

**CAMBRIDGE INTERNATIONAL EXAMINATIONS**

International General Certificate of Secondary Education

**MARK SCHEME for the November 2003 question papers**

**0418 INFORMATION TECHNOLOGY**

<b>0418/01</b>	<b>Paper 1 (Written), maximum raw mark 80</b>
<b>0418/02</b>	<b>Paper 2 (Written), maximum raw mark 80</b>
<b>0418/03</b>	<b>Paper 3 (Practical), maximum raw mark 70</b>
<b>0418/04</b>	<b>Paper 4 (Practical), maximum raw mark 72</b>

These mark schemes are published as an aid to teachers and students, to indicate the requirements of the examination. They show 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 discussions or correspondence in connection with these mark schemes.

CIE is publishing the mark schemes for the November 2003 question papers for most IGCSE and GCE Advanced Level syllabuses.

**Grade thresholds** taken for Syllabus 0418 (Information Technology) in the November 2003 examination.

	maximum mark available	minimum mark required for grade:			
		A	C	E	F
Component 1	80	53	40	25	21
Component 2	80	50	34	21	16
Component 3	70	65	55	40	34
Component 4	72	64	46	25	19

The threshold (minimum mark) for B is set halfway between those for Grades A and C.  
The threshold (minimum mark) for D is set halfway between those for Grades C and E.  
The threshold (minimum mark) for G is set as many marks below the F threshold as the E threshold is above it.

Grade A\* does not exist at the level of an individual component.

**NOVEMBER 2003**

**INTERNATIONAL GCSE**

**MARK SCHEME**

**MAXIMUM MARK: 80**

**SYLLABUS/COMPONENT: 0418/01**

**INFORMATION TECHNOLOGY  
Paper 1 (Written)**



# CAMBRIDGE

## INTERNATIONAL EXAMINATIONS

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark												
1	<p>A Monitor</p> <p>B CD ROM Drive</p> <p>C Speaker</p> <p>D Mouse</p> <p>E Keyboard</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>												
2	<p>pupil record</p> <p>credit card</p>	<p>1</p> <p>1</p>												
3	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Presentation graphics</td> <td style="width: 50%;">recording data in a science experiment</td> </tr> <tr> <td>Word processor</td> <td>preparing a talk to show how a computer works</td> </tr> <tr> <td>Spreadsheet</td> <td>writing letters to parents</td> </tr> <tr> <td>Database</td> <td>keeping school tuck shop accounts</td> </tr> <tr> <td>Desk Top Publishing</td> <td>storing pupil records</td> </tr> <tr> <td>Measuring program</td> <td>producing the school magazine</td> </tr> </table>	Presentation graphics	recording data in a science experiment	Word processor	preparing a talk to show how a computer works	Spreadsheet	writing letters to parents	Database	keeping school tuck shop accounts	Desk Top Publishing	storing pupil records	Measuring program	producing the school magazine	<p>5</p>
Presentation graphics	recording data in a science experiment													
Word processor	preparing a talk to show how a computer works													
Spreadsheet	writing letters to parents													
Database	keeping school tuck shop accounts													
Desk Top Publishing	storing pupil records													
Measuring program	producing the school magazine													
4	<p>Two from:</p> <p>Cannot be moved easily from computer to computer.</p> <p>Can be written to and read from without the use of special equipment.</p> <p>Has much faster access time.</p> <p>Has much faster transfer rate</p> <p>Can store much more data</p>	<p>2</p>												
5	<p>4 marks, minus 1 for each mistake</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">FORWARD 20</td> <td style="width: 50%;">FORWARD 20</td> </tr> <tr> <td>RIGHT 90</td> <td>PENDOWN</td> </tr> <tr> <td>FORWARD 40</td> <td>FORWARD 20</td> </tr> <tr> <td>RIGHT 90</td> <td>RIGHT 90</td> </tr> <tr> <td>FORWARD 20</td> <td>FORWARD 40</td> </tr> <tr> <td>PENUP</td> <td></td> </tr> </table>	FORWARD 20	FORWARD 20	RIGHT 90	PENDOWN	FORWARD 40	FORWARD 20	RIGHT 90	RIGHT 90	FORWARD 20	FORWARD 40	PENUP		<p>4</p>
FORWARD 20	FORWARD 20													
RIGHT 90	PENDOWN													
FORWARD 40	FORWARD 20													
RIGHT 90	RIGHT 90													
FORWARD 20	FORWARD 40													
PENUP														
6	<p>TRUE</p> <p>FALSE</p> <p>FALSE</p> <p>FALSE</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>												



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 2 of 6

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark
7	Two from ability to control cursor, select, scroll, menu.	2
8	Two from Don't use floppy discs from unknown sources. Use a virus checker/killer program. Don't download files from the internet. Don't load attachments to e-mails from unknown/doubtful sources	2
9	Two pieces of software from Data logging software Data handling DTP Spreadsheet Word processing  Two uses from: Taking physiological readings during exercise. Storing data logging readings. Storing pupil records. Producing graphs from data-logging data. Producing posters for department notice board/team sheets. Calculating pupil marks. Send letters home about sports days, fixtures etc.  Use must be appropriate to software.	2
10a)	i) Exam number. ii) It is unique for each candidate.	1
b)	Gender.	1
c)	Age changes every year and so file will need to be continually updated.	1
d)	Two from: Use passwords Encrypt data Restricting use of data to certain computers	2
11	One from: Not restricted to using it in one room/Can use it for data logging outdoors.  One from: Not as easy as using mouse/ Screen display not as clear/ Battery limits length of use/ easily broken/ easily stolen	1



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 3 of 6

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark
12	<p>Three from:</p> <p>Database to store data/print graphs.</p> <p>Spreadsheet to store data/print graphs.</p> <p>Data logging software to convert data.</p> <p>Temperature sensors to read data.</p> <p>Printer/plotter to print graphs.</p> <p>ADC to convert analogue signals to digital.</p>	3
13	<p>a) when a new student joins the school</p> <p>b) when a pupil leaves the school</p> <p>c) when a pupil changes address/phone number/ parents/form/class/house/ when incorrect data has to be corrected.</p>	1 1 1
14a)	<p>Two from:</p> <p>(Microwave) oven.</p> <p>Dishwasher/Washing machine.</p> <p>Television.</p> <p>VCR.</p> <p>Iron.</p> <p>Hoover.</p> <p>Air conditioning system/Central Heating system.</p> <p>Stereo system.</p>	2
b)	<p>two from:</p> <p>more leisure/free time.</p> <p>Become more lazy.</p> <p>Can go out more/no need to stay in as much to do housework.</p>	2
15	<p>Three from:</p> <p>Open/create document(s)</p> <p>One containing information which will be repeated in each letter.</p> <p>One containing information which will be repeated for each envelope.</p> <p>Open/create a database which contains names and addresses, which contains form tutor, form</p> <p>In the main document, insert placeholders for variables</p> <p>Merge data from the database into the main document.</p> <p>Print letters and envelopes</p>	3
16a)	<p>One from:</p> <p>To convert digital computer signals to phone signals.</p> <p>To convert phone signals to digital computer signals.</p>	1



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark
16b	two from: Easy to find information. Can do their banking on-line. Can do their shopping on line. Lonely people can join chat rooms/bulletin boards. Access to a huge database of information. Can gain up to the minute news about events currently happening. An advantage of using e-mail compared with letter post	2
17a)	One from: Backache RSI Eyestrain Headaches  One from: Get straight back chairs/Sit with straight back/don't slouch/Do finger exercises periodically. Get anti-glare screens/look away from screen periodically. Have eyesight tested/get glasses. Take regular breaks.	2
b)	Two from: Prints more copies per minute. WYSIWYG – paper in inkjet is more likely to misalign. Paper tray needs refilling less often. Cartridges need changing less often. Quieter than inkjet.	2
18	Any order Three from: Create database of exam results using database/spreadsheet. Produce reports using database software. Import data into spreadsheet software/graphics package Produce graphs using database/spreadsheet/graphics software. Create web page using word processor/DTP/web authoring package. Create links/import data using word processor/DTP/web authoring package. Upload web page.	3



# CAMBRIDGE

## INTERNATIONAL EXAMINATIONS

Page 5 of 6

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark
19a)	<p>Two from:</p> <ul style="list-style-type: none"> <li>Compatibility with existing system.</li> <li>Speed of processing.</li> <li>Amount of IAS.</li> <li>Amount of hard disc space.</li> <li>Presence of a network card.</li> <li>reliability</li> </ul>	2
b)	<p>One problem from:</p> <ul style="list-style-type: none"> <li>Will cause reduction in speed.</li> <li>Will fill up hard disc - no room to save work.</li> </ul> <p>One solution from:</p> <ul style="list-style-type: none"> <li>Buy extra internal memory for server.</li> <li>Buy another hard disc for server.</li> <li>Buy another server to act as slave.</li> </ul>	2
c)	<p>One from:</p> <ul style="list-style-type: none"> <li>Printer.</li> <li>Scanner.</li> </ul> <p>One from:</p> <ul style="list-style-type: none"> <li>Connected to a computer locally and driver installed on computer, configured to be shared.</li> <li>If network card present, connect directly to a network point and driver installed on server, configured to be shared.</li> </ul>	2
20	<p>Advantages:</p> <p>Curriculum:</p> <ul style="list-style-type: none"> <li>Can prepare worksheets and put on intranet.</li> <li>Can assess pupil's work saved on network.</li> <li>Are aware of what is available on pupil's work area.</li> <li>Can practice using software.</li> </ul> <p>Admin:</p> <ul style="list-style-type: none"> <li>Can print out class lists.</li> <li>Can record assessments.</li> <li>Can read pupil timetables.</li> <li>Can read staff timetables.</li> <li>Can look up attendance records.</li> <li>Can access pupil records</li> </ul> <p>4 marks maximum for each up to total of 5. (disadvantages can be any negative wording of the above providing the positive hasn't already been given)</p>	5





# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 6 of 6

### MARK SCHEME SHEET

Subject/Paper No: 0418/1

Month: November

Year: 2003

Question Number	Answers	Part Mark
21	<p>Must be at least one from each but four from:</p> <p>Librarian:</p> <ul style="list-style-type: none"><li>Fewer mistakes in entering data.</li><li>Easier to see who has got what books out.</li><li>Easier to print out overdue book lists.</li><li>Easier to check if a book is in or out.</li><li>Automatic calculation of fines.</li></ul> <p>Student:</p> <ul style="list-style-type: none"><li>Easier to see if library has a certain book.</li><li>Easier to search for books on certain topics.</li><li>Easier to search for books by particular author</li><li>Easier to check what books you have got out.</li></ul>	4
22	<p>Four from:</p> <ul style="list-style-type: none"><li>Spreadsheet file will be saved in suitable format.</li><li>Template/frames created in DTP package</li><li>Spreadsheet file imported in to DTP package</li><li>Pictures imported into DTP package</li><li>Text typed in and formatted.</li><li>Headings formatted.</li></ul>	4



**CAMBRIDGE**  
INTERNATIONAL EXAMINATIONS

**NOVEMBER 2003**

INTERNATIONAL GCSE

**MARK SCHEME**

**MAXIMUM MARK: 80**

**SYLLABUS/COMPONENT: 0418/02**

**INFORMATION TECHNOLOGY  
Paper 2 (Written)**



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 1 of 5

### MARK SCHEME SHEET

Subject/Paper No: 0418/2

Month: November

Year: 2003

Question Number	Answers	Part Mark
1	Scanner	1
	Touchpad	1
2	magnetic strip on a credit card	1
	customer database	1
3	modem	1
	ISDN link	1
4	Analysis	1
	Implementation	1
	Password	1
	A virus	1
5	People don't have to leave their house to do the shopping.	1
	People can do their shopping at any time of day.	1
6a)	file structure	1
	Screen layouts	1
b)	Scanner	1
	Digital camera	1
c)	Video reference number	1
7	FALSE	1
	TRUE	1
	TRUE	1
	FALSE	1
8	Three from:	
	Draw lines (of different types)	
	Draw lines of different thicknesses	
	Insert text	
	Library of shapes	
	Different views available/3D option	
	Rotate shapes/lines	
	Use of scales	
	Copy shapes/lines	
	Enlarge shapes/lines	
	Specify co-ordinates/measurements	
	Shading/colouring	
	Insert image	
	Zoom	3



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 2 of 5

### MARK SCHEME SHEET

Subject/Paper No: 0418/2

Month: November

Year: 2003

Question Number	Answers	Part Mark	
9	OMR	1	
	RAM	1	
	Word processing	1	
10	Booking a flight at a travel agent.	1	
	Withdrawing money from a cash point.	1	
11a)	Bar Code Reader/Keyboard	1	
b)	Check digit/length check/existency check/range check/invalid character check	1	
c)	User name/membership number/security code/id	2	
	Password		
12a)	Must include space(s) after name in proportion to length of likely response or an appropriate example.		
	Membership number.	1	
	Personal data (name, address, post code/zip, box number, phone no. etc.) 2 marks for 4 items, 1 for 3 items else 0	2	
	(first name and second name only counts as one item, address1, address2, address3 etc. together only count as one item)		
	Method of payment	1	
	Information fills the page AND is clearly a screen input form.	1	
	b)	Visually checking data comparing to original	1
		Entering data twice and comparing	1
		Can be descriptions of two versions of double entry.	
	c)	Two from:	
Length check			
Range check			
Invalid character check			
Existency check (lack of) / Uniqueness		2	
d)	(Data can be seen and) personal details spread about.		
	Data can be changed.		
	Data can be deleted.	3	
e)	Descriptions of three from		
	Abnormal data		
	Normal data		
	Extreme data		
	Erroneous data	3	



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

### MARK SCHEME SHEET

Subject/Paper No: 0418/2

Month: November

Year: 2003

Question Number	Answers	Part Mark
13	<p>Three applications from Medical diagnosis, Car fault diagnosis, Mineral exploration, chess games, tax advice</p> <p>Three inputs and outputs from:</p> <p>Medical diagnosis: Inputs - medical symptoms, Output - diagnosis</p> <p>Car fault diagnosis : Inputs - car problem symptoms, output - diagnosis</p> <p>Mineral exploration: Inputs - depth of digging, type of rock etc., output - probability of finding specific minerals</p> <p>chess games: Inputs - chess moves, Output - resulting chess move</p> <p>tax advice Inputs – earnings, family details, job details, Output – advice on working patterns, eligibility for allowances</p>	3       3
14a)	<p>Two from:</p> <p>Bank sort code</p> <p>Account number</p> <p>Expiry date</p> <p>Start date/issue number</p>	2
b)	<p>Two from:</p> <p>Existency/validity</p> <p>Not been stolen</p> <p>Expiry date still valid</p> <p>Sufficient funds</p> <p>Pattern of use</p>	2
c)	<p>Two from:</p> <p>Authorisation to continue with transaction</p> <p>Computer reads balance matching the account number</p> <p>Deducts payment from balance</p> <p>Credits supermarket account with payment</p> <p>Prints itemised bill.</p>	2
15	<p>Two descriptions from:</p> <p>Direct changeover - scrap the old system and start using the new system immediately.</p> <p>Parallel running - running both the old system and the new system until the new system has 'proved itself'.</p> <p>Pilot - implementing the whole system in just a part of the organisation or part of the system in the whole organisation.</p> <p>Phased implementation - implementing the system in stages.</p> <p>2 disadvantages from:</p> <p>Direct changeover – if the solution does not work properly, difficult to get the old system back.</p> <p>Parallel running – costs a lot in wages for two sets of staff.</p> <p>Pilot – takes time to implement.</p> <p>Phased implementation – takes time to implement.</p>	2       2



# CAMBRIDGE

## INTERNATIONAL EXAMINATIONS

### MARK SCHEME SHEET

Subject/Paper No: 0418/2

Month: November

Year: 2003

Question Number	Answers	Part Mark
16	<p>Technical documentation: Two reasons from: So that modifications to the system/program can be made. In case original programmer/analyst is unavailable errors can be corrected. So that system/program can be updated So that system can be re-installed in the event of system failure (can be in user documentation instead)</p> <p>User documentation: Two reasons from: So user will know how to 'use' the system. So user can cope with problems. So user knows how to set up system.</p>	2  2
17	<p>Four from: Benefits: Can manage their finances more easily Don't have to waste time travelling long distances to shops/banks. Don't have to spend money on travelling expenses travelling long distances to shops/banks. Greater choice of goods than local shops. No embarrassment of having to ask for loans face to face. Can shop/bank when shops/banks are closed. Disabled people don't have to leave the house.</p> <p>Limitations: Lose personal touch. Less opportunity for socialising with friends/neighbours. Can't touch/feel/see the goods in reality. More expensive phone bills. Lack of exercise. Still have to go to the bank to withdraw cash Can't have more than three benefits or limitations.</p>	4
18	<p>Use of videocams/microphones/webcams, modem / computer to connect people together on-line.</p> <p>Three from: Advantages: Response is immediate. More than two people can participate at the same time. You can see all participants. Work on documents etc. can take place collaboratively on-line. Can demonstrate visually. Body language can be interpreted</p>	1 1 1



# CAMBRIDGE

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## INTERNATIONAL EXAMINATIONS

Page 5 of 5

### MARK SCHEME SHEET

Subject/Paper No: 0418/2

Month: November

Year: 2003

Question Number	Answers	Part Mark
18 cont.	Disadvantages: Cost of setting up system Different time zones make it difficult to synchronise conferences. Disruption caused by upgrading system.	3



**CAMBRIDGE**  
INTERNATIONAL EXAMINATIONS

**NOVEMBER 2003**

INTERNATIONAL GCSE

MARK SCHEME

MAXIMUM MARK: 70

SYLLABUS/COMPONENT: 0418/03

INFORMATION TECHNOLOGY  
Paper 3 (Practical)





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 **OGAWA.TXT**

If candidate has attached file **OGAWA.CSV** instead of **OGAWA.TXT** then allow this

*Marks to be deducted if incorrect:*

address (1 mark) **1.2.1**

subject (1 mark) **1.2.1**

attachment (1 mark) **1.3.1**

## A. Student

Name top left of page  
Does not have to be in the header

Date top right of page  
Does not have to be in the header

<today's date>

Heading inserted  
Centre aligned  
16 point, bold & italic  
Different font to body text

# OGAWA BONSAI

Rootrainer Trees has diversified during the past financial year and has set up a new business strand called Ogawa Bonsai. The decision to move away from the Rootrainer name was taken in an attempt to add an oriental and authentic facade to this business. The idea was developed by Takeo Ogawa, who is the head of Rootrainer's 'South East Asian Division' which covers all operations in Japan, Thailand, Australia, India and Indonesia.

Takeo has taken the horticultural expertise of the English growers within the company and merged it with the tradition and mystery of the Japanese bushi culture. The marketing strategy which will be used to target initially the western European and North American markets will bring an image of serene tranquility to every lounge, sitting room and office in these areas.

In order to fulfil this marketing strategy, Takeo has initiated a study into the preferred styles and species of trees for these new market places. Following initial studies, Takeo plans to initiate the propagation of sufficient quantities of the selected species to enable a major Europe wide and North American launch of these new products. The summary of this research is:

Page break inserted here

A4 page size

Landscape

All margins 3.5 cm

Allow for paper feed inconsistencies with printers –  
(the line length must be between 22.5 and 23 cm)

Body text left aligned  
10 point  
Double line spacing

Marks to be deducted if incorrect:  
name top left (1) 4.1.6  
date top right (1) 4.1.6  
heading inserted (1) 3.2.1  
centre align (1) 4.1.6  
16 point (1) 5.5.1  
bold (1)  
italic (1)  
different font (1)  
A4 page size (1) 4.1.1  
landscape (1) 4.1.2  
margins (1) 4.1.4

Marks to be deducted if incorrect:

Page break (1) 5.4.1  
Left aligned (1) 4.1.6  
10 point (1) 5.5.1  
double line spacing (1) 4.1.5  
applied to all paragraphs (1) 4.1.5

Marks to be deducted if incorrect:

Document Present (1)  
Document Complete with  
paragraphing intact (1)

## A. Student

<today's date>

There would be a need for several of Takeo's multilingual Japanese arborists and two consultant bonsai masters to visit the growers within the European and American divisions. The aim of these workshops would be to introduce the following areas:

- propagation techniques
- root pruning
- wiring
- bonsai seasons

**Bullet points**  
**Indented at least 2cm**  
Accept if start of text indented by 2cm from margin

*Marks to be deducted if incorrect:*  
Bullet points present (1) **5.2.1**  
Bullet points indented (1) **5.1.1**

These workshops and demonstrations would be to all the designated employees of Roottrainer Trees who were assigned responsibility for the 'Ogawa Bonsai' sections of the business. This instruction will of course include the selection of suitable material for growing good bonsai specimens. All packaging and distribution will be using our existing Roottrainer Trees network, at least in the initial phases.

As can be seen from the survey results, there will need to be different growing and marketing strategies for each of the divisions, with the North American markets requiring more coniferous varieties and the European markets preferring more deciduous trees. Some of the Acer species would appear to be the favourite deciduous varieties on both continents. Unfortunately, this could lead to some time-related issues as some of the Acer species are very slow growing. They do make superb traditional bonsai specimens but have a growth rate which makes the commercial cultivation and fast-track production needed to keep costs down very difficult.

## A. Student

<today's date>

This may require an alternative business strategy to that originally proposed by Takeo. One strategy might be a dual approach; in other words, maintaining the ideal of fast-track production with large volumes of trees produced, and a secondary, more labour intensive development of these slow-growing trees which would not net any profit for a number of years.

This would provide an alternative source of 'Premier' range trees for the 'more discerning customer' which after the initial market impact of the fast-track trees, may possibly open a secondary market. This secondary market must be seen as exclusive and to a degree be vastly overpriced, in order to cultivate a different client base.

It is proposed to target specific areas for this new market and the initial trial is proposed for the Knightsbridge area of London in conjunction with a very large and exclusive department store. This divergence from our usual marketing strategy should enable other aspects of our corporate development plan to grow. Many of these new clients may be interested in our other new ventures. The most popular trees from the European market research are:

In summary, this should be seen as an opportunity to open new markets, never before dreamed of by the traditional nurseries. If successful, this should lead to increased and persistent company growth in the next few years.

*Marks to be deducted if incorrect:*

Automated page numbering (1) 4.1.3

Placement of numbers (1) 4.1.3

**Page numbering bottom centre**  
Does not have to be in the footer

Page orientation portrait

Marks to be deducted if incorrect:  
Page orientation (1) 4.1.2  
accuracy Acer Palmatum (1) 6.2.1  
accuracy Betula Nana (1) 6.2.1  
accuracy Betula Pendulata (1) 6.2.1

## *Acer or Betula*

Check data entry of Acer Palmatum Ukon  
Must be 100% accurate

<i>Years</i>	<i>Species</i>	<i>Variety</i>	<i>Europe</i>	<i>America</i>
25	Acer	Palmatum Kiyohime	75	34
17	Acer	Palmatum Deisho	78	34
10	Acer	Palmatum Ukon	82	46
9	Betula	Nana	38	41
9	Acer	Deshojo	70	34
8	Acer	Japonicum Kashima	63	37
8	Acer	Palmatum Kashima	70	37
6	Betula	Pendulata	26	30
6	Acer	Buergerianum	60	34

Marks to be deducted if incorrect:  
Evidence that data file is present  
(2) 6.1.1

Search  
Species = Acer or Betula

Check data entry of two records for Betula  
Must be 100% accurate

Marks to be deducted if incorrect:  
Search (2)  
8.2.1  
Sort (2) 8.1.1

Sorted in descending order on 'Years'

Marks to be deducted if incorrect:  
Position of name (1) 9.1.3

*A. Student*

Name bottom right of report  
Does not have to be at the bottom of  
the page

Marks to be deducted if incorrect:  
Heading (1) 9.1.2  
Sort (2) 8.1.1

Sorted in ascending order on 'Variety'

## *Pinus in America*

Heading 'Pinus in America' at the top  
Does not have to be in the header  
and any alignment is acceptable

Marks to be deducted if incorrect:  
3 fields displayed (1) 9.1.1  
search (2) 8.2.1

<i>Variety</i>	<i>Species</i>	<i>America</i>
Parviflora	Pinus	60
Pentaphylla	Pinus	62
Pinta Phylla	Pinus	58
Sylvestris Beavinestrus	Pinus	62
Sylvestris Globosa	Pinus	60
Thunbergii	Pinus	64
<i>Average</i>		61

Only these 3 fields selected  
Can be any order or layout

Calculated Field  
Average America calculated

Search 'Species' = Pinus

Marks to be deducted if incorrect:  
Calculated control (2) 7.1.1  
Position (1) 9.1.3

*A. Student*

Name bottom left of report  
Does not have to be at bottom of the page

Marks to be deducted if incorrect:  
Name position (1) 9.1.3

Page Portrait orientation  
 All margins 2cm  
 Allow for paper feed inconsistencies with printers – (the line length must be between 16.75 and 17.25 cm)

# OGAWA BONSAI

<today's date>

Heading present  
 Any alignment, font or point size is acceptable

Rootrainer Trees has diversified during the past financial year and has set up a new

Marks to be deducted if incorrect:

Page orientation (1) 4.1.2

Margins (1) 4.1.4

Heading inserted (1) 3.2.1

Bonsai. The the Rootrainer apt to add an to this business.

The idea was developed by Takeo Ogawa, who is the head of Rootrainer's 'South East Asian Division' which covers all operations in Japan, Thailand, Australia, India and Indonesia.

Takeo has taken the horticultural expertise of the English growers within the company and

Marks to be deducted if incorrect:

Image inserted (1) 10.1.1

Placement (1) 3.3.2

Scaling (1) 3.3.2

Text wrap (1) 3.3.2

markets with bring an image of serenity and tranquility to every lounge, sitting room and office in these areas.

In order to fulfil this marketing strategy, Takeo has initiated a study into the preferred styles. Following the initial studies, Takeo plans to initiate selected species to enable a major Europe wide and The summary of this research is:

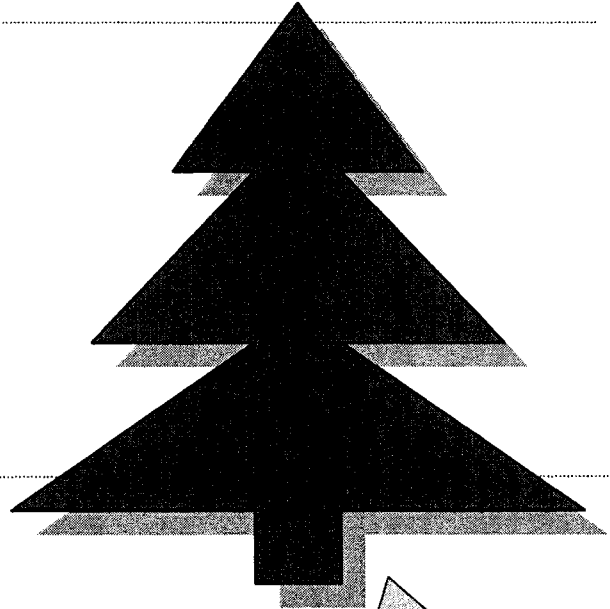


Image of any tree/s inserted  
 It may contain a tree or any constituent part  
 Placed bottom right of page  
 Graphic area no more than 40% of printed page and no less than 15% of page  
 Orientation of graphic not important  
 Text must wrap around all the image

Species	Deciduous	Coniferous	Market
Larix	Yes		Europe
Acer	Yes		Europe
Ulmus	Yes		Both
Picea		Yes	America
Pinus		Yes	America
Juniperus		Yes	America

Marks to be deducted if incorrect:  
 Table inserted (1) 5.3.1  
 7 rows (1) 5.3.1  
 4 columns (1) 5.3.1  
 data entry (1) 3.2.1

Table inserted here  
 Allow 3 data entry errors

There would be a need for several of Takeo's multilingual Japanese arborists and two consultant bonsai masters to visit the growers within the European and American divisions. The aim of these workshops would be to introduce the following areas:

- propagation techniques
- root pruning
- wiring
- bonsai seasons

Marks to be deducted if incorrect:  
 Text fully justified (1) 4.1.6  
 12 point (1) 5.5.1  
 single line spacing (1) 4.1.5  
 applied to all paragraphs (1) 4.1.5

Body text fully justified  
 12 point  
 Single line spacing

These workshops and demonstrations would be to all the designated employees of Rootrainer Trees who were assigned responsibility for the 'Ogawa Bonsai' sections of the business. This instruction will of course include the selection of suitable material for growing good bonsai specimens. All

## A. Student

<today's date>

packaging and distribution will be using our existing Roottrainer Trees network, at least in the initial phases.

As can be seen from the survey results, there will need to be different growing and marketing strategies for each of the divisions, with the North American markets requiring more coniferous varieties and the European markets preferring more deciduous trees. Some of the Acer species would appear to be the favourite deciduous varieties on both continents. Unfortunately, this could lead to some time-related issues as some of the Acer species are very slow growing. They do make superb traditional bonsai specimens but have a growth rate which makes the commercial cultivation and fast-track production needed to keep costs down very difficult.

This may require an alternative business strategy to that originally proposed by Takeo. One strategy might be a dual approach; in other words, maintaining the ideal of fast-track production with large volumes of trees produced, and a secondary, more labour intensive development of these slow-growing trees which would not net any profit for a number of years.

This would provide an alternative source of 'Premier' range trees for the 'more discerning customer' which after the initial market impact of the fast-track trees, may possibly open a secondary market. This secondary market must be seen as exclusive and to a degree be vastly overpriced, in order to cultivate a different client base.

It is proposed to target specific areas for this new market and the initial trial is proposed for the Knightsbridge area of London in conjunction with a very large and exclusive department store. This divergence from our usual marketing strategy should enable other aspects of our corporate development plan to grow. Many of these new clients may be in the area of the department store. The most popular trees from the European market research

Database extract placed here  
Format of the extract is not important

Species	Variety	Europe	Years
Acer	Palmatum Kashima	70	8
Acer	Deshojo	70	9

Marks to be deducted if incorrect  
Placing of extract (1) 10.1.1  
Search (2) 8.2.1  
4 fields displayed (1) 9.1.1

In summary, this should be seen as an opportunity to open new markets, never before dreamed of by the traditional nurseries. If successful, this should lead to increased and persistent company growth in the next few years.

Searching for  
Europe > 65  
AND 'Years' <10

Marks to be deducted if incorrect  
No widow (1) 5.4.1  
No orphan (1) 5.4.1  
No split lists (1) 5.4.1  
No split tables (1) 5.4.1

Check for no widows, orphans or lists or tables which overlap two pages

Marks to be deducted if incorrect  
Page numbering moved (1) 4.1.3

Page numbering moved to bottom left  
Does not have to be in the footer



**CAMBRIDGE**  
INTERNATIONAL EXAMINATIONS

**NOVEMBER 2003**

INTERNATIONAL GCSE

**MARK SCHEME**

**MAXIMUM MARK: 72**

**SYLLABUS/COMPONENT: 0418/04**

**INFORMATION TECHNOLOGY  
Paper 4 (Practical)**



**Formula:**  
**Cut Cost = Lookup/Gem cut in Named Range)/Carat**  
 Alignment not important  
 Row/Column may not be the same as this example  
 Must display the use of a named range

**Formula:**  
**IF Precious = p 2.5 else 1.5**  
 Alignment not important  
 Row/Column may not be the same as this example  
 Do not penalise the use of named cells/ ranges

**Cutting options**

Gem cut	cabochons	faceted
Cutting cost	5	10

Marks to be deducted if incorrect:  
 Main table & Cutting table created as shown (1) **12.1.1**  
 Total value Formula correct (1) **12.1.3**  
 Formulae replicated correctly (1) **12.1.3**  
 Named range "cut" used (1)  
 IF Function used correctly (2) **12.1.4**  
 LOOKUP (may be lookup, hlookup) function used correctly (1) **12.1.4**  
 All of the formulae visible (1) **14.2.1**  
 Landscape orientation (1) **14.3.1**  
 Formulae printout present (2)

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value
					=LOOKUP(C7,cut)/D7	=IF(B7="p",D7*2.5,D7*1.5)	=D7*E7+F7+G7
					=LOOKUP(C8,cut)/D8	=IF(B8="p",D8*2.5,D8*1.5)	=D8*E8+F8+G8
					=LOOKUP(C9,cut)/D9	=IF(B9="p",D9*2.5,D9*1.5)	=D9*E9+F9+G9
					=LOOKUP(C10,cut)/D10	=IF(B10="p",D10*2.5,D10*1.5)	=D10*E10+F10+G10
					=LOOKUP(C11,cut)/D11	=IF(B11="p",D11*2.5,D11*1.5)	=D11*E11+F11+G11
					=LOOKUP(C12,cut)/D12	=IF(B12="p",D12*2.5,D12*1.5)	=D12*E12+F12+G12
					=LOOKUP(C13,cut)/D13	=IF(B13="p",D13*2.5,D13*1.5)	=D13*E13+F13+G13
					=LOOKUP(C14,cut)/D14	=IF(B14="p",D14*2.5,D14*1.5)	=D14*E14+F14+G14
					=LOOKUP(C15,cut)/D15	=IF(B15="p",D15*2.5,D15*1.5)	=D15*E15+F15+G15
					=LOOKUP(C16,cut)/D16	=IF(B16="p",D16*2.5,D16*1.5)	=D16*E16+F16+G16
					=LOOKUP(C17,cut)/D17	=IF(B17="p",D17*2.5,D17*1.5)	=D17*E17+F17+G17
					=LOOKUP(C18,cut)/D18	=IF(B18="p",D18*2.5,D18*1.5)	=D18*E18+F18+G18

**Replication:**  
 All 3 formulae correctly replicated

**Formula:**  
**Carat\*Carat Value plus Cut Cost plus Insurance**  
 Alignment not important  
 Row/Column may not be the same as this example  
 Do not penalise the use of named cells/ ranges

Page orientation landscape  
 This printout must show formulae view  
 Column width / row height must show all of formulae and labels

Format the results in the Carat Value, Cut Cost, Insurance and Total Value columns to currency showing the \$ and 2 dp

Marks to be deducted if incorrect:  
 Data added 100% accurately (4) **12.1.2** deduct 1 mark per error  
 4 columns formatted to 2dp (1) **14.1.1**  
 All data is visible (1) **14.2.1**  
 All data fits on 1 page (1) **14.3.1**  
 4 columns currency \$ used (1) **14.1.1**

**Cutting options**

Gem cut	cabochons	faceted
Cutting cost	5	10

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value
Amethyst	sp	faceted	17.9	\$5.00	\$0.56	\$26.85	\$116.91
Amethyst	sp	cabochons	25.87	\$6.00	\$0.19	\$38.81	\$194.22
Aquamarine	sp	faceted	2.23	\$31.50	\$4.48	\$3.35	\$78.07
Citrine	sp	faceted	18.88	\$12.00	\$0.53	\$28.32	\$255.41
Diamond	p	faceted	0.29	\$862.00	\$34.48	\$0.73	\$285.19
Emerald	p	cabochons	0.42	\$357.00	\$11.90	\$1.05	\$162.89
Garnet	sp	cabochons	6.34	\$26.00	\$0.79	\$9.51	\$175.14
Peridot	sp	faceted	3.52	\$30.00	\$2.84	\$5.28	\$113.72
Ruby	p	faceted	0.7	\$286.00	\$14.29	\$1.75	\$216.24
Sapphire	p	faceted	1.51	\$100.00	\$6.62	\$3.78	\$161.40
Tanzanite	sp	cabochons	1.12	\$151.00	\$4.46	\$1.68	\$175.26
Topaz	sp	faceted	15.8	\$11.00	\$0.63	\$23.70	\$198.13

**Test data:**  
 First 5 columns must be 100% accurate

**Searching:**  
*Total Value is greater than 150 and Precious is sp*  
 Only these five rows should be visible

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value
Amethyst	sp	cabochons	25.87	\$6.00	\$0.19	\$38.81	\$194.22
Citrine	sp	faceted	18.88	\$12.00	\$0.53	\$28.32	\$255.41
Garnet	sp	cabochons	6.34	\$26.00	\$0.79	\$9.51	\$175.14
Tanzanite	sp	cabochons	1.12	\$151.00	\$4.46	\$1.68	\$175.26
Topaz	sp	faceted	15.8	\$11.00	\$0.63	\$23.70	\$198.13

Marks to be deducted if incorrect:  
 Correct data extracted (2) **13.1.1**

**Searching:**  
*Facet equals faceted and Insurance less than 5.00*  
 Only these four rows should be visible

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value
Aquamarine	sp	faceted	2.23	\$31.50	\$4.48	\$3.35	\$78.07
Diamond	p	faceted	0.29	\$862.00	\$34.48	\$0.73	\$285.19
Ruby	p	faceted	0.7	\$286.00	\$14.29	\$1.75	\$216.24
Sapphire	p	faceted	1.51	\$100.00	\$6.62	\$3.78	\$161.40

Marks to be deducted if incorrect:  
 Correct data extracted (2) **13.1.1**

New web page called GEHOME.HTM  
Does not need to be labelled

Heading – Style H1  
From stylesheet, Dark Blue, serif font, largest text size, bold, centre aligned

Table created with 5 rows and 2 columns  
Top row cells merged, row 3 cells merged

GEMS2003.JPG in this cell  
Any vertical or horizontal alignment is acceptable  
Image resized 100 x 100 pixels  
All image must be visible

# GEM EXPORT

About Us

Hyperlink created

Products  
Precious  
Semi-precious

Stones

Amethyst  
Aquamarine  
Citrine  
Diamond  
Emerald  
Garnet  
Peridot  
Ruby  
Sapphire  
Tanzanite  
Topaz

Contact details

Menu contains GEMENU.TXT – Style H2

Style H1


Style H2

Style H2

Style H3

Style H2  
From stylesheet, Bright Blue, sans-serif font, bold and middle text size, left aligned

Style H3  
From stylesheet, Bright Blue, sans-serif font, smallest text size, fully justified

<h2>OUR PRODUCTS</h2>	
<b>Precious and Semi-precious gems</b> 	
We have a wide range of gems available as either raw stones or set in rings, brooches, necklaces and earrings.	
<b>Quality Assurance</b> We ensure all of our gems are cut to an excellent by professional gem cutters. You can choose from faceted stones or cabochons.	<b>Weight and Cost</b> Our products vary from in weight - you can buy in carat value or cut cost. All our prices are inclusive of insurance.

*Marks to be deducted if incorrect:*

- Files downloaded (1) **16.1.1, 16.2.1**
- Styles created for H1, H2, H3 (3) **17.1.2**
- Fonts appear as specified (1) **17.1.3**
- Styles/tags used as specified (1) **17.1.4**
- Homepage created (1) **18.1.1**
- Menu added (1) **18.1.2**
- Hyperlink created (1) **18.2.1**
- Table created (1) **19.1.1**
- Top row and row 3 cells merged (1) **19.1.3**
- Image inserted (1) **20.1.1**



IGCSE IT November 2003 (Website Authoring)

```
Precious<br>
Semi-precious</h2>
<h2><a href="GEMS.HTM" target="EXTERNAL">Stones</a></h2>
<h2>Amethyst<br>
Aquamarine<br>
Citrine<br>
Diamond<br>
Emerald<br>
Garnet<br>
Peridot<br>
Ruby<br>
Sapphire<br>
Tanzanite<br>
Topaz<br>
<br>
</h2>
<h2>Contact details</h2>

</body>

</html>
```

*Marks to be deducted if incorrect:*  
Opens in window 'External' (1) 18.2.2

Reference from hyperlink 'Stones to open GEMS.HTM in new window called EXTERNAL  
Allow "external" which is also correct.

*Marks to be deducted if incorrect:*  
Html printed (1) 21.1.1  
Webpage printed (1) 21.1.1

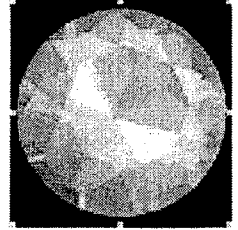
# FACETS

Our products are cut to requests of our customers.

Many products are hand cut to ensure quality. The variety of stones and cuts is shown in the table below:

Name	Facet
Amethyst	faceted
Amethyst	cabochons
Aquamarine	faceted
Citrine	faceted
Diamond	faceted
Emerald	cabochons
Garnet	cabochons
Peridot	faceted
Ruby	faceted
Sapphire	faceted
Tanzanite	cabochons
Topaz	faceted

PRES2003.JPG in this cell  
Any vertical or horizontal alignment is acceptable  
Image resized 150 x 150 pixels  
All image must be visible



Marks to be deducted if incorrect:  
Image inserted (1) 20.1.1

Many of our stones can be ordered over the internet and delivery can be within two days for a special charge or normal delivery is seven days.

Our delivery is within the European Union to:

Italy  
Germany  
Greece  
Spain  
United Kingdom

Why wait contact us for further information.

 Home Page

Style H1, H2, H3 used  
No specific instruction on which text

Marks to be deducted if incorrect:  
Styles applied (1) 17.1.4

Check this graphic has replaced the text

Marks to be deducted if incorrect:  
Image replaced text (1) 20.1.2

```
<html>
<head>
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<meta name="GENERATOR" content="Microsoft FrontPage 4.0">
<meta name="ProgId" content="FrontPage.Editor.Document">
<title>Crops</title>
<link rel="stylesheet" type="text/css" href="gem.css">
</head>
```

External stylesheet attached to this web page

```
<body>
<h1>Facets</h1>
```

Marks to be deducted if incorrect:  
External stylesheet applied (1) 17.1.4

```
<h2><ul:p></ul:p><p>Our products are cut to requests of our customers.</p></h2>
```

```
<h3><ul:p></ul:p><p>Many products are hand cut to ensure quality.<span style="mso-spacerun: yes"> </span>The variety of stones and cuts is shown in the table below:</p></h3>
```

Marks to be deducted if incorrect:  
Image resized (1) 20.2.1

```
<table width="245">
<col width="64" span="2" style="width:48pt">
<tr height="17" style="height:12.75pt">
<td height="17" width="114" style="height: 12.75pt">
<h3>Name</h3>
</td>
```

PRES2003.JPG  
Any vertical or horizontal alignment is acceptable  
Image resized 150 x 150 pixels  
All image must be visible



```

        <td width="117">
            <h3>Facet</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Amethyst</h3>
        </td>
        <td width="117">
            <h3>faceted</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Amethyst</h3>
        </td>
        <td width="117">
            <h3>cabochons</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Aquamarine</h3>
        </td>
        <td width="117">
            <h3>faceted</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Citrine</h3>
        </td>
        <td width="117">
            <h3>faceted</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Diamond</h3>
        </td>
        <td width="117">
            <h3>faceted</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Emerald</h3>
        </td>
        <td width="117">
            <h3>cabochons</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Garnet</h3>
        </td>
        <td width="117">
            <h3>cabochons</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">
            <h3>Peridot</h3>
        </td>
        <td width="117">
            <h3>faceted</h3>
        </td>
    </tr>
    <tr height="17" style="height:12.75pt">
        <td height="17" style="height: 12.75pt" width="114">

```

IGCSE IT November 2003 (Website Authoring)

```
<h3>Ruby</h3>
</td>
<td width="117">
  <h3>faceted</h3>
</td>
</tr>
<tr height="17" style="height:12.75pt">
  <td height="17" style="height: 12.75pt" width="114">
    <h3>Sapphire</h3>
  </td>
  <td width="117">
    <h3>faceted</h3>
  </td>
</tr>
<tr height="17" style="height:12.75pt">
  <td height="17" style="height: 12.75pt" width="114">
    <h3>Tanzanite</h3>
  </td>
  <td width="117">
    <h3>cabochons</h3>
  </td>
</tr>
<tr height="17" style="height:12.75pt">
  <td height="17" style="height: 12.75pt" width="114">
    <h3>Topaz</h3>
  </td>
  <td width="117">
    <h3>faceted</h3>
  </td>
</tr>
</table>
<h3><ul:p></ul:p>Many of our stones can be ordered over the Internet and
delivery
can be within two days for a special charge or normal delivery is seven
days.<o:p></o:p></h3>

<h2><ul:p></ul:p>Our delivery is within the European Union to: </h2>

<h2 style="word-spacing: 0; line-height: 100%; margin: 0">Italy</h2>

<h2 style="word-spacing: 0; line-height: 100%; margin: 0">Germany</h2>

<h2 style="word-spacing: 0; line-height: 100%; margin: 0">Greece</h2>

<h2 style="word-spacing: 0; line-height: 100%; margin: 0">Spain</h2>

<h2 style="word-spacing: 0; line-height: 100%; margin: 0">United
Kingdom<o:p></o:p></h2>

<h2><ul:p></ul:p>Why wait contact us for further information.</h2>

<h2> <a href="gehome.htm"></a>
Home Page </h2>
</body>
</html>
```

Marks to be deducted if incorrect:  
Image converted to GIF (1) 20.2.2  
Image resize (1) 20.2.1

Check for HOME.GIF not .JPG  
Width 35, Height 35  
Check hyperlink from graphic to  
GEHOME.htm

## SLIDE 1

Candidate's name and today's date:  
Placed in top left quadrant of the screen  
Colour black  
Font size to be smallest text on the slide

Heading:  
Dark blue, right, large font between 52 & 68 point  
Allow one data entry error

Candidate's Name and date

# Gem Export

## Exporters of precious and semi-precious gems

1

Background:  
Pale blue  
Must be consistent throughout all slides

Subheading:  
Bright blue, left, medium font between 32 & 48 point  
Allow one data entry error

Introduce yourself and role within the company.

Auto Slide number:  
Placed in bottom right quadrant of the slide  
Must be consistent throughout all slides

Presenter Notes:  
Must be printed with slide  
Allow one data entry error

*Marks to be deducted if incorrect:*

**Master slide:**

Candidate name and date top left, black, small text, (1) 22.1.1  
Heading formatted correctly, (1) 22.1.1  
Subheading formatted correctly, (1) 22.1.1  
Background pale blue, (1) 22.1.1  
Slide numbers bottom right, (1) 22.1.1

Text of heading entered correctly, (1) 22.2.1  
Text of subheading entered correctly, (1) 22.2.1  
Presenter notes present, (1) 24.1.1  
Presenter notes correct + in the right place (1) 24.1.1

**SLIDE 2**

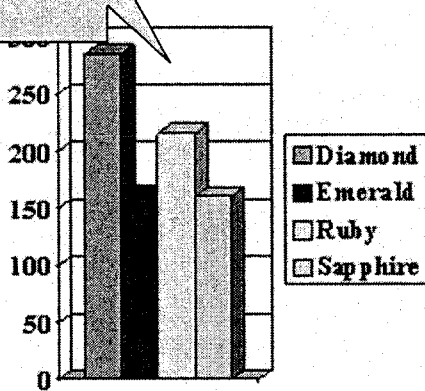
Candidate's name and today's date:  
Placed in top left quadrant of the screen  
Colour black  
Font size to be smallest text on the slide

Heading:  
Dark blue, right, large font between 52 & 68  
point  
Allow one data entry error

Candidate's Name and date

# Cost of precious gems

Chart created from data:  
Diamond 285  
Emerald 163  
Ruby 216  
Sapphire 161  
Any form of chart is acceptable



- ❖ Diamond
- ❖ Emerald
- ❖ Ruby
- ❖ Sapphire

Bulleted list:  
Bright blue, left aligned,  
small font between 20 &  
28 point.  
Allow any bullet points –  
but must be present.  
Allow one data entry error.

Line drawn to separate bullets from chart:  
Any form of line is acceptable

Background:  
Pale blue  
Must be consistent throughout all slides

2

The chart shows the individual gem cost of our current stock.

Auto Slide number:  
Placed in bottom right quadrant of the slide  
Must be consistent throughout all slides

Presenter Notes:  
Must be printed with slide  
Allow one data entry error

*Marks to be deducted if incorrect:*

- Chart created correctly (1) 22.3.2
- Bulleted list added correctly (1) 22.3.1
- Heading correct (1) 22.2.1
- Presenter notes present, (1) 24.1.1
- Presenter notes correct + in the right place (1) 24.1.1
- Background pale blue, (1) 22.1.1
- Slide numbers bottom right, (1) 22.1.1
- Line present (1) 22.3.3

**SLIDE 3**

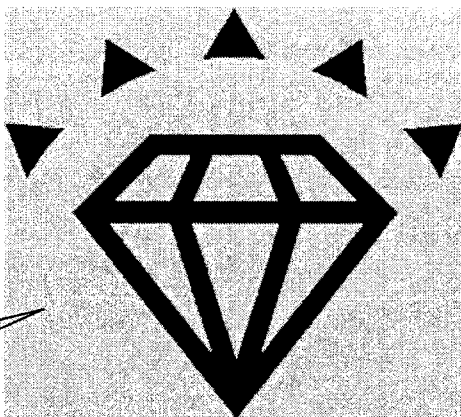
Candidate's name and today's date:  
Placed in top left quadrant of the screen  
Colour black  
Font size to be smallest text on the slide

Heading:  
Dark blue, right, large font between 52 & 68  
point  
Allow one data entry error

Candidate's Name and date

# Semi-precious gems

- ❖ Amethyst
- ❖ Aquamarine
- ❖ Citrine
- ❖ Garnet
- ❖ Peridot
- ❖ Tanzanite
- ❖ Topaz



3

We have a wide selection of semi-precious stones in stock. Why not visit our web site at [www.gemexp.com](http://www.gemexp.com).

Background:  
Pale blue  
Must be consistent throughout all slides

Graphic GEMS2003.JPG:  
Placed in right half of the screen  
Must take up at least 10% of the screen

Auto Slide number:  
Placed in bottom right quadrant of the slide  
Must be consistent throughout all slides

Presenter Notes:  
Must be printed with slide  
Allow one data entry error

*Marks to be deducted if incorrect:*  
Heading correct (1) 22.2.1  
Presenter notes present, (1) 24.1.1  
Presenter notes correct + in the right place (1) 24.1.1  
Background pale blue, (1) 22.1.1  
Slide numbers bottom right, (1) 22.1.1  
GEMS2003.jpg inserted correctly (1) 22.3.1

Slide transitions from ARF (1)