



Paper 2: Practical

Sample Paper

2 hour 15 minutes

Marking Scheme

Tasks	Mark Scheme	Marks
Task 2 – Document Production		
1	File saved as ORGANIC, correct with evidence of file type (seen in Evidence Document)	1
2	Remove page breaks from document (2)	1
3	Text Guide produced by: entered accurately in footer [space] Name, centre number, candidate number after colon entered same line, right aligned Automated page numbers right aligned in header	3
4	Section break – applied to correct text 2 columns, 1.5 cm column spacing	2
5	Bulleted list sorted into alphabetical order	1
6	Round bullets replaced with star shaped bullets Bullets indented 2 centimetres from the left margin	2
7	OF-subhead style created, named correctly, based on normal/default (seen in Evidence Document) OF-subhead – serif 22pt, centred, bold, italic, single line, 0pt before, 4pt after (seen in Evidence Document)	2
8	OF-subhead style applied to all 5 subheads – matches style defined in Evidence Step 7	1
9	Delete entire column and contents with heading 2014	1
10	Row 1 merged and heading centred over columns	1
11	Table width set to 10.5 centimetres Table centred within column width	3

	All text displays on one line	
12	<p>Correct paragraph indented 1.5 cm from both left and right margins</p> <p>Selected text displays 3–4 pt outside black border</p> <p>Selected text has 15–35% grey background fill</p>	3
13	<p>Document spell checked and proofread – Document complete/paragraphs intact, landscape, pages and columns aligned</p> <p>top, consistent margins, no widows/orphans, list, table and indented/bordered paragraph not split, no blank pages, pre applied styles unchanged with consistent spacing</p>	1
	TOTAL	22
Task 3 – Database		
14	<p>Students table – 10 field names as given, correct data types (seen in Evidence Document)</p> <p>Degrees table – 9 field names as given, correct data types (seen in Evidence Document)</p> <p>Primary keys set on Roll_no (students) and Subject_code (degrees) (seen in Evidence Document)</p> <p>DOB as DMY, correct format dd-MMM-yy (seen in Report 1)</p> <p>Duration stored and displayed to 1 decimal place (seen in Report 1)</p>	6

	Age_Oct24 as integer, Work_exp displays Yes/No (seen in Report 1)	
15	1-to-many relationship between Subject_code (degrees) and Course_code (students) (seen in Evidence Document)	1
16	<p>Report footer – name, centre number, candidate number in page footer, appears on every page</p> <p>Report title – only text Mature Students Studying Organic Farming top of page, 100% accurate</p> <p>Title displayed in a larger font size, centred within margins, fully visible 1</p> <p>Select records – Subject includes the text organic</p> <p>Select records – Age_Oct24 is 25 or more</p> <p>Sort descending Degree_code and ascending Age_Oct24 no grouping of data.</p> <p>Calculation – correct oldest age found, positioned in report footer</p> <p>Label Age of oldest student 100% accurate, left of value, fully visible</p> <p>Database formula to find oldest age (=MAX([Age_Oct24])), fully visible (seen in Evidence Document)</p> <p>Print layout – 9 specified fields First_name Last_name DOB Telephone Age_Oct24 Duration Degree_code Subject</p>	12

	<p> Work_exp, correct order, headings match the data</p> <p>Print layout – Landscape, tabular layout, all fields present, no truncation</p> <p>All fields present, fits a single page wide and prints on two pages only</p>	
17	<p>Form – correct 7 fields Roll_no First_Name Last_Name Gender DOB Telephone Email from students table, correct order, labels in full (seen in Evidence Document)</p> <p>Columnar form displays one record at a time, single record from database shown, data fully visible (seen in Evidence Document)</p>	2
18	<p>New control inserted between DOB and Telephone fields (seen in Evidence Document)</p> <p>New control inserted as drop down (combo) menu (seen in Evidence Document)</p> <p>New control holds unique ISO_code from country_codes table (seen in Evidence Document)</p> <p>Drop down options display in alphabetical order (seen in Evidence Document)</p> <p>Drop down label Country code 100% accurate, fully visible (seen in Evidence Document)</p>	7

	Data limited to list (seen in Evidence Document)	
	ISO_code stored in Nationality field of students table (seen in Evidence Document)	
19	Form used to enter new record (seen in Evidence Document)	2
	New record entered in form – 100% accurate (seen in Evidence Document)	
	TOTAL	30
Task 4 – Presentation		
20	Presentation complete – slides imported, consistent title/bullet layout, no blank slides, no text or slide order changed	1
21	Automated slide numbers top right. Name, centre number, candidate number in footer. Must be consistent position on all slides, no additional items.	1
22	Consequences of global warming slide - correct original text indented, bullets and text aligned consistently Consequences of global warming slide - correct original text formatted as shown – italic, smaller font Consequences of global warming slide - correct original text dashed (-) bullets followed by consistent space	3
23	Slides Organic farming practices and Carbon sinks deleted	1
24	Pie chart created using correct data from file n2402emissions.csv	1
25	Chart title Global emissions by economic sector – 100% accurate	1
26	Group name and all percentages only as sector labels All labels displayed outside each sector, no legend	2

27	Agriculture, Forestry and other Land Use group only pulled away from chart	1
28	Chart on Industry sources slide, left of bullets, chart data fully visible, no overlap/split words	
29	<p>Sun shape inserted on Consequences of global warming slide</p> <p>Positioned to right of 5 indented bullets</p> <p>Sun shape has a height and width of 4 cm</p> <p>Evidence of sun shape linked as an action button (seen in Evidence Document)</p> <p>... action button links to correct slide Greenhouse Gas Emissions (seen in Evidence Document)</p>	5
30	All slides printed as handouts, portrait orientation, 2 slides to page, each filling half page	1
	TOTAL	18