Cambridge International AS & A Level

INFORMATION TECHNOLOGY **9626/02**

Paper 2 Practical **May/June 2025**

2 hours 30 minutes

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS
- Carry out every instruction in each task.
- Save your work using the file names given in the task as and when instructed.
- You must **not** have access to either the internet or any email system during this examination.
- You must save your work in the correct file format as stated in the tasks. If work is saved in an incorrect file format, you will **not** receive marks for that task.

INFORMATION
- The total mark for this paper is 90.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **8** pages. Any blank pages are indicated.

[Turn over

You have been supplied with the following source files:

j25clownfish.mp4
j25data.csv
j25divers.mp4
j25teacher.csv

You must use the most efficient method to solve each task. All work produced must be of a professional standard and suit the business context.

You work for the Tawara Scuba School, who run classes seven days a week. Each classroom has a letter on the door rather than a number. Each teacher can teach up to four classes per day.
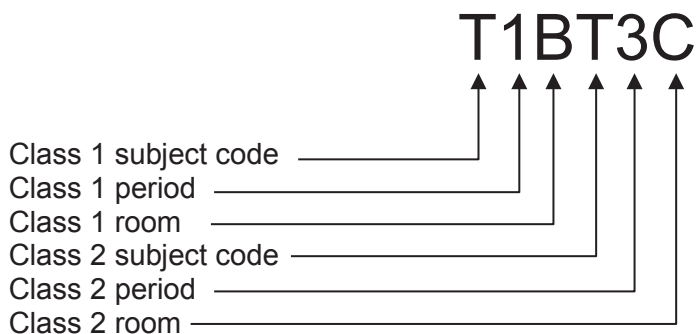
You will create a spreadsheet to find classes for a selected teacher on a selected day. All dates must be displayed in dd/mm/yyyy format.

1 Open and examine the file **j25teacher.csv** using spreadsheet application software.
Name this worksheet **Teacher**

Open and examine the file **j25data.csv**
Place its content in a new worksheet called **Data** within the same workbook.

This worksheet now contains data about classes, subjects and lessons. The data for the subjects, periods and room letters is stored as strings in the "... CLASSES" section. It is formatted like this:

T1BT3C

Class 1 subject code
Class 1 period
Class 1 room
Class 2 subject code
Class 2 period
Class 2 room

The length of the string will depend on the number of classes taught by each teacher on each day. In this example, the teacher only teaches two classes on this day.

Create a new worksheet within the workbook called **Finder**
In this worksheet, create a table with merged cells to be formatted like this:

	A	B	C	D	E
1		**Class finder**			
2					
3	**Enter the date:**	13 March 2025			
4	**Select teacher's name:**				
5					
6	Teacher code:				
7	Day code:				
8	Day of the week:				
9	String:				
10					
11		**Classes**			
12		Class 1	Class 2	Class 3	Class 4
13	Subject:				
14	Time:				
15	Room:				

Save your workbook as **Finder_** followed by your centre number_candidate number. For example, Finder_ZZ999_9999

[6]

2 Place in cell B3 the date **13/03/2025**. Format this date as dd mmmm yyyy

Restrict data entry for this cell so that only dates from 2025 to 2026 can be entered. If the date is **not** accepted, display an appropriate error message.

[4]

3 Set cell B4 so that the name of the teacher can be selected from a drop-down list. The *Teacher* worksheet can be edited if required.

[2]

4 Place in cell B6 a formula to look up the code for this teacher.

[5]

5 Place in cell B7 a function to return the day code of the date entered in cell B3. For example, Sunday = 1, Monday = 2.

[1]

6 Place in cell B8 a function to return the day of the week for the date entered in cell B3.

[2]

7 Place in cell B9 INDEX and MATCH functions to display the string for this teacher's lessons, using the teacher code and day of the week.

[10]

8 Place in cells B13 to E13 formulae to display the name of the subject for each class.

[5]

9 Place in cells B14 to E14 formulae to display the time of each class.

[5]

10 Place in cells B15 to E15 formulae to display the room used for each class.

[2]

11 Edit the formulae in cells B13 to E15 so that if there is no data for this class, it does not display an error.

[4]

12 Replace the labels in cells B12 to E12 with formulae to display the labels *Class 1* to *Class 4* only if there is data for that class. If there is no data, the label should not be visible.

[2]

13 Create a new word-processed document, and save it as **Test_Plan_** followed by your centre number_candidate number. For example, Test_Plan_ZZ999_9999

In this new document, create a test plan to test the restricted data entry in cell B3. Include the type of test, appropriate test data and the type of data selected.

Use this test plan to test data entry in this cell. For each test, take screenshot evidence and place this in your *Test_Plan* document.

Save this document.

[12]

Tawara Scuba School is developing a short video to advertise its company.

14 Open your video-editing software, and set the aspect ratio to 16 : 9.

Open and examine the file **j25clownfish.mp4**

This is a video of a sea anemone (an animal with tentacles) with a clownfish in it, placed in the centre of the screen.

Trim the clip to remove the end so that only 8 seconds remain.

From 3 seconds to the end of the clip, zoom in on the sea anemone and clownfish. Make sure that they are always fully visible within each frame.

Export the clip in **.mp4** format with a resolution of 854 × 480, using the filename **Clown_** followed by your centre number_candidate number. For example, Clown_ZZ999_9999

[6]

15 In your video-editing software, open and examine the file **j25divers.mp4**

Splice the file saved in **step 14** to the end of this clip.

Add a dissolve transition between the clips. Set both clips so that they run with 0.5 × the speed of the original clips.

Export the clip in **.mp4** format with a resolution of 854 × 480, using the file name **Intro_** followed by your centre number_candidate number. For example, Intro_ZZ999_9999

[7]

16 Use the file saved in **step 15** to create a video clip to match this storyboard.

All text must be displayed in a consistent sans-serif font.

Do **not** use transitions unless instructed to do so.

Time 0 seconds:
- Take a still image from the first frame of the video file *Intro_* saved at **step 15** and display this as the background.

Time 2 seconds:
- The background remains, with the name of the company placed as a title in the top left-hand corner.

Time 5 seconds:
- The background and title remain, with the text **Learn to dive or enhance your diving skills** added as a subtitle below the title.

Time 8 seconds:
- The title is removed.
- The text **Learn to dive or enhance your diving skills** remains.
- Play the video file *Intro_* saved at **step 15**.

Time 12 seconds:
- The video continues to play.
- The text is removed.

Time 30 seconds:
- Display appropriate credits to scroll up the screen. Include the text **Video edited by:** and your name, centre number, candidate number

Export your video clip in **.mp4** format as **TSSVideo_** followed by your centre number_candidate number. For example, TSSVideo_ZZ999_9999

[17]

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