

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for Summer 2021 (available from the Pearson website).

These notes are provided to enable Centre staff to re-create the data files for use in the International GCSE Examination in Information & Communication Technology (ICT) (4IT1).

NOTES:

- **The contents of this document or the data files must NOT be discussed with candidates before the end of the examination window.**
- If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.
- Centres should check in the **OFFICE 2007**, **OFFICE 2003** and **NON-OFFICE** folders for file formats which are consistent with the Centre system.

LIST OF FILES:

A copy of each of the following data files must be stored in **each** candidate's secure examination user area before the examination:

IMAGES folder	Folder containing NINE JPG image files named Image 1, Image 2, Image 3, Image 4, Image 5, Image 6, Image 7, Image 8, MOUNTAIN SKIER
HOLIDAY	Database file
SKIING	Spreadsheet file
FACT SHEET	Word processed file
WEBSITE	Word processed file

The following details are provided to recreate the database, spreadsheet, presentation and word-processed files if Microsoft Office 2007 or later products are not available for candidates.

The **IMAGES** folder will need to be copied along with the relevant **OFFICE** or **NON-OFFICE** folder.

If the files have to be recreated for software versions other than Microsoft Office 2007 then the Centre must submit a printout of the data files used by the candidates.

DATABASE FILE:

Database filename: **HOLIDAY**
File formats available: ACCDB, MDB and CSV files
Database tables: HOTEL, GUEST and BOOKING

HOTEL table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
HOTEL ID	Short Text	Unique code for each hotel – a letter and a 3 digit number to identify the number of the hotel	Field size 255 Set as primary key
HOTEL NAME	Short Text	Name of the hotel	Field size 50
RESORT	Short Text	Name of the accommodation	Field size 20 Lookup list to include Alpbach, Saalbach, Kitzbuhel, Obergurgl, Mayrhofen, Innsbruck
SKI PASS	Yes/No	To identify whether the guest has signed up for a ski pass	Yes/No
PRICE RANGE	Short Text	The rating of the accommodation from a choice of three	Field size 8 Lookup list to include Low, Medium, High

The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **HOTEL.CSV**

GUEST table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
GUEST ID	Short Text	Unique code for each guest – a letter and a 3 digit number to identify the guest	Field size 255 Set as primary key
FIRSTNAME	Short Text	Guest’s first name and surname	Field size 50
SURNAME	Short Text	Guest’s email address	Field size 50
EMAIL	Date/Time	Guest’s email address	Field size 100
DATE OF BIRTH	Date/Time	Guest’s date of birth	dd/mm/yyyy

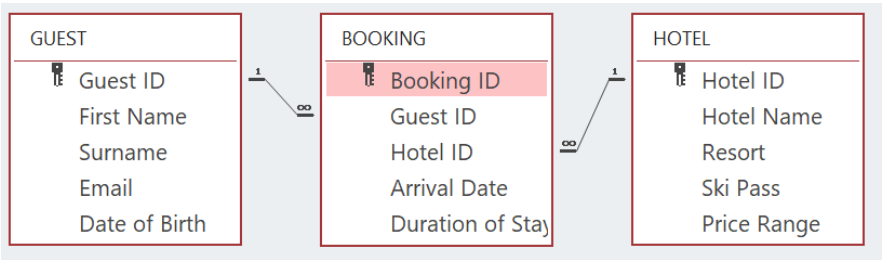
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **GUEST.CSV**

BOOKING table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKING ID	AutoNumber	Unique booking reference that links the accommodation to the member	Field size 255 Set as primary key
HOTEL ID	Short Text		Field size 255
GUEST ID	Short Text		Field size 255
ARRIVAL DATE	Yes/No	Date the guest arrives at the hotel	dd/mm/yyyy
DURATION OF STAY	Number	How many nights the guest is staying	Long integer

The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **BOOKING.CSV**

The tables should be linked as shown in this image:



WEB AUTHORING FILES

Word processed filename: **WEBSITE**
File formats available: DOCX, DOC and TXT files

Format of document margins: All 2.54 cm

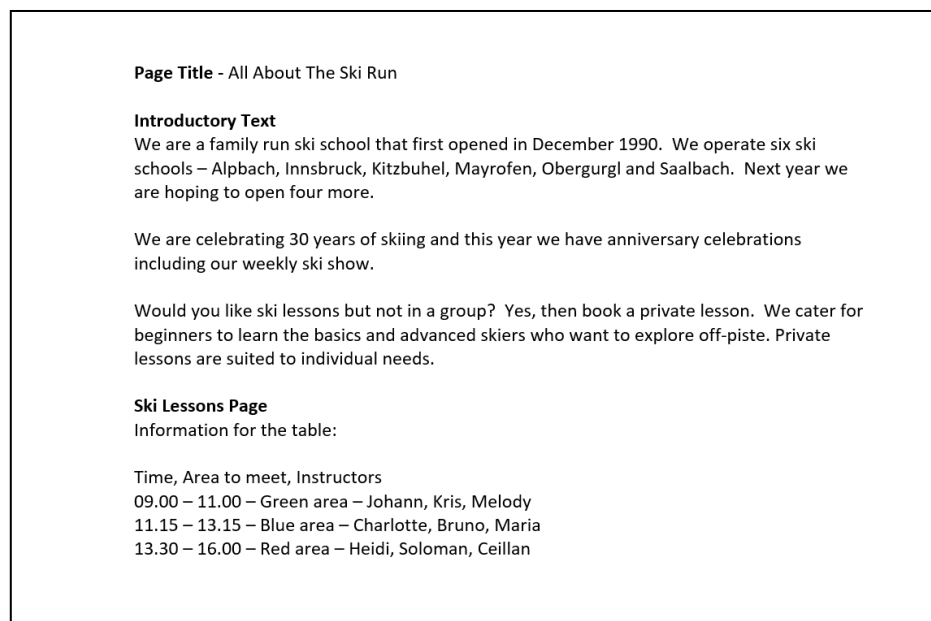
Font – Calibri (any sans serif font is acceptable), size 12, regular

Text aligned left

Single line spaced

Headings are set to bold

When opened by the candidate, the document should look like this image:



SPREADSHEET FILES

Spreadsheet filename: **SKIING**
File formats available: XLSX, XLS and CSV files

The spreadsheet contains two worksheets named **MEMBERS** and **DETAILS**

MEMBERS worksheet

Worksheet format:

- Page set up:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- All rows set to 14.5 (29 pixels) high
- Column A set to 15 (172 pixels) wide
- Column B set to 20 (227 pixels) wide
- Column C set to 11 (128 pixels) wide
- All remaining columns set to 12 (139 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- Rows 1 and 18 set to bold
- All other cells set to general format.

When opened by candidates the worksheet should look like this image

	A	B	C	D	E	
1	Member Name	Member Type	Equipment Hi	Ski Pass	Total Cost	
2	Pascal	Level 1 (Beginners)				
3	Laia	Level 2 (Intermediate)				
4	Zahid	Level 3 (Advanced)				
5	Preety	Level 1 (Beginners)				
6	Baljinder	Level 1 (Beginners)				
7	Pierre	Level 2 (Intermediate)				
8	Emmanuel	Level 3 (Advanced)				
9	Arlo	Level 3 (Advanced)				
10	Polly	Level 2 (Intermediate)				
11	Johann	Level 3 (Advanced)				
12	Shay	Level 2 (Intermediate)				
13	Connor	Level 1 (Beginners)				
14	Ziggy	Level 1 (Beginners)				
15	Luna	Level 3 (Advanced)				
16	Aashish	Level 2 (Intermediate)				
17						
18	Total Cost of Equipment Hire					
19						

The contents of the worksheets are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **MEMBERS.CSV**

DETAILS worksheet

Worksheet format:

- Page setup:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- Row 1 set to 18 (36 pixels high)
- All other rows set to 14.5 (29 pixels) high
- Row 11 (Columns A to C) shaded with light grey (any light colour)
- Column A set to 18 (205 pixels) wide
- All remaining columns set to 14 (161 pixels) wide
- Font: Cell A1 set to Calibri (any sans serif font) size 14
- All other cells set to Calibri (any sans serif font) size 11
- Cells A1, A2, A10, A12, B13 set to bold
- Row 4 set to bold
- Cells B14, B15, B16 and B18 set as Euros (€)
- All other cells set to general format.

When opened by candidates the worksheet should look like this image:

	A	B	C	D
1	Ski runs			
2	Total length in km	108		
3				
4	Ski run type	Length in km	% length of run	
5	Blue	54		
6	Red	36		
7	Black	18		
8				
9				
10	Average ski run			
11				
12	Costs			
13		Equipment Hire		
14	Level 1 (Beginners)	230 €		
15	Level 2 (Intermediate)	280 €		
16	Level 3 (Advanced)	340 €		
17				
18	Ski Pass Fee	150 €		
19				

The contents of the worksheets are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **DETAILS.CSV**

Word processed filename: **FACT SHEET**
File formats available: DOCX, DOC and TXT files

Format of document margins: All 2.54 cm

Font – Calibri (any sans serif font is acceptable), size 14, regular
Instructions are set to bold
Text aligned left
Single line spaced

Table – there is an image of the table in the NON OFFICE DATA FILES – this can be inserted into the document.

When opened by the candidate, the document should look like this image:

Instructions are provided in italics

Welcome to The Ski Run *(Heading)*

Ski lessons offered: *(Sub-heading)*

- private *(bullet)*
- must be pre-booked *(sub bullet)*
- requires a 10% deposit *(sub bullet)*
- group *(bullet)*
- beginners *(sub bullet)*
- intermediate *(sub bullet)*
- advanced *(sub bullet)*

This table needs to be created and included in the fact sheet.

Sam's Ski School – font colour (white), font style (serif), font size (28), text alignment – centre (vertically and horizontally)			
Private Ski Lessons – font size (24), bold, left aligned		2020/2021 – font size 20, right aligned	
2 hours am	200€	pm	210€
3 hours am	240€	pm	220€
4 hours am	300€		
5 hours am	368€		
6 hours am	420€		
Group Ski Lessons – font size (24), bold, left aligned		2020/2021 – font size 20, right aligned	
1 day	100€	5 days	282€
3 days	216€	6 days	308€
4 days	254€	Extra day	50€

Boxes with times/days and monetary amounts must be set to Calibri size 16