IGCSE ICT 0417 practical paper checklist

Use this checklist each time you sit a Paper 2 or Paper 3 practice paper. Tick each item before you finish.

Before you start

- Unzip the source files into a new folder with your name and the paper code.
- Open only the software and files you need. No internet or email.
- Set a timer for 2 hours 15 minutes.
- Skim the whole paper so you know which tasks link together.

Documents (Paper 2)

- Text typed exactly as given, including capitals and punctuation.
- Styles used for headings and body text.
- Page orientation, margins and columns match the instructions.
- Headers and footers contain exactly what was asked.
- Spell check run, without changing given names or data.

Databases (Paper 2)

- Field types set correctly when importing the CSV file.
- Each search condition tested on its own before combining.
- Sort order and field order match the instructions.
- Report title correct, and no field is cut off.

Presentations (Paper 2)

- Master slide used for repeated items.
- Slide content matches the instructions exactly.

Spreadsheets (Paper 3)

- Absolute references used where a formula is copied but points to one cell.
- Formulae checked against a value worked out by hand.
- Formulae view printed or captured with row and column headings.
- Number formats match the instructions, such as currency with 2 decimal places.

Websites (Paper 3)

- Image and stylesheet paths are relative, not linked to your own computer.
- Stylesheet attached in the head section, and page title set.
- Every CSS rule has a colon, a value and a semicolon.
- Page opened in a browser to check links and images.

Before you finish

- Every task has evidence saved, printed or captured in your evidence document.
- Files saved with the names and formats asked for.
- Your name and candidate details appear wherever the paper asks.

After marking

Task	Marks lost	Why	Fix next time

Read the examiner report for the same series to see where most students dropped marks.