

**MARK SCHEME for the October/November 2013 series**

**9713 APPLIED INFORMATION AND  
COMMUNICATION TECHNOLOGY**

**9713/02**

Paper 2 (Practical Test A), maximum raw mark 120

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

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

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the October/November 2013 series for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level components and some Ordinary Level components.

Page 2	Mark Scheme	Syllabus	Paper
	GCE A LEVEL – October/November 2013	9713	02

Available Courses – last edited by: A Candidate, XX999,9999

Header	Text 100% correct	1 mark
Orientation	Landscape	1 mark
Row headings	Fully visible	1 mark
Column headings	Fully visible	1 mark
Formulae & labels	Fully visible	1 mark

	C	D	E	F	G
1	Faculty code	Faculty	Level_code	Level	Full_Time?
2	Ag	=VLOOKUP(C2,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E2,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
3	Ag	=VLOOKUP(C3,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E3,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
4	Ag	=VLOOKUP(C4,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E4,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
5	Ar	=VLOOKUP(C5,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E5,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
6	Ar	=VLOOKUP(C6,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E6,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
7	Ar	=VLOOKUP(C7,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E7,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
8	Ar	=VLOOKUP(C8,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E8,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
9	Ar	=VLOOKUP(C9,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E9,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
10	Ar	=VLOOKUP(C10,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E10,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
11	Ar	=VLOOKUP(C11,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MA	=VLOOKUP(E11,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
12	Ar	=VLOOKUP(C12,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E12,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
13	Ar	=VLOOKUP(C13,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MA	=VLOOKUP(E13,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
14	Ar	=VLOOKUP(C14,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E14,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
15	Ar	=VLOOKUP(C15,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E15,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
16	Ar	=VLOOKUP(C16,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BA	=VLOOKUP(E16,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
17	Co	=VLOOKUP(C17,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E17,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
18	Co	=VLOOKUP(C18,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E18,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
19	Co	=VLOOKUP(C19,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E19,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
20	Co	=VLOOKUP(C20,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E20,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
21	Co	=VLOOKUP(C21,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E21,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
22	Co	=VLOOKUP(C22,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MEng	=VLOOKUP(E22,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
23	Co	=VLOOKUP(C23,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E23,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
24	Co	=VLOOKUP(C24,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MEng	=VLOOKUP(E24,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
25	Co	=VLOOKUP(C25,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E25,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
26	Co	=VLOOKUP(C26,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E26,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1

Row 1			
Fill	Yellow	1 mark	
Font	Sans-serif	1 mark	
	Bold	1 mark	
	Italic	1 mark	
Align	Centre	1 mark	

Hidden	Columns A & B	1 mark
Gridlines	Displayed	1 mark
Faculty column		
Lookup	Function used	1 mark
Cell ref	Column C	1 mark
	Relative reference	1 mark
Range	N13Faculty.csv	1 mark
	Correct range	1 mark
	Absolute reference	1 mark

Level column		
Lookup	Function used	1 mark
Cell ref	Column E	1 mark
	Relative reference	1 mark
Range	N13Quals.csv	1 mark
	Correct range	1 mark
	Absolute reference	1 mark
Replication	Both formulae (to 276)	1 mark

<b>Page 3</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A LEVEL – October/November 2013</b>	<b>9713</b>	<b>02</b>

Available Courses – last edited by: A Candidate, XX999,9999

	C	D	E	F	G
259	Sc	=VLOOKUP(C259,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E259,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
260	Sc	=VLOOKUP(C260,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E260,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
261	Sc	=VLOOKUP(C261,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E261,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
262	Sc	=VLOOKUP(C262,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E262,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
263	Sc	=VLOOKUP(C263,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E263,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
264	Sc	=VLOOKUP(C264,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E264,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
265	Sc	=VLOOKUP(C265,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E265,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
266	Sc	=VLOOKUP(C266,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E266,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
267	Sc	=VLOOKUP(C267,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E267,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
268	Sc	=VLOOKUP(C268,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E268,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
269	Sc	=VLOOKUP(C269,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MPharm	=VLOOKUP(E269,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
270	Sc	=VLOOKUP(C270,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E270,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
271	Sc	=VLOOKUP(C271,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E271,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
272	Sc	=VLOOKUP(C272,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E272,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
273	Sc	=VLOOKUP(C273,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E273,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
274	Sc	=VLOOKUP(C274,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E274,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
275	Sc	=VLOOKUP(C275,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	MSc	=VLOOKUP(E275,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1
276	Sc	=VLOOKUP(C276,N13Faculty.csv!\$A\$2:\$B\$18,2,FALSE)	BSc	=VLOOKUP(E276,N13Quals.csv!\$A\$2:\$B\$13,2,FALSE)	-1

**Print**

Top and bottom pages only

1 mark

Page 4	Mark Scheme	Syllabus	Paper
	GCE A LEVEL – October/November 2013	9713	02

Available Courses – last edited by: A Candidate, XX999,9999

Code	Course Title	Faculty code	Faculty	Level_code	Level	Full_Time?
EC-AE-2	Accounting and Economics	Ec	Economics	BSc	Bachelor of Science	-1
EC-BF-2	Business Economics	Ec	Economics	BSc	Bachelor of Science	-1
EC-BI-2	Business Information Management	Ec	Economics	MSc	Master of Science	-1
EC-BT-2	Business Technology Consulting	Ec	Economics	MSc	Master of Science	-1
EC-CP-2	Corporate Finance	Ec	Economics	MSc	Master of Science	-1
EC-DF-2	Development Finance	Ec	Economics	MSc	Master of Science	-1
EC-DP-2	Development Planning	Ec	Economics	MSc	Master of Science	-1
EC-FI-2	Finance and Investment banking	Ec	Economics	BSc	Bachelor of Science	-1
EC-FM-2	Financial Risk Management	Ec	Economics	MSc	Master of Science	-1
EC-IE-2	International Business and Economic Development	Ec	Economics	MSc	Master of Science	-1
EC-ID-2	International Economic Development	Ec	Economics	MSc	Master of Science	-1
EC-IH-2	International Finance and Economic Development	Ec	Economics	MSc	Master of Science	-1
EC-IM-2	International Management and Accounting	Ec	Economics	MSc	Master of Science	-1
EC-RK-2	Real Estate Investment & Finance	Ec	Economics	MSc	Master of Science	-1
EN-EM-2	English Language	En	English	BA	Bachelor of Arts	0
EN-EO-2	English Literature	En	English	BA	Bachelor of Arts	-1
EN-EI-2	English Literature and Italian	En	English	BA	Bachelor of Arts	-1
EN-EP-2	English Literature and Politics	En	English	BA	Bachelor of Arts	-1
FR-FE-2	French and Economics	Fr	French	BA	Bachelor of Arts	-1
GE-GE-2	German and Economics	Ge	German	BA	Bachelor of Arts	-1
GE-GI-2	German and Italian	Ge	German	BA	Bachelor of Arts	-1
GE-GT-2	German Studies	Ge	German	BA	Bachelor of Arts	0
HI-HE-2	History and Economics	Hi	History	BA	Bachelor of Arts	-1
LA-EU-2	European Union	La	Law	LLM	Masters in Law	-1
PH-EV-2	Ethics	Portrait		1 mark	Bachelor of Arts	-1
SC-ES-2	Environment	7 Columns including A & B visible		1 mark	Master of	0
		Values & labels	Fully visible	1 mark	Environmental	
		Search	Fit to single page	1 mark	Science	
SC-SE-2	Soils and Pollution	Code contains E		1 mark	Master of Science	-1
		Code contains 2		1 mark		
		Level data correct	Sorted sub-file or False	1 mark		

<b>Page 5</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A LEVEL – October/November 2013</b>	<b>9713</b>	<b>02</b>

Cell K2      Text 100% correct      1 mark

Top PY cell      Year emp: column M cell 5      1 mark  
 \* Contract column G cell 5      1 mark

Cell O2      =J2      1 mark

1	Course tutors – last edited by: A Candidate 99, 99999									
2	41285      Date for calculation									
3										
4	Code	Contract	Start day	Start Month	Start Year	Date	Days employed	Years employed	Personnel	Annual pension
5					2005	=DATE(I5,I5,H5)	=S152-K5	=ROUND(YEARFRAC(S152,K5,1),2)	=M5*G5	=F5*F5/B5
6					2006	=DATE(I6,I6,H6)	=S152-K6	=ROUND(YEARFRAC(S152,K6,1),2)	=M6*G6	=F6*F6/B6
7					2006	=DATE(I7,I7,H7)	=S152-K7	=ROUND(YEARFRAC(S152,K7,1),2)	=M7*G7	=F7*F7/B7
8					1992	=DATE(I8,I8,H8)	=S152-K8	=ROUND(YEARFRAC(S152,K8,1),2)	=M8*G8	=F8*F8/B8
9					2008	=DATE(I9,I9,H9)	=S152-K9	=ROUND(YEARFRAC(S152,K9,1),2)	=M9*G9	=F9*F9/B9
10					2008	=DATE(I10,I10,H10)	=S152-K10	=ROUND(YEARFRAC(S152,K10,1),2)	=M10*G10	=F10*F10/B10
11					2008	=DATE(I11,I11,H11)	=S152-K11	=ROUND(YEARFRAC(S152,K11,1),2)	=M11*G11	=F11*F11/B11
12	CMO	0.5	25	3	1995	=DATE(I12,I12,H12)	=S152-K12	=ROUND(YEARFRAC(S152,K12,1),2)	=M12*G12	=F12*F12/B12
13	FJD	0.4	1	3	2005	=DATE(I13,I13,H13)	=S152-K13	=ROUND(YEARFRAC(S152,K13,1),2)	=M13*G13	=F13*F13/B13
14	HSC	0.6			2010	=DATE(I14,I14,H14)	=S152-K14	=ROUND(YEARFRAC(S152,K14,1),2)	=M14*G14	=F14*F14/B14
15	HRB	0.6			2004	=DATE(I15,I15,H15)	=S152-K15	=ROUND(YEARFRAC(S152,K15,1),2)	=M15*G15	=F15*F15/B15
16					2002	=DATE(I16,I16,H16)	=S152-K16	=ROUND(YEARFRAC(S152,K16,1),2)	=M16*G16	=F16*F16/B16
17					2001	=DATE(I17,I17,H17)	=S152-K17	=ROUND(YEARFRAC(S152,K17,1),2)	=M17*G17	=F17*F17/B17
18					2002	=DATE(I18,I18,H18)	=S152-K18	=ROUND(YEARFRAC(S152,K18,1),2)	=M18*G18	=F18*F18/B18
19					2000	=DATE(I19,I19,H19)	=S152-K19	=ROUND(YEARFRAC(S152,K19,1),2)	=M19*G19	=F19*F19/B19
20					2000	=DATE(I20,I20,H20)	=S152-K20	=ROUND(YEARFRAC(S152,K20,1),2)	=M20*G20	=F20*F20/B20
21					2005	=DATE(I21,I21,H21)	=S152-K21	=ROUND(YEARFRAC(S152,K21,1),2)	=M21*G21	=F21*F21/B21
22					2005	=DATE(I22,I22,H22)	=S152-K22	=ROUND(YEARFRAC(S152,K22,1),2)	=M22*G22	=F22*F22/B22
23					2005	=DATE(I23,I23,H23)	=S152-K23	=ROUND(YEARFRAC(S152,K23,1),2)	=M23*G23	=F23*F23/B23
24					2005	=DATE(I24,I24,H24)	=S152-K24	=ROUND(YEARFRAC(S152,K24,1),2)	=M24*G24	=F24*F24/B24
25					2005	=DATE(I25,I25,H25)	=S152-K25	=ROUND(YEARFRAC(S152,K25,1),2)	=M25*G25	=F25*F25/B25
26					2005	=DATE(I26,I26,H26)	=S152-K26	=ROUND(YEARFRAC(S152,K26,1),2)	=M26*G26	=F26*F26/B26
27					2005	=DATE(I27,I27,H27)	=S152-K27	=ROUND(YEARFRAC(S152,K27,1),2)	=M27*G27	=F27*F27/B27
28					2005	=DATE(I28,I28,H28)	=S152-K28	=ROUND(YEARFRAC(S152,K28,1),2)	=M28*G28	=F28*F28/B28
29					2005	=DATE(I29,I29,H29)	=S152-K29	=ROUND(YEARFRAC(S152,K29,1),2)	=M29*G29	=F29*F29/B29
30					2005	=DATE(I30,I30,H30)	=S152-K30	=ROUND(YEARFRAC(S152,K30,1),2)	=M30*G30	=F30*F30/B30
31					2005	=DATE(I31,I31,H31)	=S152-K31	=ROUND(YEARFRAC(S152,K31,1),2)	=M31*G31	=F31*F31/B31
32					2005	=DATE(I32,I32,H32)	=S152-K32	=ROUND(YEARFRAC(S152,K32,1),2)	=M32*G32	=F32*F32/B32
33					2005	=DATE(I33,I33,H33)	=S152-K33	=ROUND(YEARFRAC(S152,K33,1),2)	=M33*G33	=F33*F33/B33
34					2005	=DATE(I34,I34,H34)	=S152-K34	=ROUND(YEARFRAC(S152,K34,1),2)	=M34*G34	=F34*F34/B34
35	HJD	1	1	9	1999	=DATE(I35,I35,H35)	=S152-K35	=ROUND(YEARFRAC(S152,K35,1),2)	=M35*G35	=F35*F35/B35
36	MCS	0.4	1	9	1986	=DATE(I36,I36,H36)	=S152-K36	=ROUND(YEARFRAC(S152,K36,1),2)	=M36*G36	=F36*F36/B36
37	SEL	0.6	1	1	2003	=DATE(I37,I37,H37)	=S152-K37	=ROUND(YEARFRAC(S152,K37,1),2)	=M37*G37	=F37*F37/B37
38	PHU	0.8	1	9	2012	=DATE(I38,I38,H38)	=S152-K38	=ROUND(YEARFRAC(S152,K38,1),2)	=M38*G38	=F38*F38/B38
39	SKE	1	1	9	1992	=DATE(I39,I39,H39)	=S152-K39	=ROUND(YEARFRAC(S152,K39,1),2)	=M39*G39	=F39*F39/B39

Top date cell      DATE function      1 mark  
 Year ref: column J cell 5      1 mark  
 Month ref: column I cell 5      1 mark  
 Day ref: column H cell 5      1 mark

Top DE cell      J2 Abs ref      1 mark  
 -      1 mark  
 K5 relative ref      1 mark

Top YE cell      ROUND      1 mark  
 (      ,2)      1 mark  
 either  
 YEARFRAC      1 mark  
 ... J2 Abs ref      1 mark  
 ... K5 relative ref      1 mark  
 or  
 L5 relative ref      1 mark  
 /      1 mark  
 365      1 mark

Top AP cell      PYears column N cell 5      1 mark  
 \* Salary column F cell 5      1 mark  
 /80      1 mark

3 rows      1 mark  
 Row 1      1 mark  
 Merged      1 mark  
 Inserted at top      1 mark  
 Text 100% correct      1 mark  
 Cells A1 to O1      1 mark  
 Centre aligned      1 mark  
 18 point      1 mark  
 Serif font      1 mark



Course tutors - last edited by: A Candidate, XX999, 99999											
		41365	Date for calculation								=J2
Code	Contract	Start day	Start Month	Start Year	Date	Days employed	Years employed	Pensionable years	Annual pension		
5	AMA	1	31	5	2006	=DATE(J5,I5,H5)	=J\$2-K5	=ROUND(YEARFRAC(\$J\$2,K5,1),2)	=M5*G5	=N5*F5/80	
6	AVI	0.4	1	9	1998	=DATE(J6,I6,H6)	=J\$2-K6	=ROUND(YEARFRAC(\$J\$2,K6,1),2)	=M6*G6	=N6*F6/80	
7	ATS	0.6	1	9	2006	=DATE(J7,I7,H7)	=J\$2-K7	=ROUND(YEARFRAC(\$J\$2,K7,1),2)	=M7*G7	=N7*F7/80	
8	BMO	0.8	1	9	1992	=DATE(J8,I8,H8)	=J\$2-K8	=ROUND(YEARFRAC(\$J\$2,K8,1),2)	=M8*G8	=N8*F8/80	
9	CTY	1	1	9	2006	=DATE(J9,I9,H9)	=J\$2-K9	=ROUND(YEARFRAC(\$J\$2,K9,1),2)	=M9*G9	=N9*F9/80	
10	CNO	1	1	9	1994	=DATE(J10,I10,H10)	=J\$2-K10	=ROUND(YEARFRAC(\$J\$2,K10,1),2)	=M10*G10	=N10*F10/80	
11	CCI	0.4	1	9	2002	=DATE(J11,I11,H11)	=J\$2-K11	=ROUND(YEARFRAC(\$J\$2,K11,1),2)	=M11*G11	=N11*F11/80	
12	CMO	0.5	25	5	1995	=DATE(J12,I12,H12)	=J\$2-K12	=ROUND(YEARFRAC(\$J\$2,K12,1),2)	=M12*G12	=N12*F12/80	
13	FJO	0.4	1	9	2005	=DATE(J13,I13,H13)	=J\$2-K13	=ROUND(YEARFRAC(\$J\$2,K13,1),2)	=M13*G13	=N13*F13/80	
14	HSC	0.6	1	9	2010	=DATE(J14,I14,H14)	=J\$2-K14	=ROUND(YEARFRAC(\$J\$2,K14,1),2)	=M14*G14	=N14*F14/80	
15	LBR	0.8	1	4	2004	=DATE(J15,I15,H15)	=J\$2-K15	=ROUND(YEARFRAC(\$J\$2,K15,1),2)	=M15*G15	=N15*F15/80	
16	LAL	1	1	9	2002	=DATE(J16,I16,H16)	=J\$2-K16	=ROUND(YEARFRAC(\$J\$2,K16,1),2)	=M16*G16	=N16*F16/80	
17	MDL	0.4	1	9	2001	=DATE(J17,I17,H17)	=J\$2-K17	=ROUND(YEARFRAC(\$J\$2,K17,1),2)	=M17*G17	=N17*F17/80	
18	PHO	0.6	2	6	2002	=DATE(J18,I18,H18)	=J\$2-K18	=ROUND(YEARFRAC(\$J\$2,K18,1),2)	=M18*G18	=N18*F18/80	
19	SCO	0.8	1	9	2000	=DATE(J19,I19,H19)	=J\$2-K19	=ROUND(YEARFRAC(\$J\$2,K19,1),2)	=M19*G19	=N19*F19/80	
20	SKA	1	1	9	1984	=DATE(J20,I20,H20)	=J\$2-K20	=ROUND(YEARFRAC(\$J\$2,K20,1),2)	=M20*G20	=N20*F20/80	
21	TMI	1	8	9	1992	=DATE(J21,I21,H21)	=J\$2-K21	=ROUND(YEARFRAC(\$J\$2,K21,1),2)	=M21*G21	=N21*F21/80	
22	VPA	1	1	9	2011	=DATE(J22,I22,H22)	=J\$2-K22	=ROUND(YEARFRAC(\$J\$2,K22,1),2)	=M22*G22	=N22*F22/80	
23	XYU	1	1	9	2010	=DATE(J23,I23,H23)	=J\$2-K23	=ROUND(YEARFRAC(\$J\$2,K23,1),2)	=M23*G23	=N23*F23/80	
24	YLO	1	1	9	2004	=DATE(J24,I24,H24)	=J\$2-K24	=ROUND(YEARFRAC(\$J\$2,K24,1),2)	=M24*G24	=N24*F24/80	
25	JNZ	0.6	1	9	1999	=DATE(J25,I25,H25)	=J\$2-K25	=ROUND(YEARFRAC(\$J\$2,K25,1),2)	=M25*G25	=N25*F25/80	
26	SWA	0.6	1	9	1986	=DATE(J26,I26,H26)	=J\$2-K26	=ROUND(YEARFRAC(\$J\$2,K26,1),2)	=M26*G26	=N26*F26/80	
27	LMK	0.2	1	9	2006	=DATE(J27,I27,H27)	=J\$2-K27	=ROUND(YEARFRAC(\$J\$2,K27,1),2)	=M27*G27	=N27*F27/80	
28	KOD	1	1	9	1986	=DATE(J28,I28,H28)	=J\$2-K28	=ROUND(YEARFRAC(\$J\$2,K28,1),2)	=M28*G28	=N28*F28/80	
29	HSE	1	1	1	1988	=DATE(J29,I29,H29)	=J\$2-K29	=ROUND(YEARFRAC(\$J\$2,K29,1),2)	=M29*G29	=N29*F29/80	
30	LFA	0.4	1	9	2003	=DATE(J30,I30,H30)	=J\$2-K30	=ROUND(YEARFRAC(\$J\$2,K30,1),2)	=M30*G30	=N30*F30/80	
31	MAF	0.5	1	9	1983	=DATE(J31,I31,H31)	=J\$2-K31	=ROUND(YEARFRAC(\$J\$2,K31,1),2)	=M31*G31	=N31*F31/80	
32	HMA	0.4	3	4	2009	=DATE(J32,I32,H32)	=J\$2-K32	=ROUND(YEARFRAC(\$J\$2,K32,1),2)	=M32*G32	=N32*F32/80	
33	JBA	0.6	1	9	1995	=DATE(J33,I33,H33)	=J\$2-K33	=ROUND(YEARFRAC(\$J\$2,K33,1),2)	=M33*G33	=N33*F33/80	
34	ZBA	0.8	1	9	2006	=DATE(J34,I34,H34)	=J\$2-K34	=ROUND(YEARFRAC(\$J\$2,K34,1),2)	=M34*G34	=N34*F34/80	
35	IHO	1	1	9	1999	=DATE(J35,I35,H35)	=J\$2-K35	=ROUND(YEARFRAC(\$J\$2,K35,1),2)	=M35*G35	=N35*F35/80	
36	MIS	0.4	1	9	1986	=DATE(J36,I36,H36)	=J\$2-K36	=ROUND(YEARFRAC(\$J\$2,K36,1),2)	=M36*G36	=N36*F36/80	
37	SEL	0.6	1	1	2003	=DATE(J37,I37,H37)	=J\$2-K37	=ROUND(YEARFRAC(\$J\$2,K37,1),2)	=M37*G37	=N37*F37/80	
38	PHU	0.8	1	9	2012	=DATE(J38,I38,H38)	=J\$2-K38	=ROUND(YEARFRAC(\$J\$2,K38,1),2)	=M38*G38	=N38*F38/80	
39	SKE	1	1	9	1992	=DATE(J39,I39,H39)	=J\$2-K39	=ROUND(YEARFRAC(\$J\$2,K39,1),2)	=M39*G39	=N39*F39/80	

<b>Page 7</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>GCE A LEVEL – October/November 2013</b>	<b>9713</b>	<b>02</b>

Orientation	Landscape	1 mark
Fit to	1 page wide	1 mark
Row headings	Fully visible	1 mark
Column headings	Fully visible	1 mark
Formulae & labels	Fully visible	1 mark
Columns	B to F hidden	1 mark
Replication	All 5 formulae	1 mark

	A	G	H	I	J	K	L	M	N	O
40	JAL	1	1	9	2005	=DATE(J40,I40,H40)	=S\$2:K40	=ROUND(YEARFRAC(\$I\$2,K40,1),2)	=M40*G40	=N40*F40/B0
41	FBL	1	1	9	1998	=DATE(J41,I41,H41)	=S\$2:K41	=ROUND(YEARFRAC(\$I\$2,K41,1),2)	=M41*G41	=N41*F41/B0
42	FTY	0.4	15	9	1995	=DATE(J42,I42,H42)	=S\$2:K42	=ROUND(YEARFRAC(\$I\$2,K42,1),2)	=M42*G42	=N42*F42/B0
43	DGE	0.8	1	9	2011	=DATE(J43,I43,H43)	=S\$2:K43	=ROUND(YEARFRAC(\$I\$2,K43,1),2)	=M43*G43	=N43*F43/B0
44	MRA	0.8	1	1	2000	=DATE(J44,I44,H44)	=S\$2:K44	=ROUND(YEARFRAC(\$I\$2,K44,1),2)	=M44*G44	=N44*F44/B0
45	SDV	1	1	9	1990	=DATE(J45,I45,H45)	=S\$2:K45	=ROUND(YEARFRAC(\$I\$2,K45,1),2)	=M45*G45	=N45*F45/B0
46	DLU	1	11	10	1998	=DATE(J46,I46,H46)	=S\$2:K46	=ROUND(YEARFRAC(\$I\$2,K46,1),2)	=M46*G46	=N46*F46/B0
47										
48										=SUM(O5:O46)

Total pension bill Must be as shown 2 marks

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Orientation	Portrait & contents fully vis	1 mark
Fit to	1 page	1 mark
Row & Col head	Not shown	1 mark

**Course tutors - last edited by: A Candidate, XX999, 99999**

				Date for calculation					01/04/2013
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension	
Abdulmalik	Atta	\$34,400.00	1	31/05/2006	2497	6.84	6.84	\$2,941.20	
Andreea	Virna	\$27,200.00	0.4	01/09/1998	5326	14.58	5.832	\$1,982.88	
Andrianna	Tsogka	\$29,100.00	0.6	01/09/2006	2404	6.58	3.948	\$1,436.09	
Bianca	Moir	\$40,600.00	0.8	01/09/1992	7517	20.58	16.464	\$8,355.48	
Carole	Tymedale	\$37,500.00	1	01/09/2006	2404	6.58	6.58	\$3,084.38	
Charlotte	Norfolk	\$33,200.00	1	01/09/1994	6787	18.58	18.58	\$7,710.70	
Christopher	Cipkin	\$28,500.00	0.4	01/09/2002	3865	10.58	4.232	\$1,507.65	
Christopher	Moon	\$35,800.00	0.5	25/05/1995	6521	17.85	8.925	\$3,995.94	
Felicia	de Jong	\$40,300.00	0.4	01/09/2006	2769	7.58	3.082	\$1,527.37	
Holly	Scully	\$37,900.00	0.6	01/09/2010	943	2.58	1.548	\$733.37	
Laura	Brown	\$39,000.00	0.8	01/04/2004	3287	9	7.2	\$3,510.00	
Laura	Allen	\$31,500.00	1	01/09/2002	3865	10.58	10.58	\$4,165.88	
Muyunda	Oldham	\$31,700.00	0.4	01/09/2001	4230	11.58	4.632	\$1,855.43	
Pui Man	Ho	\$38,400.00	0.6	02/06/2002	3956	10.83	6.498	\$3,119.04	
Sarah-Jane	Gox	\$35,400.00	0.8	01/09/2000	4595	12.58	10.064	\$4,201.72	
Siegfried	Karg	\$34,000.00	1	01/09/1984	10439	28.58	28.58	\$12,146.50	
Timothy	Mitchell	\$29,300.00	1	08/09/1992	7510	20.56	20.56	\$7,530.10	
Vivek	Parekh	\$31,800.00	1	01/09/2011	578	1.58	1.58	\$628.05	
Xiaodong	Yu	\$37,000.00	1	01/09/2010	943	2.58	2.58	\$1,193.25	
Yu Ku	Lo	\$36,200.00	1	01/09/2004	3134	8.58	8.58	\$3,882.45	
Jide	Nzeobia	\$37,000.00	0.6	01/09/1999	4961	13.58	8.148	\$3,768.45	
Slick	Walton	\$38,400.00	0.6	01/09/1986	9709	26.58	15.948	\$7,655.04	
Liam	McKenna	\$31,500.00	0.2	01/09/2006	2404	6.58	1.316	\$518.18	
Kolewale	Odielekun	\$37,000.00	1	01/09/1986	9709	26.58	26.58	\$12,293.25	
Harleen	Sethi	\$37,500.00	1	01/01/1988	9222	25.25	25.25	\$11,835.94	
Lisa	Farrugia	\$31,800.00	0.4	01/09/2003	3500	9.58	3.832	\$1,523.22	
Maria	Aftab	\$34,000.00	0.5	01/09/1983	10805	29.58	14.79	\$6,285.75	
Hina	Malik	\$37,900.00	0.4	08/04/2009	1459	4	1.6	\$758.00	
Jade	Batten	\$35,800.00	0.6	01/09/1995	6422	17.58	10.548	\$4,720.23	
Zakir	Bashir	\$34,000.00	0.8	01/09/2006	2404	6.58	5.264	\$2,237.20	
Isabelle	Houareau	\$33,400.00	1	01/09/1999	4961	13.58	13.58	\$5,669.65	
Marina	isa	\$37,900.00	0.4	01/09/1986	9709	26.58	10.632	\$5,036.91	
Siegfried	Eiert	\$28,500.00	0.6	01/01/2003	3743	10.25	6.15	\$2,190.94	
Padraic	Hussey	\$27,200.00	0.8	01/09/2012	212	0.58	0.464	\$157.76	
Sotiris	Kelentis	\$27,200.00	1	01/09/1992	7517	20.58	20.58	\$6,997.20	
Sulran	Alp	\$28,500.00	1	01/09/2003	3500	9.58	9.58	\$3,412.88	
Frederik	Bloggs	\$31,500.00	1	01/09/1998	5326	14.58	14.58	\$5,740.88	
Paul	Tyrell	\$38,400.00	0.4	16/09/1996	6041	16.34	6.616	\$3,175.68	
David	Gerard	\$35,800.00	0.6	01/09/2011	578	1.58	0.948	\$424.23	
Mallesh	Ramdeo	\$33,400.00	0.8	01/01/2000	4839	13.25	10.6	\$4,425.50	
Sarah	Dei Vecchio	\$31,800.00	1	01/09/1990	8248	22.58	22.58	\$8,975.55	
Diping	Lu	\$37,500.00	1	21/10/1998	5276	14.44	14.44	\$6,768.75	
								\$180,056.63	

Correct date	1 mark
Correct column total	1 mark
Formatting Salary \$ & 2dp	2 marks
Annual Pension \$ & 2dp	2 marks



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Course tutors - last edited by: A Candidate, XX999, 99999								
Date for calculation								01/04/2014
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension
Abdulmalik	Atta	\$54,400.00	1	31/05/2006	2862	7.84	7.84	\$5,571.20
Andreae	Virna	\$27,200.00	0.4	01/09/1998	5691	15.58	6.232	\$2,118.88
Andrianna	Tsogka	\$28,100.00	0.6	01/09/2006	2769	7.58	4.548	\$1,654.34
Bianca	Moir	\$40,600.00	0.8	01/09/1992	7882	21.58	17.264	\$8,761.48
Carole	Tynedale	\$37,500.00	1	01/09/2006	2769	7.58	7.58	\$3,553.13
Cherlotte	Norfolk	\$33,200.00	1	01/09/1984	7152	19.58	19.58	\$8,125.70
Christopher	Cipkin	\$28,500.00	0.4	01/09/2002	4230	11.58	4.632	\$1,650.15
Christopher	Moon	\$38,800.00	0.5	25/05/1995	6886	18.85	9.425	\$4,217.69
Felicia	de Jong	\$40,300.00	0.4	01/09/2005	5134	8.58	3.432	\$1,728.87
Holly	Scully	\$37,900.00	0.6	01/09/2010	1308	3.58	2.148	\$1,017.62
Laura	Brown	\$39,000.00	0.8	01/04/2004	3652	10	8	\$5,900.00
Laura	Allen	\$31,500.00	1	01/09/2002	4230	11.58	11.58	\$4,559.65
Muyunda	Oldham	\$31,700.00	0.4	01/09/2001	4595	12.58	5.032	\$1,968.95
Pui Man	Ho	\$38,400.00	0.6	02/06/2002	4521	11.85	7.098	\$3,407.04
Sarah-Jane	Cox	\$33,400.00	0.8	01/09/2000	4960	13.58	10.864	\$4,535.72
Siegfried	Karg	\$34,000.00	1	01/09/1984	10804	29.58	29.58	\$12,571.50
Timothy	Mitchell	\$29,300.00	1	08/09/1992	7875	21.56	21.56	\$7,896.35
Vivek	Parsh	\$31,800.00	1	01/09/2011	943	2.58	2.58	\$1,025.95
Xiaodong	Yu	\$37,000.00	1	01/09/2010	1308	3.58	3.58	\$1,655.75
Yu Kiu	Lo	\$36,200.00	1	01/09/2004	3499	9.58	9.58	\$4,334.95
Jide	Nzoghba	\$37,000.00	0.6	01/09/1999	5526	14.58	8.748	\$4,045.95
Slick	Walton	\$38,400.00	0.6	01/09/1986	10074	27.58	16.548	\$7,943.04
Liam	McKenna	\$31,500.00	0.2	01/09/2006	2769	7.58	1.516	\$596.93
Kolewale	Odilekun	\$37,000.00	1	01/09/1986	10074	27.58	27.58	\$12,755.75
Harleen	Sethi	\$37,500.00	1	01/01/1988	9587	26.25	26.25	\$12,304.69
Lisa	Farrugia	\$31,800.00	0.4	01/09/2005	3865	10.58	4.232	\$1,682.22
Maria	Aftab	\$34,000.00	0.5	01/09/1983	11170	30.58	15.29	\$6,488.25
Hira	Malik	\$37,900.00	0.4	05/04/2009	1824	4.99	1.996	\$945.61
Jade	Batten	\$35,800.00	0.6	01/09/1995	6787	18.58	11.148	\$4,988.75
Zakir	Bashir	\$34,000.00	0.8	01/09/2006	2769	7.58	6.064	\$2,577.20
Isabelle	Houareau	\$33,400.00	1	01/09/1999	5526	14.58	14.58	\$6,087.15
Marina	Isa	\$37,900.00	0.4	01/09/1986	10074	27.58	11.052	\$5,226.41
Siegfried	Eiert	\$28,500.00	0.6	01/01/2003	4108	11.25	6.75	\$2,404.69
Padraic	Hussey	\$27,200.00	0.8	01/09/2012	577	1.58	1.264	\$429.76
Sotiris	Keleiris	\$27,200.00	1	01/09/1992	7882	21.58	21.58	\$7,337.20
Sultram	Alp	\$28,500.00	1	01/09/2003	3865	10.58	10.58	\$3,789.13
Frederik	Bloggs	\$31,500.00	1	01/09/1998	5691	15.58	15.58	\$6,134.63
Paul	Tyrell	\$38,400.00	0.4	16/09/1996	6406	17.54	7.016	\$3,367.68
David	Gerard	\$35,800.00	0.6	01/09/2011	945	2.58	1.548	\$692.75
Mahesh	Ramdeo	\$33,400.00	0.8	01/01/2000	5204	14.25	11.4	\$4,759.90
Sarah	De Vecchio	\$31,800.00	1	01/09/1990	8613	23.58	23.58	\$9,373.05
Diping	Lu	\$37,500.00	1	21/10/1998	5641	15.44	15.44	\$7,237.30
								\$193,237.23

Results Formatting Correct date & total 1 mark  
As previous format 1 mark

Page 10	Mark Scheme	Syllabus	Paper
	GCE A LEVEL – October/November 2013	9713	02

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Course tutors - last edited by: A Candidate, XX999, 99999								
Date for calculation								01/04/2015
First name	Second Name	Salary	Contract	Date	Days employed	Years employed	Pensionable years	Annual pension
Abdulmalik	Atta	\$34,400.00	1	31/05/2006	3227	8.84	8.84	\$3,801.20
Andrea	Virna	\$27,200.00	0.4	01/09/1998	6056	16.58	6.632	\$2,254.88
Andrianna	Tsogka	\$29,100.00	0.6	01/09/2006	3134	8.58	5.148	\$1,872.59
Bianca	Moir	\$40,600.00	0.8	01/09/1992	8247	22.58	18.064	\$9,167.48
Carole	Tynedale	\$37,500.00	1	01/09/2006	3134	8.58	8.58	\$4,021.88
Charlotte	Norfolk	\$33,200.00	1	01/09/1994	7517	20.58	20.58	\$8,540.70
Christopher	Cipkin	\$28,500.00	0.4	01/09/2002	4595	12.58	5.052	\$1,792.85
Christopher	Moon	\$35,800.00	0.5	25/05/1995	7251	19.85	9.925	\$4,441.44
Felicia	de Jong	\$40,300.00	0.4	01/09/2005	3499	9.58	3.832	\$1,930.37
Holly	Scully	\$37,900.00	0.6	01/09/2010	1673	4.58	2.748	\$1,301.87
Laura	Brown	\$39,000.00	0.8	01/04/2004	4017	11	8.8	\$4,290.00
Laura	Allen	\$31,500.00	1	01/09/2002	4595	12.58	12.58	\$4,953.38
Muyunda	Oldham	\$31,700.00	0.4	01/09/2001	4860	13.58	5.482	\$2,152.43
Pui Man	Ho	\$38,400.00	0.6	02/06/2002	4686	12.83	7.698	\$3,695.04
Sarah-Jane	Cox	\$33,400.00	0.8	01/09/2000	5325	14.58	11.664	\$4,869.72
Siegfrid	Karg	\$34,000.00	1	01/09/1984	11169	30.58	30.58	\$12,996.50
Timothy	Mitchell	\$29,500.00	1	08/09/1992	8240	22.56	22.56	\$8,262.60
Vivek	Parekh	\$31,800.00	1	01/09/2011	1308	3.58	3.58	\$1,423.05
Xiaodong	Yu	\$37,000.00	1	01/09/2010	1673	4.58	4.58	\$2,118.25
Yu Kiu	Lo	\$36,200.00	1	01/09/2004	3864	10.58	10.58	\$4,787.45
Jide	Nazobia	\$37,000.00	0.6	01/09/1999	5691	15.58	9.348	\$4,323.45
Slick	Walton	\$38,400.00	0.6	01/09/1986	10439	28.58	17.148	\$8,251.04
Liam	McKenna	\$31,500.00	0.2	01/09/2006	3134	8.58	1.716	\$675.68
Kolewole	Odulesun	\$37,000.00	1	01/09/1988	10438	28.58	28.58	\$13,218.25
Harleen	Sethi	\$37,500.00	1	01/01/1988	9952	27.25	27.25	\$12,773.44
Lisa	Farrugia	\$31,800.00	0.4	01/09/2003	4230	11.58	4.632	\$1,841.22
Maria	Aftab	\$34,000.00	0.5	01/09/1983	11535	31.58	15.79	\$6,710.75
Hina	Malik	\$37,900.00	0.4	09/04/2009	2189	5.99	2.396	\$1,135.11
Jade	Batten	\$35,800.00	0.6	01/09/1995	7152	19.58	11.748	\$5,257.23
Zakir	Bashir	\$34,000.00	0.8	01/09/2006	3134	8.58	6.864	\$2,917.20
Isabelle	Houareau	\$33,400.00	1	01/09/1999	5691	15.58	15.58	\$6,504.55
Marina	Isa	\$37,900.00	0.4	01/09/1986	10439	28.58	11.432	\$5,415.91
Siegfrid	Eiert	\$28,500.00	0.6	01/01/2003	4473	12.25	7.35	\$2,618.44
Padraic	Hussey	\$27,200.00	0.8	01/09/2012	942	2.58	2.064	\$701.76
Sotiris	Keleris	\$27,200.00	1	01/09/1992	8247	22.58	22.58	\$7,677.20
Sulran	Alp	\$28,500.00	1	01/09/2003	4230	11.58	11.58	\$4,125.38
Frederik	Bloggs	\$31,500.00	1	01/09/1998	6056	16.58	16.58	\$6,528.38
Paul	Tynel	\$38,400.00	0.4	16/09/1996	6771	18.54	7.416	\$3,559.68
David	Gerard	\$35,800.00	0.6	01/09/2011	1308	3.58	2.148	\$961.23
Mallesh	Ramdeo	\$33,400.00	0.8	01/01/2000	5569	15.25	12.2	\$5,093.50
Sarah	Dei Vecchio	\$31,800.00	1	01/09/1990	8978	24.58	24.58	\$9,770.55
Diping	Lu	\$37,500.00	1	21/10/1998	6006	16.44	16.44	\$7,706.25
								\$206,419.73

Results Correct date & total 1 mark  
 Formatting As previous format 1 mark

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Evidence document

Validation  
 Correct cell highlighted  
 Date format only  
 Between  
 1/1/2010  
 And 31/12/2040

1 mark  
 1 mark  
 1 mark  
 1 mark  
 1 mark

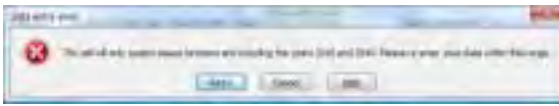
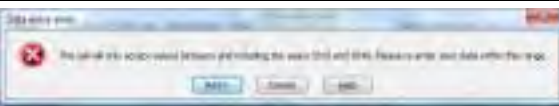
Validation  
 Appropriate error message  
 Including parameters

1 mark  
 1 mark

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Evidence document

9 × 4 table with gridlines 1 mark  
 Text 100% accurate 1 mark  
 Correct cells merged 1 mark

Cell	<i>J2</i>		
Test type	<i>Range check</i>		
Data chosen	Type of data	Expected outcome	Actual outcome
<i>1/1/2020</i>	<i>Normal</i>	<i>Accepted</i>	<i>1/1/2020 accepted</i>
<i>1/1/2030</i>			<i>1/1/2030 accepted</i>
<i>31/12/2009</i>	<i>Abnormal</i>	<i>Error message</i>	
<i>1/1/2041</i>			
<i>1/1/2010</i>	<i>Extreme</i>	<i>Accepted</i>	<i>1/1/2010 accepted</i>
<i>31/12/2040</i>			<i>31/12/2040 accepted</i>

**Normal data** 1 mark  
 2 Correct examples 1 mark  
 Expected to work 1 mark  
 Both work 1 mark

**Abnormal data** 1 mark  
 2 Correct examples 1 mark  
 Expected to be rejected 1 mark  
 Both rejected 1 mark

**Extreme data** 1 mark  
 1/1/2010 1 mark  
 31/12/2040 1 mark  
 Expected to work 1 mark  
 Both work 1 mark

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### Step 38

Practical marks – Maximum 5 marks

Slides printed

Name, Centre & candidate number placed on slide master in appropriate style.  
Appropriate & consistent styles/themes.

Title slide present which contains name of University

Content of each slide is in an appropriate format & style.

Content (K & U) – Maximum 12 marks

All documents saved with recognition of version/lecturer

Accept different solutions like compare:

Open master document

Documents may be electronically compared

- ... compares the currently open document with another file
- ... all tracked changes are shown
- ... using current tracking settings
- ... using black lining/vertical ruling in the margin
- ... to identify at a glance where revisions have been made

Amendments can be shown as additions ...

- ... or deletions in the master document.

or merge:

(Unlike compare) merges/combines two documents

... with formatting from a single document

- ... user selects
- ... which formatting to retain during merge process

... all tracked changes are shown

- ... from all documents
- ... with each users revisions credited to them

or both:

Sometimes if merging fails

... compare has to be used first, then merge

User has to make revision decisions

- ... as to which changes to accept/decline
- ... for each recommended amendment