National Championships have been recognised. We would like to be involved in your continued journey by offering you a bursary of €«Bursary» for the coming season. In return, we would require you to «Condition». The sponsorship would last for 1 year.

If you would like to work with us, please sign a copy of the Sponsorship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Sponsorship and Branding Manager

SPONSORSHIP AGREEMENT

Racer Name:	«First_Name» «Last_Name»
Club:	«Club_Name», «District»
Race Number:	«Race_No»
Registration Det	«Year_Band», «Category»

Signatories:

Racer:		Date:
Sponsor:		Date:

> Master document printed, Name replaces *Candidate Name*,
> Name, centre number, candidate number in the footer   1 mark

Name, centre number, candidate number

Tawara MTB Racing

120 Woodberry Road
LONDON
WC1B 4BQ
Tel: 020 7946 0377
Email: trenquiries@tawara.org.uk

Date as Postmark

Margaret Delaney
32 Kings Street
Old Town
TR21 2AP

> Merge Result – correct 3 letters printed
> Only *Margaret Delaney*, *Denise Magsamen*, *David Soon*   1 mark

Dear Margaret

Due to your outstanding success in the 2019 MTB racing season, Tawara MTB Racing are delighted to offer you a small sponsorship for the forthcoming season.

Tawara MTB Racing is one of the most trusted names in mountain biking equipment. We are committed to advancing the performance and function of cycle clothing for all. We work with riders who have a genuine passion for the sport and the products we produce.

As a top ranking amateur racer your efforts in achieving the number 2 position in the 2019 National Championships have been recognised. We would like to be involved in your continued journey by offering you a bursary of €3500 for the coming season. In return, we would require you to wear our brand logo on all training and racing clothing, use our branded equipment and promote our brand through social media and as opportunities arise. The sponsorship would last for 1 year.

If you would like to work with us, please sign a copy of the Sponsorship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Sponsorship and Branding Manager

SPONSORSHIP AGREEMENT

Racer Name:	Margaret Delaney
Club:	Scillonian Breakers, Isles of Scilly
Race Number:	1509
Registration Details:	40 to 49, Veteran

Signatories:

Racer:		Date:
Sponsor:		Date:

Name, centre number, candidate number

Tawara MTB Racing
120 Woodberry Road
LONDON
WC1B 4BQ
Tel: 020 7946 0377
Email: trenquiries@tawara.org.uk

Date as Postmark

Denise Magsamen
2 Gayton Avenue
Aylesbury
HP20 7PS

Dear Denise

Due to your outstanding success in the 2019 MTB racing season, Tawara MTB Racing are delighted to offer you a small sponsorship for the forthcoming season.

Tawara MTB Racing is one of the most trusted names in mountain biking equipment. We are committed to advancing the performance and function of cycle clothing for all. We work with riders who have a genuine passion for the sport and the products we produce.

As a top ranking amateur racer your efforts in achieving the number 3 position in the 2019 National Championships have been recognised. We would like to be involved in your continued journey by offering you a bursary of €2000 for the coming season. In return, we would require you to wear our brand logo on all racing clothing use our branded equipment and promote our brand through social media. The sponsorship would last for 1 year.

If you would like to work with us, please sign a copy of the Sponsorship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Sponsorship and Branding Manager

SPONSORSHIP AGREEMENT

Racer Name:	Denise Magsamen
Club:	Free Spirit MTB Cycling, Aylesbury Vale
Race Number:	1497
Registration Details:	50 to 59, Super Veteran

Signatories:

Racer:		Date:
Sponsor:		Date:

Name, centre number, candidate number

Tawara MTB Racing

120 Woodberry Road
LONDON
WC1B 4BQ
Tel: 020 7946 0377
Email: trenquiries@tawara.org.uk

Date as Postmark

David Soon
26 Cordon Place
Bourton
SN6 9WB

Dear David

Due to your outstanding success in the 2019 MTB racing season, Tawara MTB Racing are delighted to offer you a small sponsorship for the forthcoming season.

Tawara MTB Racing is one of the most trusted names in mountain biking equipment. We are committed to advancing the performance and function of cycle clothing for all. We work with riders who have a genuine passion for the sport and the products we produce.

As a top ranking amateur racer your efforts in achieving the number 1 position in the 2019 National Championships have been recognised. We would like to be involved in your continued journey by offering you a bursary of €5000 for the coming season. In return, we would require you to wear our brand logo on all training and racing clothing, use our branded equipment, act as a brand ambassador in the media and promote our brand through social media. The sponsorship would last for 1 year.

If you would like to work with us, please sign a copy of the Sponsorship Agreement in the space indicated below, and return a copy to us as soon as possible. If you have any questions, please do not hesitate to contact me.

Yours sincerely

A Candidate
Sponsorship and Branding Manager

SPONSORSHIP AGREEMENT

Racer Name:	David Soon
Club:	Wildcat Infinity Cycles, Swindon
Race Number:	1703
Registration Details:	19 to 29, Expert

Signatories:

Racer:		Date:
Sponsor:		Date:

Name, centre number, candidate number

Task 6 – Presentation

5 slides imported, title/bullet layout, no blank slides, no changes to text or overlap	1 mark
Master slide items (only these items, same position, consistent on all slides)	
Name, centre, candidate number, bottom left	1 mark
Logo positioned top left corner, resized with aspect ratio maintained	1 mark
Automated slide numbers top right of every slide	1 mark
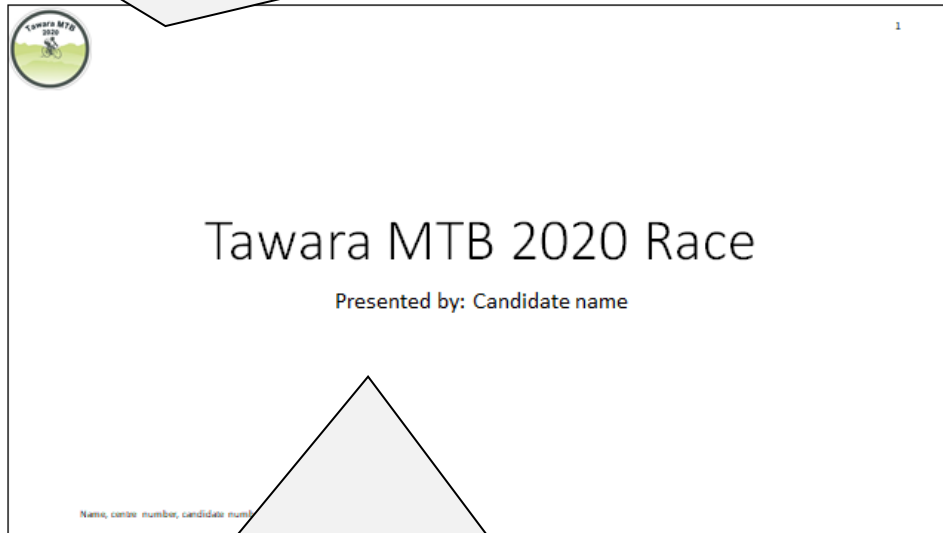
Slide 1

New slide inserted as slide 1, title layout, centred middle of slide	1 mark
Title text entered 100% accurately	1 mark
Subtitle text entered 100% accurately followed by name	1 mark
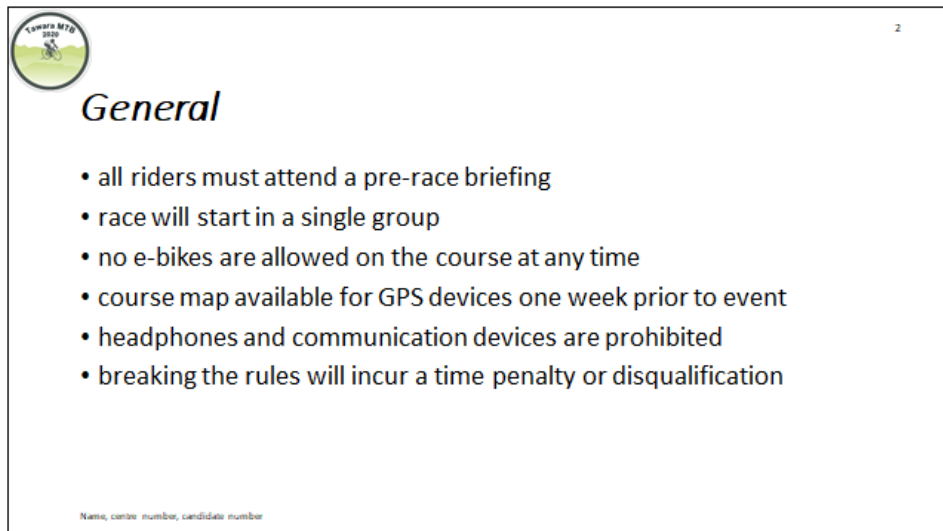
12/10/2020

The Course

- single track, forest and dirt roads which pass through remote areas
- marked using direction arrows, event tape and marshals
- distance remaining sign every ten kilometres
- potentially dangerous situations marked by down pointing arrows:
    - *one arrow – Straight Ahead Slow*
    - *two arrows – Caution – Dangerous Situation*
    - *three arrows – Serious Hazard – Extreme Caution*
- road s   s are not closed to traffic

Slide 3

Correct 3 lines indented, left aligned consistently	1 mark
3 indented lines only smaller font size, italic enhancement	1 mark
3 indented lines only with dashed (–) bullets	1 mark

Conduct

- riders must act in a sporting manner at all times
- faster riders must be permitted to overtake without obstruction
- riders must respect nature - littering is prohibited
- riders must at all times wear the electronic timing device provided
- riders must stop and assist injured riders and report such incidents

Name, centre number, candidate number

12/10/2020

Print all slides, handouts 2 slides to page each filling half the page   1 mark

The Course

3

- single track, forest and dirt roads which pass through remote areas
- marked using direction arrows, event tape and marshals
- distance remaining sign every ten kilometres
- potentially dangerous situations marked by down pointing arrows:
  - *one arrow – Straight Ahead Slow*
  - *two arrows – Caution – Dangerous Situation*
  - *three arrows – Serious Hazard – Extreme Caution*
- road sections are not closed to traffic

Name, centre number, candidate number

Motorbikes and cars will be using the course too – please take extreme care.

Presenter notes
Presenter notes added, correct position, text accurate   1 mark
Slide printed as presenter/speaker notes layout   1 mark

3

EVIDENCE DOCUMENT

Step 1 - **EVIDENCE 1**

> File saved as **RWDETAILS** with correct file type   1 mark
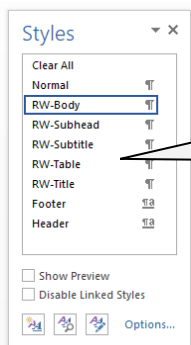

Step 4 – **EVIDENCE 2**
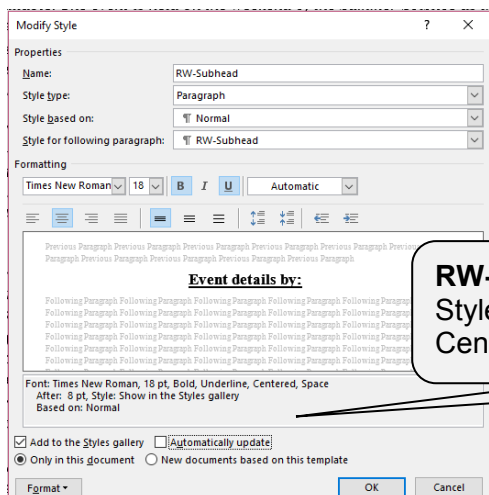
> **RW-Subhead**
> Style name correct, serif font type, 18pt, bold, underline   1 mark
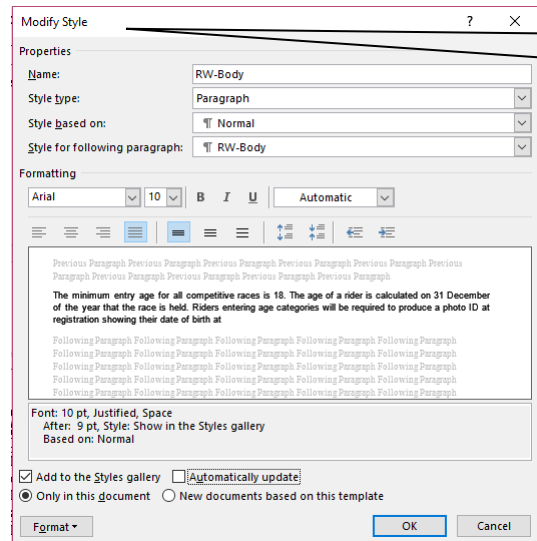> Centre aligned, single, 0pt before, 8pt after   1 mark

Step 5 - **EVIDENCE 3**

> **Style list**
> All 3 RW styles in style listed (*RW-Title*, *RW-Subtitle*, *RW-Subhead*) 1 mark

Step 6 – **EVIDENCE 4**

> **RW-Body style**
> Evidence of original style modified   1 mark

Step 20 - **EVIDENCE 5 –** database structure

Table structures:
Score table – correct field names and data types, *Race_No* set as primary key   1 mark
Club table – correct field names and data types, *Club_Code* set as primary key   1 mark
Group table correct field names and data types, *Group_Code* set as primary key   1 mark

Step 21 - **EVIDENCE 6 –** relationships**:**

1-to-Many relationship between Club.*Club_Code* and Score.*Club_Code* fields   1 mark
1-to-Many relationship between Group.*Group_Code* and Score.*Cat_Code* fields   1 mark

Step 24 - **EVIDENCE 7**:

=Avg([Distance_KM])   Database formula to calculate average distance   1 mark

Step 25 - **EVIDENCE 8**:

Report 2 exported, saved with appropriate name in pdf format   1 mark

Winning Club Members.pdf   09/12/2018 21:43   Adobe Acrobat Document   214 KB

Step 28 - **EVIDENCE 9**:

Mail Merge selection filter
Automated filter used to select *Rank* is **<=3**   1 mark