
INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test A

March 2018

MARK SCHEME

Maximum Mark: 80

Published

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

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

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the March 2018 series for most Cambridge IGCSE[®], Cambridge International A and AS Level components and some Cambridge O Level components.

© IGCSE is a registered trademark.

This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **22** 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

Step 4 No extra text 1
Header candidate details left aligned 1
Page number right aligned 1

New Campus News

Good News!

Step 6 Title **New Campus News** 1
TU-Title style applied 1

Produced by: Name

We are now beginning our move to the new campus which is located just off the harbour road in Tawara Bay. This will

on which has been planned in detail to ensure the minimum of disruption to teaching, learning and research. For the first phase, the new campus will be located in the town until Phase 3 is completed.

Steps 9 and 11 Text **Good News!** entered 1
TU-Subheading applied to all sub head text 1

Step 8 Subtitle **Produced by: Name** 1
TU-Subtitle style applied 1

The first phase is now complete and in September we will begin to use the new science and technology park.

Moving to the new campus

Phase one complete

As students and staff will know only too well, we have spent years in cramped accommodation in various buildings on the Hills Road in the centre of town with all the congestion on the streets and inadequate parking. Students will still find they can cycle to the new campus and there is ample parking designed for bicycles. Public transport by bus and the new tramway will connect the town to the bay, while staff parking will be allocated on site.

In the first building phase which is now complete, we have a new science park

Step 10 Change to 2 columns with 2 cm gap 1
TU-Body style applied 1



The new development is on the site of the former Tawara University Press and known as the "triangle" due to the site being confined within

explore properties of materials down to the molecular, atomic and subatomic levels. There will be close collaboration between departments such as biology and engineering to develop new targeting and delivery of more effective drugs against intractable diseases. These teams will be closely linked on the new campus. This will be opened by the president of Tawara Territory for the first courses in September. We are now making final preparations for the move.

the bounds of the harbour, the sea and the rail head. That company has moved to new premises further along the bay and is focussing on digital media materials. While they do not see printed books as a thing of the past, many interactive learning materials will become the focus of their activities. They kindly donated the site to the University for our current expansion.

The digital college

Step 12 Image in correct place 1
Text wrapped round the image 1
Image aligned top of text and left margin 1
Image resized to fill about half column width with aspect ratio maintained 1

Over the next few years as the construction phases are completed we will leave the old buildings and occupy the new ones. In the meantime there will be a period of

has beset our international communications until now.

Our vision is to have a fully digitally connected university suited to the twenty first century. Learning materials will be digitised and accessible from anywhere on the campus. Students and staff will be able to store their work centrally and access it from anywhere on site. Centrally stored documents will be able to be shared for

Step 4 Footer No extra text 1
file name and path right aligned 1

C:\folder\document.docx

Name, Centre Number, Candidate number

2

collaborative working and updating. When materials need to be printed, they will be

Steps 16 Table text imported and in correct position within column width with TU-Table style applied 1
 No words split on text wrap 1
 First two columns of row 1 are merged and text in this cell is centred 1
 Text in all rows is centre aligned vertically 1
 All gridlines shown when printed 1

also provide access to printers around the site.

Safe Internet usage

You will use the internet for much of the work you do. When you use the internet your web activity is stored by the university and your browser keeps a record of the sites you have visited in its history. Any websites you have visited are stored on the university system and are visible to university staff. When you enrol for your course you will need to sign and adhere to a safe internet usage agreement.

The rules of the safe internet usage are:

- Answer 1
- Answer 2
- Answer 3
- Answer 4

A fully developed agreement will be made available for new students and researchers for the start of the autumn term.

Step 13 Text entered **The rules of the safe internet usage are:** entered as a new paragraph in TU-Body style 1
 Step 14 Four rules suggested TU-Bullet style applied 4
 TU-Bullet style applied 1

Contributions to this agreement will be welcomed by the heads of department who are:

| Name | | Department |
|--------------|------------|------------------------|
| Kularia | Bhushan | Chemistry |
| Thakur | Gunwant | Electrical Engineering |
| Jobalia | Shailendra | Electronics |
| Singporewala | Gnanisha | Geography |
| Sheth | Pramod | Hindi |
| Abani | Sujith | History |
| Jain | Bhavesh | Literature |
| Shah | Zoeb | Maths |
| Assie | Neeraj | Mechanical Engineering |
| Thakkar | Nilesh | Physics |

Step 17 Document and paragraphs complete
 Spacing is consistent
 No widows or orphans
 No split lists or tables
 No blank pages
 columns balanced at top 1

Rules – four from

- Only give personal details / account details to secure websites
- Install up to date anti-spyware/antivirus software
- Switch on firewall
- Always keep gaming friends “in game”
- Do not disclose your location
- Turn off webcam after use / cover camera
- Never accept (social media) contact requests from people you do not know
- Only post content or photos you would not mind showing to your family
- Limit numbers of friends
- Set privacy to friends only
- Use an alias/nickname rather than real name
- Don't meet people you have only spoken to online
- Make sure websites being visited for transactions can be trusted (https or the padlock sign when using search engines)
- Only use websites recommended by teachers
- Never reply to spam emails
- Don't open attachments from unknown sources

Tawara University Faculty of Engineering

Step 24
 Title Tawara University Faculty of Engineering 1

| Staff_ID | First_Name | Family_Name | Job_Description | Department | Faculty | Base_Pay | Years_Service | Current_Salary |
|----------|------------|---------------|-----------------|------------------------|-------------|------------|---------------|----------------|
| TU126 | Rajiv | Mahitha | Professor | Mechanical Engineering | Engineering | £65,000.00 | 1 | £65,400.00 |
| TU99 | Ankur | | | | Engineering | £13,400.00 | 1 | £13,400.00 |
| TU194 | Vipul | | | | Engineering | £26,800.00 | 2 | £26,800.00 |
| TU61 | Paresh | | | | Engineering | £65,800.00 | 2 | £65,800.00 |
| TU159 | Manish | Punjabi | Senior Lecturer | Mechanical Engineering | Engineering | £27,200.00 | 3 | £27,200.00 |
| TU97 | Ashish | Jobanputra | Technician | Electrical Engineering | Engineering | £14,200.00 | 3 | £14,200.00 |
| TU14 | Vizak | Aurangabadkar | Lecturer | | | £23,200.00 | 3 | £23,200.00 |
| TU38 | Mangesh | Dalmia | Lecturer | | | £23,600.00 | 4 | £23,600.00 |
| TU206 | Girish | Soni | Senior Lec | | | £27,600.00 | 4 | £27,600.00 |
| TU219 | Arinder | Yogeeta | Technician | Mechanical Engineering | Engineering | £14,600.00 | 4 | £14,600.00 |
| TU213 | Prabhat | Udhwani | Senior Lecturer | Mechanical Engineering | Engineering | £27,600.00 | 4 | £27,600.00 |
| TU133 | Parvez | Mathuria | Senior Lecturer | Mechanical Engineering | Engineering | £28,000.00 | 5 | £28,000.00 |
| TU175 | Rahul | Sethia | Reader | Mechanical Engineering | Engineering | £32,000.00 | 5 | £32,000.00 |
| TU18 | Rahul Amit | Bafna | Technician | Mechanical Engineering | Engineering | £15,000.00 | 5 | £15,000.00 |
| TU70 | Ashit | Godage | Senior Lecturer | Electrical Engineering | Engineering | £28,000.00 | 5 | £28,000.00 |
| TU185 | Shriniwas | Shah | Technician | Electrical Engineering | Engineering | £15,400.00 | 6 | £15,400.00 |
| TU74 | Sanjiv | | | | Engineering | £14,800.00 | 7 | £14,800.00 |
| TU47 | Heta | | | | Engineering | £32,800.00 | 7 | £32,800.00 |
| TU112 | Jitesh | | | | Engineering | £67,800.00 | 7 | £67,800.00 |
| TU56 | Jitesh | Doshi | Lecturer | Electrical Engineering | Engineering | £24,800.00 | 7 | £24,800.00 |
| TU197 | Nitin | Sheth | Reader | Electrical Engineering | Engineering | £32,800.00 | 7 | £32,800.00 |
| TU81 | Mukesh | Italiya | Senior Lec | | | £29,200.00 | 8 | £29,200.00 |
| TU170 | Biren | Sanghvi | Professor | | | £69,000.00 | 10 | £69,000.00 |

Includes these fields in this order
 Step 24 Selects Faculty includes *Engineering*, but excludes Job_Description
Post graduate research

Step 24 New field **Current_Salary**
 Calculates Base_Pay plus 400*Years Service
 Sorted ascending order of years of service

Step 24 Candidate details on every page of the report
 Both currency fields displayed to 2 decimal places with same
 currency sign

Step 24
 Landscape, one page wide, all base fields with all labels and
 data fully visible

| Staff_ID | First_Name | Family_Name | Job_Description | Department | Faculty | Base_Pay | Years_Service | Current_Salary |
|----------|------------|-------------|--------------------------|------------------------|-------------|------------|---------------|----------------|
| TU68 | Gurbux | Gandhi | Lecturer | Electrical Engineering | Engineering | £22,000.00 | 10 | £26,000.00 |
| TU85 | Vinod | Jain | Professor | Electrical Engineering | Engineering | £65,000.00 | 10 | £69,000.00 |
| TU16 | Vikas | Badhniwalla | Professor | Mechanical Engineering | Engineering | £65,000.00 | 10 | £69,000.00 |
| TU72 | Ali | Gosalia | Lecturer | Electrical Engineering | Engineering | £22,000.00 | 13 | £27,200.00 |
| TU12 | Neeraj | Assie | Head of Department | Mechanical Engineering | Engineering | £56,000.00 | 13 | £61,200.00 |
| TU110 | Shishir | Kapoor | Senior Lecturer | Electrical Engineering | Engineering | £26,000.00 | 14 | £31,600.00 |
| TU71 | Mahfuz | Golam | Administrative Assistant | Mechanical Engineering | Engineering | £12,000.00 | 14 | £17,600.00 |
| TU129 | Shetal | Malladi | Administrative Assistant | Mechanical Engineering | Engineering | £12,000.00 | 15 | £18,000.00 |
| TU76 | Manoj | Gupta | Senior Lecturer | Mechanical Engineering | Engineering | £26,000.00 | 16 | £32,400.00 |
| TU52 | Anjay | Deshpande | Administrative Assistant | Mechanical Engineering | Engineering | £12,000.00 | 17 | £18,800.00 |
| TU215 | Divyesh | Vakil | Lecturer | Mechanical Engineering | Engineering | £22,000.00 | 17 | £28,800.00 |
| TU27 | Gopal | Bhurjee | Administrative Assistant | Mechanical Engineering | Engineering | £12,000.00 | 17 | £18,800.00 |
| TU94 | Vipul | Jain | Senior Lecturer | Electrical Engineering | Engineering | £26,000.00 | 17 | £32,800.00 |
| TU211 | Gunwant | Thakur | Head of Department | Electrical Engineering | Engineering | £56,000.00 | 19 | £63,600.00 |
| TU29 | Sanjay | Chachra | Reader | Electrical Engineering | Engineering | £30,000.00 | 20 | £38,000.00 |
| TU217 | Anil | Vora | Lecturer | Electrical Engineering | Engineering | £22,000.00 | 20 | £30,000.00 |

Average time with the faculty

9

Step 24
 Calculates average years of service, placed below this column 1
 Has label **Average time with the faculty** to left of value 1

PUBLISHED

Step 25 Includes this title 1

Departmental telephone directory

Name, Centre number, candidate number

| First_Name | Family_Name | Job_Description | Department | Telephone | External_Phone |
|----------------------------------------------------------|-------------|--------------------------|------------|-----------|----------------|
| Neeraj | Arora | Technician | Biology | 5501 | +775365501 |
| Rishi | Badamia | Reader | Biology | 5502 | +775365502 |
| Step 25 Shows only these fields in this order 1 | | | Biology | 5503 | +775365503 |
| Kedar | Gandhi | Senior Lecturer | | | |
| Inarayan | Jagani | Administrative Ass | | | |
| Mitesh | Jain | Professor | | | |
| Dinesh | Kalaniya | Professor | | | |
| Rajneesh | Lawana | Lecturer | Biology | 5508 | +775365508 |
| Paras | Mane | Lecturer | Biology | 5509 | +775365509 |
| Step 25 Selects Biology and Chemistry departments only 1 | | | Biology | 5510 | +775365510 |
| Aryan | Salian | Senior Lecturer | Biology | 5511 | +775365511 |
| Sanjive | Ammoniac | | | | +775365601 |
| Sajid | Chhaged | | | | +775365602 |
| Pinkal | Dasgupta | Post graduate research | Chemistry | 5604 | +775365604 |
| Pinkesh | Dasgupta | Senior Lecturer | Chemistry | 5603 | +775365603 |
| Sachin | Doshy | Professor | Chemistry | 5605 | +775365605 |
| Rajeev | Dugar | Administrative Assistant | Chemistry | 5606 | +775365606 |
| Harish | Hiranandani | Administrative Assistant | Chemistry | 5607 | +775365607 |
| Gaurang | Jain | Lecturer | Chemistry | 5608 | +775365608 |
| Shashi | Kapoor | Post graduate research | Chemistry | 5618 | +775365618 |
| Prakash | Khandelwal | Senior Lecturer | Chemistry | 5609 | +775365609 |
| Satyanarayan | Khimasia | Reader | Chemistry | 5610 | +775365610 |
| Bhushan | Kularia | Head of Department | Chemistry | 5611 | +775365611 |
| Jayantilal | Kularia | Post graduate research | Chemistry | 5612 | +775365612 |
| Amit | Mehta | Senior Lecturer | Chemistry | 5613 | +775365613 |
| Amit | Padmanabhan | Reader | Chemistry | 5614 | +775365614 |
| Khushru | Parekh | Administrative Assistant | Chemistry | 5615 | +775365615 |
| Shantila | Shah | Senior Lecturer | Chemistry | 5616 | +775365616 |
| Prashant | Shethia | Lecturer | Chemistry | 5617 | +775365617 |

Step 25
New calculated field *External_Phone* 1
Concatenates +77536 with internal phone number 1

Step 25 Printed on a single page in portrait orientation. All base fields fully visible

Step 25 Sorted by Department ascending 1
...then family name and first name both in ascending order 1

Tawara University

Memo

To: Amit Shetty

University Number: TU200

Date: 9 May 2018

Subject: Welcome to new graduates

From Head of Department: A Candidate CN999 9999

Step 27 Print 4 relevant memos only 1

Hello Amit

Welcome to the department of Physics where you will begin your work on your Post graduate research project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the Science and Technology building on the new site. You will receive an annual stipend of 8000. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account.

You have been allocated an internal telephone number of 6529.

You should arrange to attend the new graduates introductory meeting and induction which will be held in room 101 at 2.00 pm next Wednesday.

Tawara University

Memo

To: Premal Jain

University Number: TU88

Date: 9 May 2018

Subject: Welcome to new graduates

From Head of Department A Candidate CN999 9999

Hello Premal

Welcome to the department of Physics where you will begin your work on your Post graduate research project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the Science and Technology building on the new site. You will receive an annual stipend of 8000. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account.

You have been allocated an internal telephone number of 6511.

You should arrange to attend the new graduates introductory meeting and induction which will be held in room 101 at 2.00 pm next Wednesday.

Tawara University

Memo

To: Rajnikant Assie

University Number: TU13

Date: 9 May 2018

Subject: Welcome to new graduates

From Head of Department A Candidate CN999 9999

Hello Rajnikant

Welcome to the department of Physics where you will begin your work on your Post graduate research project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the Science and Technology building on the new site. You will receive an annual stipend of 8000. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account.

You have been allocated an internal telephone number of 6502.

You should arrange to attend the new graduates introductory meeting and induction which will be held in room 101 at 2.00 pm next Wednesday.

Tawara University

Memo

To: Ravi Shah

University Number: TU183

Date: 9 May 2018

Subject: Welcome to new graduates

From Head of Department A Candidate CN999 9999

Hello Ravi

Welcome to the department of Physics where you will begin your work on your Post graduate research project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the Science and Technology building on the new site. You will receive an annual stipend of 8000. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account.

You have been allocated an internal telephone number of 6525.

You should arrange to attend the new graduates introductory meeting and induction which will be held in room 101 at 2.00 pm next Wednesday.

03/10/2016

Step 29

Import text file as slides 1
 First slide layout as title and subtitle with name 1

Candidate name, Centre number, candidate number

Tawara University

Welcome to our new Campus

Presentation by: (Your Name)

Step 30

Master slide created with at least four features (may be seen as optional additional evidence) 2
 (2 for 4 features, 1 for 3 features, else zero)

Candidate name, Centre number, candidate number

Tawara University

The Building Programme

| Planned Development Phases | | | | |
|----------------------------|--------------------|--------------------------------------------------------------------------|-----------------|-----------|
| | Building | Departments | Completion date | |
| Phase 1 | Science Park | Physics Chemistry Biology | May 2018 | Completed |
| Phase 2 | Engineering campus | Electrical Engineering Mechanical Engineering Chemical Engineering | September 2018 | On target |
| Phase 3 | Library | | January 2019 | On target |
| Phase 4 | Arts buildings | History Languages Geography Social Sciences | July 2019 | On target |

Step 31

Table created on correct slide 5 rows and 5 columns 1
 Text placed in table with no split words 1

Step 32

New row with merged cells and text 1

1

03/10/2016

Candidate name, Centre number, candidate number

Tawara University

The Digital Experience

- A state of the art digital backbone
- Super-fast internal and external communications
- Low latency and contention
- Full site access for all staff and students

Candidate name, Centre number, candidate number

Tawara University

What it means for you

- Store your work centrally
- Access it from anywhere on the university campus
- Or from home
- Print from the nearest printer

Step 33 Slides printed with 2 slides to the page layout with no overlap of items

1

03/10/2016

Candidate name, Centre number, candidate number

Tawara University

Working together

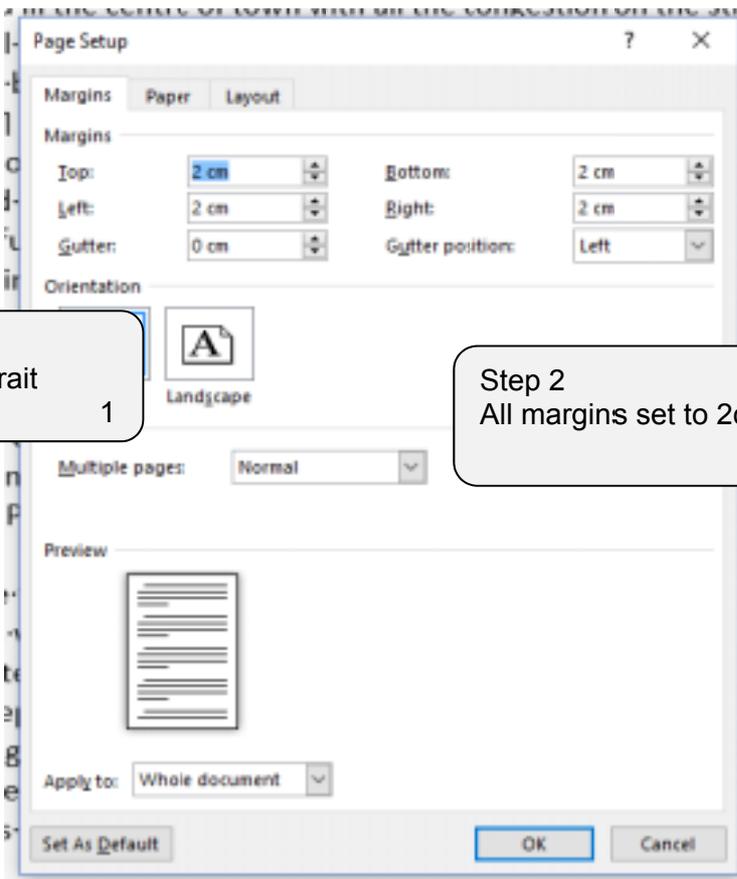
- Share your work with colleagues
- Collaborate in teams
- Update and present your work on line

Evidence Document

Steps 1 and 2 – Evidence 1



Step 1
Page size set to A4 with portrait orientation
1



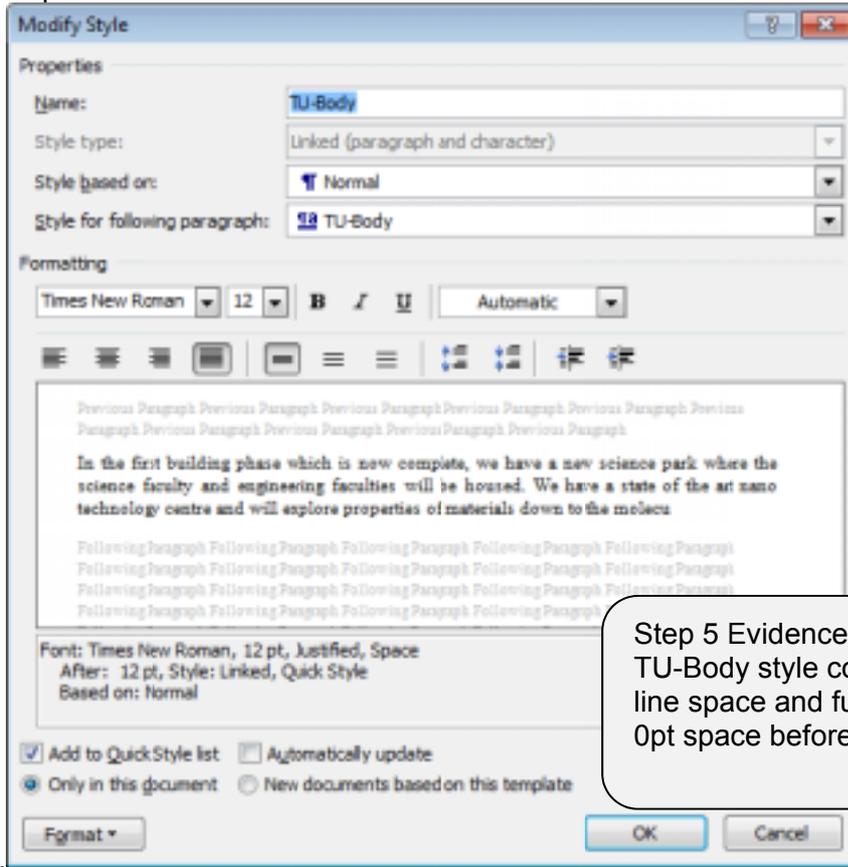
Step 2
All margins set to 2cm
1

Step 3 – Evidence 2



Step3
Document saved in format of software with new name and evidence of file type
1

Step 5 – Evidence 3

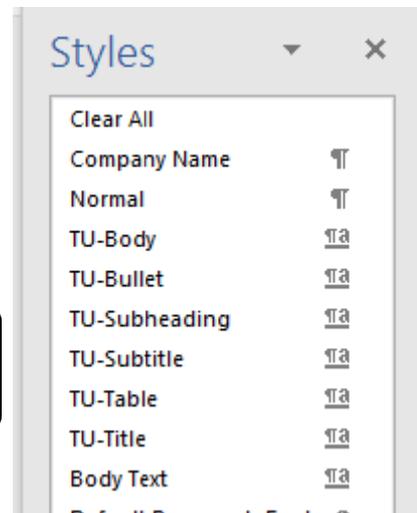


Step 5 Evidence for TU-Body style
 TU-Body style correctly named, serif, 12 point single line space and fully justified 1
 Opt space before, 12 point space after 1

Step 6 – Evidence 4



Step 6 Evidence that *TU_Title*, *TU_Subtitle*, *TU_Subheading*, *TU_Bullet*, *TU_Table* styles have been created 1



Step 20 – Evidence 5

| 1803STAFF | |
|-----------------|------------|
| Field Name | Data Type |
| Staff_ID | Short Text |
| Family_Name | Short Text |
| First_Name | Short Text |
| Job_Role_Code | Short Text |
| Department_Code | Short Text |
| Years_Service | Number |
| Telephone | Short Text |

Step 18 *Staff* file imported
 All field types appropriate to data 1
 Telephone field set as Text 1
 Staff ID field set as Primary key 1

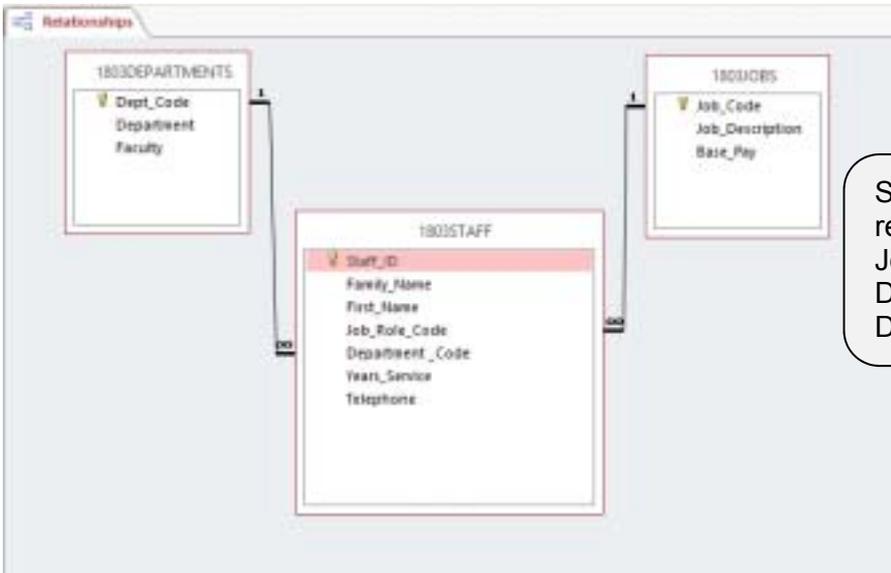
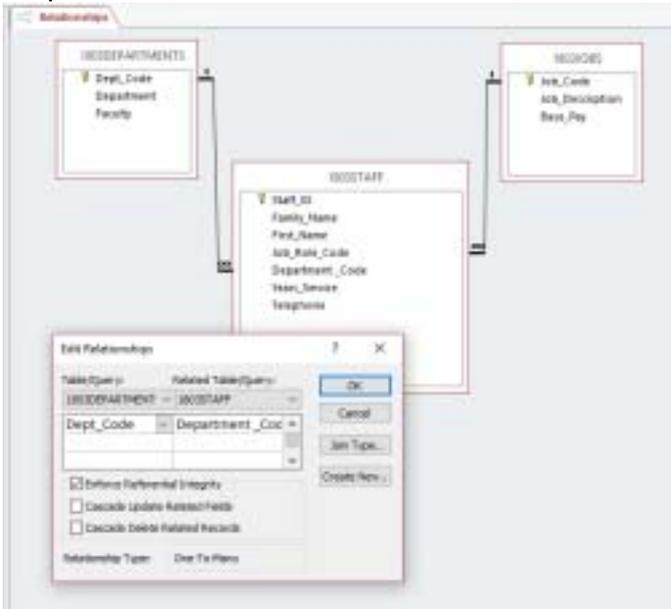
| 1803JOBS | |
|-----------------|------------|
| Field Name | Data Type |
| Job_Code | Short Text |
| Job_Description | Short Text |
| Base_Pay | Currency |

Step 19 *Jobs* file imported
 Base_Pay set as currency or numeric 1
 Job_Code field set as Primary key 1

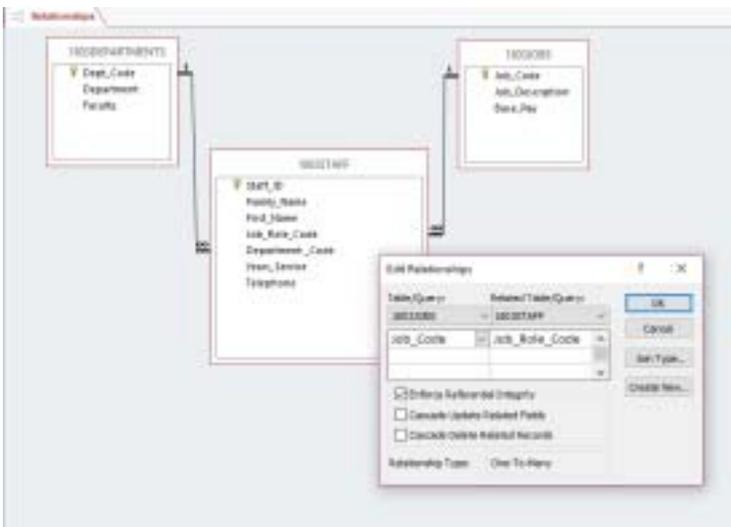
| All Access Objects | |
|--------------------|------------|
| Field Name | Data Type |
| Dept_Code | Short Text |
| Department | Short Text |
| Faculty | Short Text |

Step 20 *Departments* file imported
 All field data types text 1
 Dept_Code field set as Primary key 1

Step 21 – Evidence 6



Step 21 Correct one to many relationships set up
 Job_Code to Job_Role_Code 1
 Dept_Code to Department_Code 1



Step 23 – Evidence 7

The screenshot shows a web-based data entry form for a staff member. The form is titled '1803staff' and contains the following fields:

| | |
|------------------|--------|
| Staff ID | TUZZI |
| Family Name | Kapoor |
| First Name | Shashi |
| Job Code | PG |
| Department Code | CH |
| Years of Service | 1 |
| Telephone | 5618 |

At the bottom of the form, there is a status bar that reads 'Records: 1 of 221 of 221' and a search button.

Steps22/23 Data entry form created 1
Record entered – 100% accurate 1

Step 26 – Evidence 8



Memo

| | |
|---------------------------------|------------------------------------------------------|
| To: | { MERGEFIELD First_Name } { MERGEFIELD Family_Name } |
| University Number: | { MERGEFIELD Staff_ID } |
| Date: | { DATE \@ "dd MMMM yyyy" * MERGEFORMAT } |
| Subject: | Welcome to new graduates |
| From Head of Department: | Name, Centre number, candidate number |

- Step 26 Display Staff_ID and salutation fields 1
- Display date field code with dd MMMM yyyy format 1
- Display all fields in body of memo 1
- Text replaced with candidate details 1

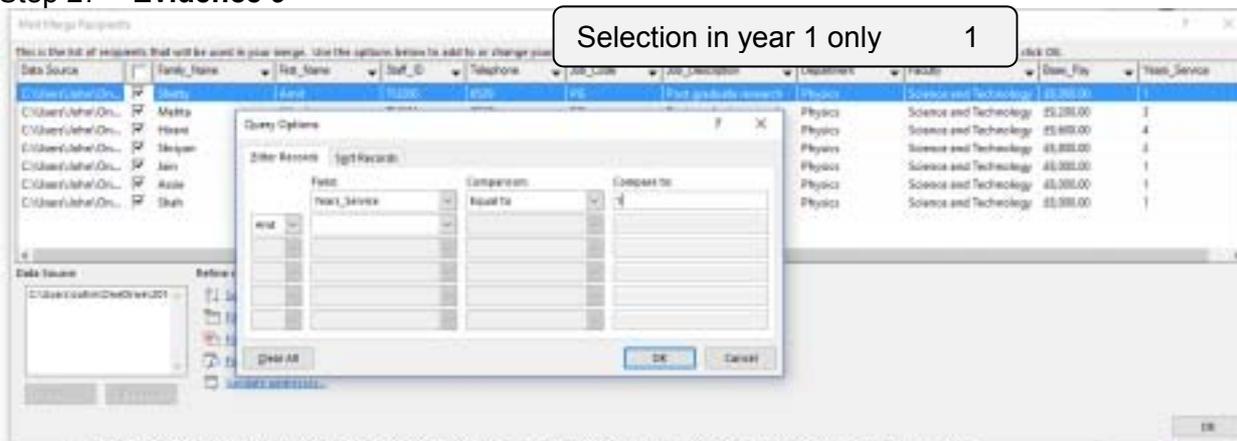
Hello { MERGEFIELD First_Name }

Welcome to the department of { MERGEFIELD Department } where { MERGEFIELD Job_Description } project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the { MERGEFIELD Faculty } building on the new site. You will receive an annual stipend of { MERGEFIELD Base_Pay }. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account. |

You have been allocated an internal telephone number of { MERGEFIELD Telephone }.

You should arrange to attend the new graduates introductory meeting and induction which will be held in room 101 at 2.00 pm next Wednesday.

Step 27 – Evidence 9



- Selection in year 1 only 1

Step 28 – Evidence 10**Advantages**

Only 1 letter has to be typed; saving time

Evaluation of mail merge max 4

Only the master letter / data source has to be proofread; therefore saving time.

Data source may already exist which saves time

Can select on any criteria which saves time creating it

New data sources can be added/used year on year

Faster than typing 6000 individual letters/sending 6000 individual emails

Disadvantage

If errors are in the master letter then 6000 incorrect letters are sent

If a fault is identified AFTER the mailmerge then all hard copy will be wasted; taking up time and money

Slower checking/typing 6000 individual personalised letters than just one

If there are errors in the data source then they may not be checked until after mail merge then the process becomes more difficult

Higher level of staff skill/specialised training required

Accept reasoned conclusion for 1 mark

You must have at least one advantage and one disadvantage to gain full marks

Optional additional evidence for presentation – **Evidence 11 Optional**

E.g. animations or transitions, etc.

