

# UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International Diploma Advanced Level

## MARK SCHEME for the 2005 question paper

### CAMBRIDGE INTERNATIONAL DIPLOMA IN ICT

**5201      Communication, Data Management, Systems Management,  
maximum mark 100**

This mark scheme is published as an aid to teachers and students, to indicate the requirements of the examination. It shows the basis on which Examiners were initially instructed to award marks. They do not indicate the details of the discussions that took place at an Examiners' meeting before marking began. Any substantial changes to the mark scheme that arose from these discussions will be recorded in the published *Report on the Examination*.

All Examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes must be read in conjunction with the question papers and the *Report on the Examination*.

- CIE will not enter into discussion or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the November 2005 question papers for most IGCSE and GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.



UNIVERSITY of CAMBRIDGE  
International Examinations

2005

**CAMBRIDGE INTERNATIONAL DIPLOMA**

**Advanced Level**

**MARK SCHEME**

**MAXIMUM MARK: 100**

**PAPER: 5201/A**

**ICT (Communication, Data Management, Systems Management)**



UNIVERSITY of CAMBRIDGE  
International Examinations

Printout of the file list from candidate's storage area.

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Check **File Size** is visible  
Check **Date** and **Time** are visible

Name ▲	Size	Type	Modified
 aca5buy.txt	6 KB	Text Document	10/01/2004 10:08
 aca5hd.gif	6 KB	GIF Image	03/09/2003 22:59

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Heading style  
16 point, bold, underlined,  
sans-serif font, left aligned,  
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A4 Portrait  
Top and Bottom margins 4cm  
Left and Right margins 2cm  
Allow for paper feed inconsistencies with  
printers – (the line length must be 17.5 cm)

## Hothouse Design

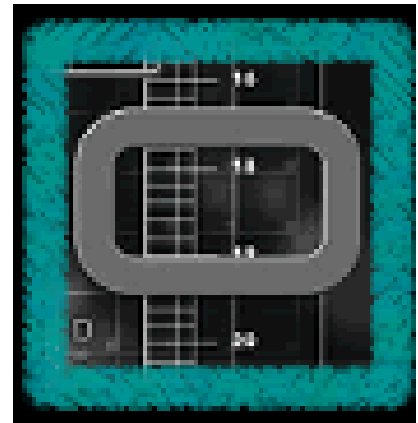
### Office Supplies purchasing strategy

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Fills 20%-50% of column width  
Top of graphic aligns within 5mm of top of text

#### Rationale

Heading style

Over the past twelve months the Office Supplies section of Hothouse Design has grown beyond the projected figures for the year. Sales increased by 26.2% over the year, yet, due to the marketing strategy put into place, profits only increased by 11.8% over the financial year. With inflation running at 2.3% in the last financial year, the board of directors feel that this figure is insufficient. As the focus of last year's marketing strategy was on rapidly increasing sales through decreasing prices (and hence profit margins), we have increased our client base by 47%, with large numbers of new clients trying out our products. Several have already generated repeat business, and this needs to be one aspect that must be targeted in the forthcoming year.



As well as this, the need to increase productivity is the most important area of focus. The reduced sales prices and special offers were the primary reason for the increase in business and should therefore be retained. The only other

variable that can be examined is the purchase price of the items to be sold. There are different possible approaches to reducing purchase price costs. These are:

#### Economies of scale

Heading style

2 columns with 1cm spacing  
Applied to these paragraphs only

Greater quantities would give us more purchasing power, in other words an ability to purchase the items more cheaply. If we could guarantee exceptional sales figures of particular items, then these could be purchased more competitively and increase the profit margins on these items. At present we run with a 'Just in time' policy for stock, where the stock is ordered by us just in time, or in some cases despatched directly from the manufacturer. This policy offers a speedy turnaround but does not allow for bulk purchasing, as each order is placed independently, often for small quantities of

stock. There is a large cost implication of raising many purchase orders over a number of days for the same item. If our best selling ranges could be bulk purchased, and the goods stored (incurring warehouse purchase or leasing costs) then we could buy in very large quantities and significantly reduce the purchase costs. We must be aware that many of the additional costs (like warehousing) would not appear against individual units but would need to be calculated on this basis in order to ensure that we select the most cost efficient method of purchasing.

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**Re-negotiate terms**

Heading style

We could attempt to renegotiate purchase terms and costs with our existing suppliers, based upon the increase in sales volumes. This may prove successful with some companies, but current price structures being used offer us competitive wholesale rates on many products.

Heading style

**Alternative suppliers and re-branding**

This needs investigating in two ways. One alternative would be to purchase cheaper goods, perhaps not quite of the same quality as the products that we now offer, or perhaps just as the major promotional items. The disadvantage of this would be that we currently have an excellent reputation for quality, both in terms of service and products and we would risk losing this reputation and potentially business. One way of offering this type of product would be to use a different 'branding' within our business and try to run two business strands with one set of premises and staff, the second brand being aimed at the value end of the market with 'cheap and cheerful' product ranges.

Heading style

**Supplier codes**

<i>Distributor</i>	<i>Name</i>
B	Scotch
C	Simplex
D	Dudley
E	Coltex

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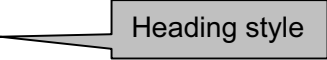
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Date on left  
Name on right  
Page numbering in centre  
Footer on all pages

Table inserted, data from **aca5code.csv**  
5 rows, 2 columns  
row containing A Sellotape deleted  
style as body text with bold & italic top row  
no blank line above table  
single line spacing – must be 12 pts below line  
gridlines must be shown

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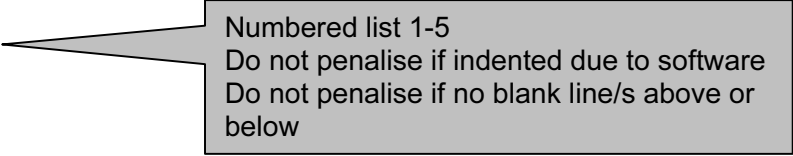
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 Heading style

## **Alternative suppliers for the same products**

One option might be to locate alternative suppliers for some of the product ranges that we currently stock. This could not be done where we purchase direct from the manufacturer, (for example with Sellotape and Scotch), but would be possible where a third party wholesale distributor is used (for example Dudley). If some of the more popular product lines currently purchased through a wholesale distributor could be obtained directly from the manufacturer, it may be possible to make further discounts in this area. On items where our purchase quantities are relatively low, the purchase price is unlikely to be cheaper if we buy direct, due to the wholesale distributor's bulk buying power. Here are some potential suppliers (some manufacturers and others wholesale distributors) for some of our current product ranges:

1. Pritt
2. Easirase
3. Stiples
4. Cheaper
5. Papermite


 Numbered list 1-5  
 Do not penalise if indented due to software  
 Do not penalise if no blank line/s above or below


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## **Staff incentive scheme**

The staff incentive scheme that was introduced for the sales team in last year's sales initiative was a tremendous success. To refresh your memory, the scheme operated in the following manner:

Each member of the sales team now manages a number of key clients. Those clients are not reallocated annually or bi-annually as has previously been the case, but now remain with the individual sales staff to promote a sense of individual pride. The same sales advisor grosses 0.5% of pre-VAT price for each sale they take. In addition to this, for each sale generated to another division within the company from this contract, a bonus is payable to the sales advisor. For example: if the graphic design department is introduced to a client and is given a commission, then the member of the sales team from the office supplies department will also gross 1.5% of the pre-VAT price for each future contract. We need to be creative with the purchasing staff and try to create an incentive scheme where the staff will take pride in their work, and they will receive additional remuneration for increasing the company's profit margins.

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## **Action points**

Heading style

One area for immediate focus will be on those cheaper products where we buy large pack sizes selling for under £4 per item.

All staff are requested to give these suggestions due consideration, any other suggestions would also be welcome. We will meet as scheduled on Wednesday at 3'o'clock. To give an example of some of our current suppliers and the number of their products that we stock (either as stock items or on a dispatch from manufacturer basis) we have included the following chart:

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no blank line before each paragraph  
blank line after each paragraph  
Must be applied to all paragraphs

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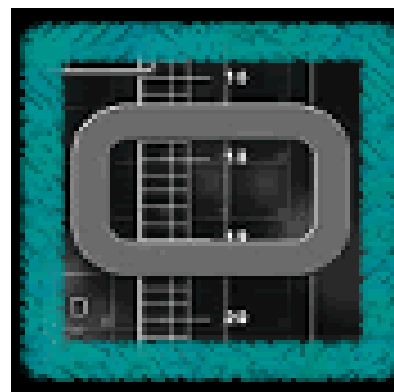
<student's name>

## Hothouse Design

### Office Supplies purchasing strategy

#### Rationale

Over the past twelve months the Office Supplies section of Hothouse Design has grown beyond the projected figures for the year. Sales increased by 26.2% over the year, yet, due to the marketing strategy put into place, profits only increased by 11.8% over the financial year. With inflation running at 2.3% in the last financial year, the board of directors feel that this figure is insufficient. As the focus of last year's marketing strategy was on rapidly increasing sales through decreasing prices (and hence profit margins), we have increased our client base by 47%, with large numbers of new clients trying out our products. Several have already generated repeat business, and this needs to be one aspect that must be targeted in the forthcoming year.



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### **Re-negotiate terms**

We could attempt to renegotiate purchase terms and costs with our existing suppliers, based upon the increase in sales volumes. This may prove successful with some companies, but current price structures being used offer us competitive wholesale rates on many products.

### **Alternative suppliers and re-branding**

This needs investigating in two ways. One alternative would be to purchase cheaper goods, perhaps not quite of the same quality as the products that we now offer, or perhaps just as the major promotional items. The disadvantage of this would be that we currently have an excellent reputation for quality, both in terms of service and products and we would risk losing this reputation and potentially business. One way of offering this type of product would be to use a different 'branding' within our business and try to run two business strands with one set of premises and staff, the second brand being aimed at the value end of the market with 'cheap and cheerful' product ranges.

### **Supplier codes**

<i>Distributor</i>	<i>Name</i>
B	Scotch
C	Simplex
D	Dudley
E	Coltex

<today's date>

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<student's name>

### **Alternative suppliers for the same products**

One option might be to locate alternative suppliers for some of the product ranges that we currently stock. This could not be done where we purchase direct from the manufacturer, (for example with Sellotape and Scotch), but would be possible where a third party wholesale distributor is used (for example Dudley). If some of the more popular product lines currently purchased through a wholesale distributor could be obtained directly from the manufacturer, it may be possible to make further discounts in this area. On items where our purchase quantities are relatively low, the purchase price is unlikely to be cheaper if we buy direct, due to the wholesale distributor's bulk buying power. Here are some potential suppliers (some manufacturers and others wholesale distributors) for some of our current product ranges:

1. Pritt
2. Easirase
3. Grafix
4. Stipples
5. Cheaper
6. Papermite

Numbered list 1-6  
Item 3- Grafix inserted

### **Staff incentive scheme**

The staff incentive scheme that was introduced for the sales team in last year's sales initiative was a tremendous success. To refresh your memory, the scheme operated in the following manner:

Each member of the sales team now manages a number of key clients. Those clients are not reallocated annually or bi-annually as has previously been the case, but now remain with the individual sales staff to promote a sense of individual pride. The same sales advisor grosses 0.5% of pre-VAT price for each sale they take. In addition to this, for each sale generated to another division within the company from this contract, a bonus is payable to the sales advisor. For example: if the graphic design department is introduced to a client and is given a commission, then the member of the sales team from the office supplies department will also gross 1.5% of the pre-VAT price for each future contract. We need to be creative with the purchasing staff

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## Action points

One area for immediate focus will be on those cheaper products where we buy large pack sizes selling for under £4 per item.

<i>Ref</i>	<i>Code</i>	<i>Description</i>	<i>Wholesale</i>	<i>Pack Size</i>	<i>Retail</i>
56405	A	Sellotape Dual Core Desktop Tape Dispenser	£35.88	24	£2.69
44359	A	Sellotape Double Sided Tape 25mm x 33m	£44.88	24	£3.37
30599	A	Sellotape Double Sided Tape 15mm x 5m	£9.84	24	£0.74
22707	A	Sellotape Original Tape 25mm x 33m	£49.44	24	£3.71
22656	A	Sellotape Original Tape 19mm x 33m	£49.44	24	£3.71
15143	E	UHU All Purpose Spray 150ml 2573	£63.50	50	£2.29
15108			£28.00	50	£1.01
53344			£44.70	60	£1.34
81111			£45.72	72	£1.14
12321			£51.12	72	£1.28
42945			£206.00	100	£3.71

Data extract pasted here  
 Data must be correct  
 Retail calculated correctly  
 Searched on Pack >=24 AND  
 Retail <4  
 Sorted on Pack size (ascending)  
 then Ref (descending)  
 Unit column deleted  
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 Column headings bold & italic  
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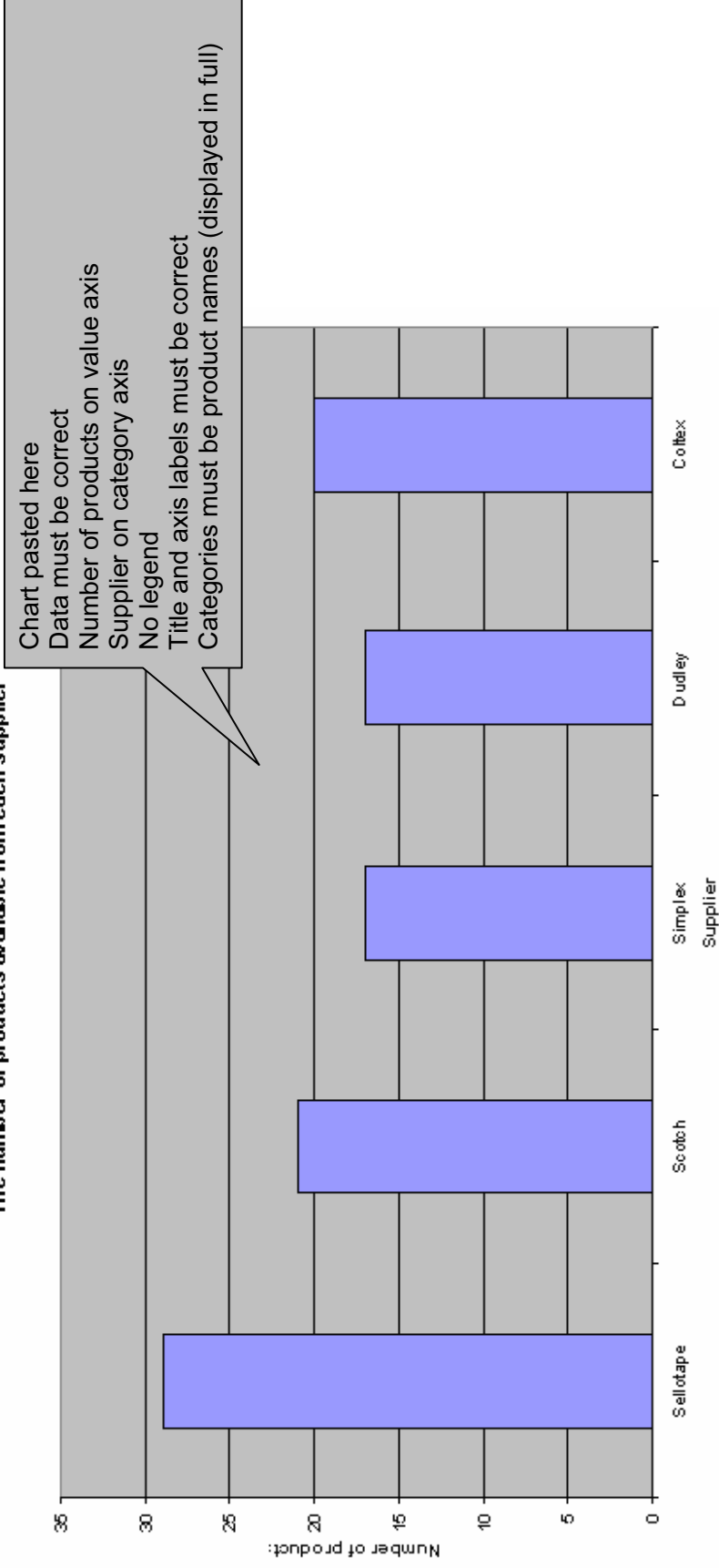
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The number of products available from each supplier



Check document for:  
No widows/orphans  
No isolated headings  
Tables remain on a single page  
Bulleted and numbered lists remain on a single page

<today's date>

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Printout of the second e-mail prepared and ready to send to autoresponder-

Check send to address: **design.h@ucles.org.uk**  
 Check subject line **ICTCOREX**  
 Check for attachment present  
 Could have any file name, check for document or dtp application extensions, zip files etc.

Printout of the file list from candidate's storage area.

Check that files saved at steps 23, 32 and 45 are present (may be different file names from below) and that **ACA5BUY.TXT** has been deleted and that **ACA5HD.GIF** has been moved into the **BACKUP** folder

Ensure final document has been copied into **BACKUP** folder

Check **FILENAME** is visible for all files

Check **File Size** is visible for all files

Check **Date** and **Time** are visible for all files

Name ▲	Size	Type	Modified
backup		File Folder	10/01/2004 13:08
aca5code.csv	1 KB	Microsoft Excel Com...	02/09/2003 22:41
aca5sup.csv	6 KB	Microsoft Excel Com...	02/09/2003 22:23
Step 23.doc	6 KB	Microsoft Word Doc...	29/09/2003 20:17
Step 32.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10
Step 45.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10

Name ▲	Size	Type	Modified
aca5hd.gif	7 KB	GIF Image	03/09/2003 22:59
Step 45.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10
aca5sup.csv	6 KB	Microsoft Excel Com...	02/09/2003 22:23
aca5buy.txt	6 KB	Microsoft Word Doc...	29/09/2003 20:17

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2005

**CAMBRIDGE INTERNATIONAL DIPLOMA**  
**Advanced Level**

**MARK SCHEME**



**MAXIMUM MARK: 100**

**PAPER: 5201/B**

**ICT (Communication, Data Management, Systems Management)**

Printout of the file list from candidate's storage area.

Check **FILENAME** is visible  
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Name ▲	Size	Type	Modified
 acb5buy.txt	6 KB	Text Document	10/01/2004 10:04
 acb5hd.gif	6 KB	GIF Image	03/09/2003 22:59

<student's name>

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A4 Portrait  
Top and Bottom margins 3 cm  
Left and Right margins 3 cm  
Allow for paper feed inconsistencies with printers – (the line length must be 15.5 cm)

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centre aligned,  
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## Hothouse Design

## Warehousing options for Office Supplies

Heading style

### Rationale

Some of the developments within the options suggested as the proposed purchasing strategy need careful investigation in terms of warehousing. The current status (as you are already aware) is that of a JIT strategy. This ensures that the products are purchased by us as an order is placed with us, and we take delivery of the products just in time to dispatch them to the customer.

Whilst this strategy has been mostly successful up to this point, we are trying to increase profit margins without increasing our sales prices. One area for investigation is the prospect of bulk buying our most popular product lines to reduce costs. This obviously has an impact in that warehousing facilities will be needed.

2 columns with 2cm spacing  
Applied to these paragraphs only

### Storage space

There need to be several major considerations in determining the right storage space. The primary decisions will involve location and also whether to allow sufficient space for the storage of all our product lines or just our most popular lines. Another primary decision will be do we want to use accommodation that will allow us to store the current sales volumes, or do we project increased sales and allow for a measure of expansion? If so, how much expansion will there be, and do we want a site with the potential for further expansion?

Heading style

### Buy or rent?

One major consideration will need to be whether to buy or rent an existing warehousing property or to buy land and build a new facility. There is a limited amount of storage space at our existing offices which could be used on a temporary basis, but if sales figures increase as they have over the last six-month period, then this would be inadequate almost before the scheme could be implemented. Li will fully investigate the relative costs of buying or renting (leasing) any suitable local properties that are available with at least a ten-year lease. Shorter leases may be considered, although the costs of refurbishment, security and IT infrastructures would probably exclude these as viable options.

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Body text  
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Must be applied to all paragraphs

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Page numbering in centre  
Footer on all pages

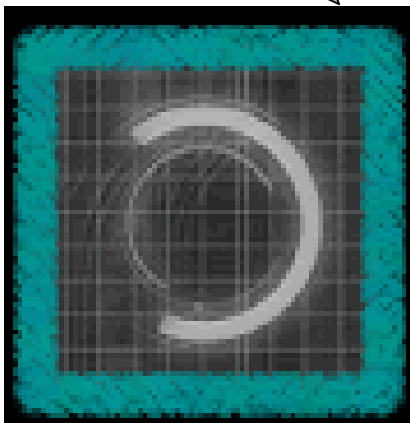
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Fills 20%-50% of column width  
Top of graphic aligns within 5mm of top of text

## Location

Heading style



The location of the proposed sites must be considered. The selected site or sites must have good links to the local motorway network and other transport links. The sites must also have sufficient private car parking facilities for staff and have a full range of utilities. The possibility of installing and maintaining security systems for the site needs considering - if it is to be located on an industrial park, there may be existing security facilities which can be used. This could include local schemes where a single security company supplies services to a number of local businesses in a single deal. These need investigating and will be addressed at a later date.

## Other costs

Heading style

There are several other considerations that need to be addressed. If warehousing is used, then there would probably need to be an increase in the number of employees. Whether the proposed property is rented or purchased, there would still be fixed overheads like business rates, utilities and security implications to consider. Some of these annual overheads have been identified below:

1. Business rates
2. Electricity
3. Water and sewage
4. Insurance
5. Security

Numbered list 1-5  
Do not penalise if indented due to software  
Do not penalise if no blank line/s above or below

Heading style

## Initial suppliers

We would like to consider the following suppliers and their codes for the initial feasibility study of this. By examining these as a sample, we should be able to calculate approximate savings, storage areas required and whether it is feasible to change our purchasing strategy in this way. The selected suppliers and codes can be found below.

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## Supplier codes

Heading style

<i>Distributor</i>	<i>Name</i>
G	Easirase
H	Stip
J	Cheaper
K	Papermite

Table inserted, data from **acb5code.csv**  
5 rows, 2 columns  
row containing F Pritt deleted  
style as body text with bold & italic top row  
no extra blank line/s above table  
single line spacing – must be 11 pts below line  
gridlines must be shown

## Renegotiating terms

Heading style

The feasibility study will require a discussion with all of the suppliers in the table above to see what discounts would be available on the product ranges of theirs that we currently hold. We can use the incentive of increased volumes of sales from their prospective, and a higher profile and potential sales for their products. We should also investigate the idea of actively promoting one or more of their products (preferably new products) as loss leaders to stimulate sales which would be mutually beneficial. Alex will be responsible for this phase of renegotiating, as she already has personal contacts within three of the five selected companies. The chart below shows the number of product ranges that we currently stock from each company.

Heading style

## Sampled product ranges

We are going to sample some of the product ranges to get an approximate volume calculation for the stored stock. In order to do this we have selected a sample of all the low cost items with large quantities within each stored unit. The result of our database search for these products gives us those with a pack size of greater than or equal to 100 and with a retail price of less than £0.50 per unit. These sample products are listed below:

Heading style

## Summary

If our 'just in time' purchasing strategy is to be replaced with a system of warehousing, then this initial feasibility study should allow us to make an informed decision. This decision should be as to whether by implementing the proposed changes we will increase our profit margins. If these changes do not increase profit margins or maintain them with an improved service to our customers, then it will not be worth implementing wholesale change and restructuring. If either of these aims can be met, then further investigation would be necessary using the sites shortlisted in this initial study, and further investigative renegotiation with another sample of suppliers would need to take place.

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## Hothouse Design

### Warehousing options for Office Supplies

#### Rationale

Some of the developments within the options suggested as the proposed purchasing strategy need careful investigation in terms of warehousing. The current status (as you are already aware) is that of a JIT strategy. This ensures that the products are purchased by us as an order is placed with us, and we take delivery of the products just in time to dispatch them to the customer.

Whilst this strategy has been mostly successful up to this point, we are trying to increase profit margins without increasing our sales prices. One area for investigation is the prospect of bulk buying our most popular product lines to reduce costs. This obviously has an impact in that warehousing facilities will be needed.

#### Storage space

There need to be several major considerations in determining the right storage space. The primary decisions will involve location and also whether to allow sufficient space for the storage of all our product lines or just our most popular lines. Another primary decision will be do we want to use accommodation that will allow us to store the current sales volumes, or do we project increased sales and allow for a measure of expansion? If so, how much expansion will there be, and do we want a site with the potential for further expansion?

#### Buy or rent?

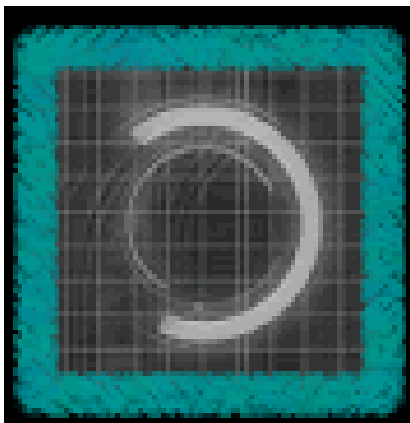
One major consideration will need to be whether to buy or rent an existing warehousing property or to buy land and build a new facility. There is a limited amount of storage space at our existing offices which could be used on a temporary basis, but if sales figures increase as they have over the last six-month period, then this would be inadequate almost before the scheme could be implemented. Li will fully investigate the relative costs of buying or renting (leasing) any suitable local properties that are available with at least a ten-year lease. Shorter leases may be considered, although the costs of refurbishment, security and IT infrastructures would probably exclude these as viable options.

<student's name>

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## Location



The location of the proposed sites must be considered. The selected site or sites must have good links to the local motorway network and other transport links. The sites must also have sufficient private car parking facilities for staff and have a full range of utilities. The possibility of installing and maintaining security systems for the site needs considering - if it is to be located on an industrial park, there may be existing security facilities which can be used. This could include local schemes where a single security company supplies services to a number of local businesses in a single deal. These need investigating and will be addressed at a later date.

<student's name>

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## Other costs

There are several other considerations that need to be addressed. If warehousing is used, then there would probably need to be an increase in the number of employees. Whether the proposed property is rented or purchased, there would still be fixed overheads like business rates, utilities and security implications to consider. Some of these annual overheads have been identified below:

1. Business rates
2. Heating fuel (gas or oil)
3. Electricity
4. Water and sewage
5. Insurance
6. Security

Numbered list 1-6  
Item 2- Heating fuel (gas or oil) inserted

## Initial suppliers

We would like to consider the following suppliers and their codes for the initial feasibility study of this. By examining these as a sample, we should be able to calculate approximate savings, storage areas required and whether it is feasible to change our purchasing strategy in this way. The selected suppliers and codes can be found below.

<today's date>

N

<student's name>

### Supplier codes

<i>Distributor</i>	<i>Name</i>
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H	Stiples
J	Cheaper
K	Papermite

### Renegotiating terms

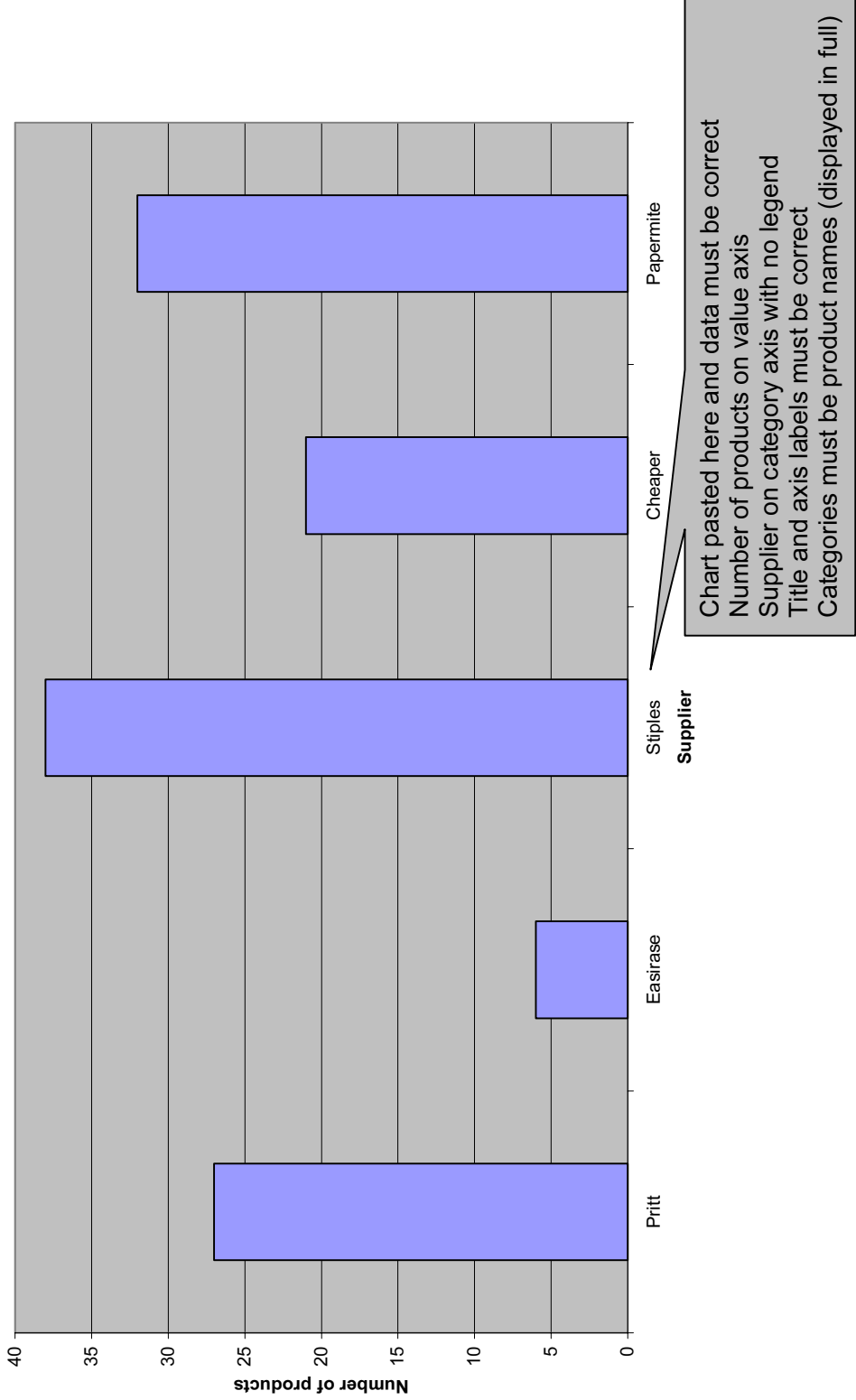
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<today's date>

N

<student's name>

The number of products available from each supplier



<today's date>

N

<student's name>



## Sampled product ranges

We are going to sample some of the product ranges to get an approximate volume calculation for the sites. We do this by having selected a sample of all the low cost items with large quantities within each stored database search for these products gives us those with a pack size of greater than or equal to 100 and a value greater than £0.50 per unit. These sample products are listed below:

<i>Ref</i>	<i>Code</i>	<i>Description</i>	<i>Wholesale</i>	<i>Pack Size</i>	<i>Retail</i>
28009	H	A4 38mm White	£16.90	100	£0.30
28008	H	A4 38mm Red	£16.90	100	£0.30
28007	H	A4 38mm Blue	£16.90	100	£0.30
28006	H	A4 38mm Black	£16.90	100	£0.30
43962	F	Sticky Fingers Wallet of 140	£3.26	140	£0.04

Data extract pasted here  
Data must be correct  
Retail calculated correctly  
Searched on Pack >=100 AND  
Retail <0.5  
Sorted on Pack size (ascending)  
then Ref (descending)  
Unit column deleted  
Formatted in body style  
**Column headings bold & italic**  
Gridlines not important  
Wholesale and retail columns  
must be in sterling currency with  
2dp

## Summary

If our 'just in time' purchasing strategy is to be replaced with a system of warehousing, then this initial feasibility study should allow us to make an informed decision. This decision should be as to whether by implementing the proposed changes we will increase our profit margins. If these changes do not increase profit margins or maintain them with an improved service to our customers, then it will not be worth implementing wholesale change and restructuring. If either of these aims can be met, then further investigation would be necessary using the sites shortlisted in this initial study, and further investigative renegotiation with another sample of suppliers would need to take place.

Check document for:  
No widows/orphans  
No isolated headings  
Tables remain on a single page  
Bulleted and numbered lists remain on a single page

<today's date>

N

<student's name>

Printout of the second e-mail prepared and ready to send to autoresponder-

Check send to address: **design.h@ucles.org.uk**  
 Check subject line **ICTCOREX**  
 Check for attachment present  
 Could have any file name, check for document or dtp application extensions, zip files etc.

Printout of the file list from candidate's storage area.

Check that files saved at steps 23, 32 and 45 are present (may be different file names from below) and that **ACB5BUY.TXT** has been deleted and that **ACB5HD.GIF** has been moved into the **BACKUP** folder

Ensure final document has been copied into **BACKUP** folder

Check **FILENAME** is visible for all files

Check **File Size** is visible for all files

Check **Date** and **Time** are visible for all files



**backup**

Name ▲	Size	Type	Modified
acb5hd.gif	7 KB	GIF Image	03/09/2003 22:59
Step 45.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10
acb5sup.csv	6 KB	Microsoft Excel Com...	02/09/2003 22:23
acc5buy.txt	6 KB	Microsoft Word Doc...	29/09/2003 20:17

Name ▲	Size	Type	Modified
backup		File Folder	10/01/2004 13:08
acb5code.csv	1 KB	Microsoft Excel Com...	02/09/2003 22:41
acb5sup.csv	6 KB	Microsoft Excel Com...	02/09/2003 22:23
Step 23.doc	6 KB	Microsoft Word Doc...	29/09/2003 20:17
Step 32.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10
Step 45.doc	54 KB	Microsoft Word Doc...	10/01/2004 13:10

<today's date>

N

<student's name>