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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/02**

Paper 2 Practical Test A

**October/November 2017**

MARK SCHEME

Maximum Mark: 120

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**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.

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No marks to be awarded for any printout not containing the candidate name, candidate number and centre number.

**Slide 1**

ZZ999, 9999, A Candidate

# Hothouse Design – notes for trainees

**Presented by:** A Candidate

Presentation created	1 mark
<b>Slide master</b>	
Candidate name & no's top left	1 mark
Black 18pt serif font	1 mark
<b>All slides</b>	
Not overlapping	1 mark
Title/subtitle in appropriate format	1 mark
<b>Body text on slides</b>	
Black font	1 mark
Sans serif font	1 mark
Consistent within slide	1 mark

<b>Slide 1</b>	
Title slide added	1 mark
Title & subtitle accurate & appropriate size/style	1 mark

**Slide 2**

ZZ999, 9999, A Candidate

## *Help for trainees*

Select the topic you require

- [Corporate house styles](#)
- [Verification](#)
- [Validation](#)
- [Contact the office](#)

**Slide 3**

ZZ999, 9999, A Candidate

## *Corporate house style*

4 features of a corporate house style are:

- **Consistent colour scheme**
- **Consistent font styles**
- **Logo/trade mark/symbol**
- **Branding**
- **Set of rules**
- **Document specifications**

**[Max 4]**

**Slide 4**

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## *Corporate house style*

2 reasons why it is used are:

- **Method of recognising company/brand recognition**
- **Ensure consistency of company documents**

**[2]**

**Slide 5**

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## *Corporate house style*

2 ways a company could set up its house style are:

- **Styles applied to all documents/website/vehicles/ advertising**
- **Style guides/document templates are used**

**[2]**

**Slide 6**

ZZ999, 9999, A Candidate

## *Corporate house style*

6 examples where it may be seen are:

- **Letterheads**
- **Business cards**
- **Advertising**
- **Websites**
- **Company vehicles**
- **Intranet**
- **Predefined in software**

**[Max 6]**



**Slide 7**

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## *Verification*

Verification ensures:

- **Accuracy of data entry**
- **Integrity of transmitted data/data is consistent/not corrupted**

**[2]**

**Slide 8**

ZZ999, 9999, A Candidate

## *Verification*

7 methods of verification are:

- **Double entry**
- **Two documents compared by computer**
- **Visual verification**
- **Manually compares original/source document with data entered**
- **Data block verification**
- **Checked by computer following transmission**
- **Using checksum**

**[7]**

**Slide 9**

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## *Validation*

Validation ensures:

- **Data entered is reasonable**

**[1]**

## Slide 10

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## *Validation*

Validation does not always work because:

- Data can be reasonable, (eg: in dd/mm/yy format date shows 08/01/17 for 1<sup>st</sup> August) but not correct.

[1]

**Slide 11**

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## *Validation*

5 methods of validation are:

- **Range check**
- **Look up check**
- **Format check**
- **Length check**
- **Type check**

**[5]**

**PUBLISHED**

**Planning time for tasks**

Header 100% correct 1 mark  
 Fits to single page 1 mark  
 Gridlines visible 1 mark  
 Contents fully visible 1 mark  
 Cells A1 to L20 only visible 1 mark

Row 1 & Column A – Bold 1 mark  
 Row 1 & Column A – Centre aligned 1 mark

Row 2 deleted 1 mark

	A	B	C	D	E	F	G	H	I	J	K	L
	<b>Project completion</b>	<b>Start date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Planning</b>	<b>Design</b>	<b>Creation</b>	<b>Event</b>	<b>End date</b>	<b>Full end date</b>	<b>Working</b>
1	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
2	Event 2	16/10/2016	16	10	2016	32	22	50	10	07/02/2017	07 February 2017 [Quarter 4]	2017 [Quarter 4]
3	Event 3	02/11/2016	2	11	2016	30	21	45	7	13/02/2017	13 February 2017 [Quarter 4]	2017 [Quarter 4]
4	Event 4	30/11/2016	30	11	2016	36	28	42	7	23/03/2017	23 March 2017 [Quarter 4]	2017 [Quarter 4]
5	Event 5	01/12/2016	1	12	2016	45	45	72	14	26/05/2017	26 May 2017 [Quarter 1]	2017 [Quarter 1]
6	Event 6	02/12/2016	2	12	2016	2	4	10	10	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
7	Event 7	30/12/2016	30	12	2016	20	10	10	10	29/03/2017	29 March 2017 [Quarter 4]	2017 [Quarter 4]
8	Event 8	15/02/2017	15	2	2017	36	72	60	1	29/03/2017	29 March 2017 [Quarter 4]	2017 [Quarter 4]
9	Event 9	02/03/2017	2	3	2017	6	12	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
10	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
11	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
12	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
13	Completion dates during											
14	2016 [Quarter 1]		0									
15	2016 [Quarter 2]		0									
16	2016 [Quarter 3]		2									
17	2016 [Quarter 4]		0									
18	2017 [Quarter 1]		2									
19	2017 [Quarter 2]		1									
20	2017 [Quarter 3]		0									

Data in row 11 correct 1 mark

Dates 100% correct 1 mark

Row 12 (now seen as 11)  
 Inserted & Event 10 placed 1 mark  
 Global replace –Task to Event 1 mark

Columns B & J – dd/mm/yyyy format 1 mark  
 Display for column K as shown 1 mark

Correct values shown for count 1 mark

Candidate name & numbers  
 In footer 1 mark

Header 100% correct 1 mark  
 Landscape 1 mark  
 Row & column headings fully visible 1 mark  
 Formulae, labels & gridlines fully visib. 1 mark

Formulae and functions used

	D	E	F	G	H	I	J			
1	<b>Project completion</b>	<b>Start date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Planning</b>	<b>Design</b>	<b>Creation</b>	<b>Event</b>	<b>End date</b>
2	<b>Event 1</b>	42610	=DAY(B2)	=MONTH(B2)	=YEAR(B2)	50	24	30	6	=SUM(B2,F2:I2)
3	<b>Event 2</b>	42659	=DAY(B3)	=MONTH(B3)	=YEAR(B3)	32	22	50	10	=SUM(B3,F3:I3)
4	<b>Event 3</b>	42676	=DAY(B4)	=MONTH(B4)	=YEAR(B4)	30	21	45	7	=SUM(B4,F4:I4)
5	<b>Event 4</b>	42704	=DAY(B5)	=MONTH(B5)	=YEAR(B5)	36	28	42	7	=SUM(B5,F5:I5)
6	<b>Event 5</b>	42705	=DAY(B6)	=MONTH(B6)	=YEAR(B6)	45	45	72	14	=SUM(B6,F6:I6)
7	<b>Event 6</b>	42706	=DAY(B7)	=MONTH(B7)	=YEAR(B7)	2	4	10	2	=SUM(B7,F7:I7)
8	<b>Event 7</b>	42734	=DAY(B8)	=MONTH(B8)	=YEAR(B8)	20	10	10	5	=SUM(B8,F8:I8)
9	<b>Event 8</b>	42781	=DAY(B9)	=MONTH(B9)	=YEAR(B9)	36	72	60	14	=SUM(B9,F9:I9)
10	<b>Event 9</b>	42796	=DAY(B10)	=MONTH(B10)	=YEAR(B10)	6	12	8	1	=SUM(B10,F10:I10)
11	<b>Event 10</b>	42826	=DAY(B11)	=MONTH(B11)	=YEAR(B11)					=SUM(B11,F11:I11)
12			<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>End date</b>				
13	<b>Completion dates during</b>									
14	<b>2016 [Quarter 1]</b>	=COUNTIF(L\$2:L\$11,A14)								
15	<b>2016 [Quarter 2]</b>	=COUNTIF(L\$2:L\$11,A15)								
16	<b>2016 [Quarter 3]</b>	=COUNTIF(L\$2:L\$11,A16)								
17	<b>2016 [Quarter 4]</b>	=COUNTIF(L\$2:L\$11,A17)								
18	<b>2017 [Quarter 1]</b>	=COUNTIF(L\$2:L\$11,A18)								
19	<b>2017 [Quarter 2]</b>	=COUNTIF(L\$2:L\$11,A19)								
20	<b>2017 [Quarter 3]</b>	=COUNTIF(L\$2:L\$11,A20)								

Day Correct function 1 mark  
 Month Correct function 1 mark  
 Year Correct function 1 mark  
 End date Correct calculation 1 mark  
 Most efficient method 1 mark

COUNTIF 1 mark  
 Correct range to working column 1 mark  
 Condition reference to cell in A 1 mark  
 Replication All formulae 1 mark

A Candidate, ZZ999, 9999

**PUBLISHED**

**Working**  
 =RIGHT()  
 K2  
 ,16 characters

1 mark  
 1 mark  
 1 mark

Formulae and functions used

		L	M	N	O
1	<b>Full end date</b>	<b>Working</b>			
2	=TEXT(J2," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J2),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K2,16)		1	Quarter 4
3	=TEXT(J3," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J3),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K3,16)		2	Quarter 4
4	=TEXT(J4," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J4),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K4,16)		3	Quarter 4
5	=TEXT(J5," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J5),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K5,16)		4	Quarter 1
6	=TEXT(J6," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J6),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K6,16)		5	Quarter 1
7	=TEXT(J7," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J7),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K7,16)		6	Quarter 1
8	=TEXT(J8," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J8),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K8,16)		7	Quarter 2
9	=TEXT(J9," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J9),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K9,16)		8	Quarter 2
10	=TEXT(J10," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J10),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K10,16)		9	Quarter 2
11	=TEXT(J11," dd mmmmmmmm yyyy")&" ["&VLOOKUP(MONTH(J11),\$N\$2:\$O\$13,2,FALSE)&""]	=RIGHT(K11,16)		11	Quarter 3
12				11	Quarter 3
13				11	Quarter 3
14					
15					
16					
17					
18					
19					
20					

**Full end date**

Text Correct function 1 mark  
 Reference Correct cell 1 mark  
 Space Included after date 1 mark  
 Day portion Correct format 1 mark  
 Month portion Correct format 1 mark  
 Year portion Correct format 1 mark  
 Concatenate or & 1 mark  
 “[ 1 mark  
 Lookup Function used 1 mark  
 Reference Correct cell 1 mark  
 Range Range from file 1 mark  
 Concatenate or & 1 mark  
 ”] 1 mark

A Candidate, Z2999, 3999



Planning time for tasks

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Project completion</b>	<b>Start date</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Planning</b>	<b>Design</b>	<b>Creation</b>	<b>Event</b>	<b>End date</b>	<b>Full end date</b>	<b>Working</b>
2	Event 8	15/02/2017	15	2	2017	36	72	60	14	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
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4	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
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8	Event 7	30/12/2016	30	12	2016	20	10	10	5	13/02/2017	13 February 2017 [Quarter 4]	2017 [Quarter 4]
9	Event 2	16/10/2016	16	10	2016	32	22	50	10	07/02/2017	07 February 2017 [Quarter 4]	2017 [Quarter 4]
10	Event 6	02/12/2016	2	12	2016	2	4	10	2	20/12/2016	20 December 2016 [Quarter 3]	2016 [Quarter 3]
11	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
12												
13	<b>Completion dates during</b>											
14	2016 [Quarter 1]	0										
15	2016 [Quarter 2]	0										
16	2016 [Quarter 3]	2										
17	2016 [Quarter 4]	0										
18	2017 [Quarter 1]	2										
19	2017 [Quarter 2]	1										
20	2017 [Quarter 3]	0										

**Sorted**  
 On end date with integrity 1 mark  
 Most recent at top 1 mark

Extract printed A1 to L20 fully visible 1 mark  
 Gridlines visible 1 mark

	A	B
	<b>Completion dates during</b>	
13		
16	2016 [Quarter 3]	2
18	2017 [Quarter 1]	2
19	2017 [Quarter 2]	1

Correct data extracted 1 mark  
 Correct cell range, fully visible, row & column headings and gridlines 1 mark

**PUBLISHED**

Header –100% correct & printed as specified

1 mark

Corrected values used

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project completion	Start date	Day	Month	Year	Planning	Design	Creation	Event	End date	Full end date	Working
2	Event 8	15/02/2017	15	2	2017	36	72	60	14	16/08/2017	16 August 2017 [Quarter 2]	2017 [Quarter 2]
3	Event 5	01/12/2016	1	12	2016	45	45	72	14	26/05/2017	26 May 2017 [Quarter 1]	2017 [Quarter 1]
4	Event 10	01/04/2017	1	4	2017	3	4	10	7	25/04/2017	25 April 2017 [Quarter 1]	2017 [Quarter 1]
5	Event 9	02/03/2017	2	3	2017	6	12	8	1	29/03/2017	29 March 2017 [Quarter 4]	2016 [Quarter 4]
6	Event 4	30/11/2016	30	11	2016	36	28	42	7	23/03/2017	23 March 2017 [Quarter 4]	2016 [Quarter 4]
7	Event 3	02/11/2016	2	11	2016	30	21	45	7	13/02/2017	13 February 2017 [Quarter 4]	2016 [Quarter 4]
8	Event 7	30/12/2016	30	12	2016	20	10	10	5	13/02/2017	13 February 2017 [Quarter 4]	2016 [Quarter 4]
9	Event 2	16/10/2016	16	10	2016	32	22	50	10	07/02/2017	07 February 2017 [Quarter 4]	2016 [Quarter 4]
10	Event 6	02/12/2016	2	12	2016	2	4	10	2	20/12/2016	20 December 2016 [Quarter 3]	2016 [Quarter 3]
11	Event 1	28/08/2016	28	8	2016	50	24	30	6	16/12/2016	16 December 2016 [Quarter 3]	2016 [Quarter 3]
12												
13	Completion dates during											
14	2016 [Quarter 1]		0									
15	2016 [Quarter 2]		0									
16	2016 [Quarter 3]		2									
17	2016 [Quarter 4]		5									
18	2017 [Quarter 1]		2									
19	2017 [Quarter 2]		1									
20	2017 [Quarter 3]		0									

**Working**  
 Correct 5 events changed 1 mark  
 With years changed from 2017 to 2016 1 mark  
 No changes to any other data (esp. Full end date) 1 mark

Correct values shown for count 1 mark

Header 100% correct & printed as specified 1 mark

Corrected formulae and functions used

	L
1	<b>Working</b>
2	=IF(LEFT(RIGHT(K2,2),1)="4",TEXT(J2,"yyyy")-1 & RIGHT(K2,12),RIGHT(K2,16))
3	=IF(LEFT(RIGHT(K3,2),1)="4",TEXT(J3,"yyyy")-1 & RIGHT(K3,12),RIGHT(K3,16))
4	=IF(LEFT(RIGHT(K4,2),1)="4",TEXT(J4,"yyyy")-1 & RIGHT(K4,12),RIGHT(K4,16))
5	=IF(LEFT(RIGHT(K5,2),1)="4",TEXT(J5,"yyyy")-1 & RIGHT(K5,12),RIGHT(K5,16))
6	=IF(LEFT(RIGHT(K6,2),1)="4",TEXT(J6,"yyyy")-1 & RIGHT(K6,12),RIGHT(K6,16))
7	=IF(LEFT(RIGHT(K7,2),1)="4",TEXT(J7,"yyyy")-1 & RIGHT(K7,12),RIGHT(K7,16))
8	=IF(LEFT(RIGHT(K8,2),1)="4",TEXT(J8,"yyyy")-1 & RIGHT(K8,12),RIGHT(K8,16))
9	=IF(LEFT(RIGHT(K9,2),1)="4",TEXT(J9,"yyyy")-1 & RIGHT(K9,12),RIGHT(K9,16))
10	=IF(LEFT(RIGHT(K10,2),1)="4",TEXT(J10,"yyyy")-1 & RIGHT(K10,12),RIGHT(K10,16))
11	=IF(LEFT(RIGHT(K11,2),1)="4",TEXT(J11,"yyyy")-1 & RIGHT(K11,12),RIGHT(K11,16))

**Working**

- =IF () function 1 mark
- Extracting quarter no (4 marks) e.g.:**
- LEFT( ,1) 1 mark
- RIGHT(K2,2) 1 mark
- "4" 1 mark
- Corrected version if test true (@ marks)**
- TEXT () 1 mark
- J2 abs reference 1 mark
- "yyyy" format 1 mark
- 1 1 mark
- Concatenate or & 1 mark
- =RIGHT() 1 mark
- K2 1 mark
- ,12 characters 1 mark
- Else if incorrect**
- Same function as previous print 1 mark
- Whole function**
- Most efficient working solution 1 mark

**Evidence document**

Insert Hyperlink

Link to: Text to display: Corporate house styles ScreenTip...

Select a page in this document:

- Slide Titles
- 1. Hothouse Design – notes f
- 2. Help for trainees
- 3. Corporate house style
- 4. Corporate house style
- 5. Corporate house style
- 6. Corporate house style
- 7. Verification
- 8. Verification
- 9. Validation

Slide preview:

Corporate house style

Use 4 statements to explain what a corporate house style is

- Consistent colour scheme
- Consistent font styles
- Logo/trade mark/symbol
- Branding
- Set of rules
- Document specifications

1 mark

1 mark

Insert Hyperlink

Link to: Text to display: Verification ScreenTip...

Select a page in this document:

- Slide Titles
- 1. Hothouse Design – notes f
- 2. Help for trainees
- 3. Corporate house style
- 4. Corporate house style
- 5. Corporate house style
- 6. Corporate house style
- 7. Verification
- 8. Verification
- 9. Validation

Slide preview:

Verification

What does verification do?

- Accuracy of data entry
- Integrity of transmitted data/data is consistent/not corrupted

1 mark

1 mark

