

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for November 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 2010**, **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 EIGHT JPG image files named Image ONE, Image 2, Image 3, Image 4, Image 5, Image 6, Image 7, Image 8
GARDENING SERVICES	Database file
GARDENING	Spreadsheet file
LEAFLET	Word processed file

The following details are provided to recreate the database, spreadsheet, presentation and word-processed files if Microsoft Office 2003 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 2003 or 2010 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: CLIENTS, SERVICES and JOBS

CLIENTS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
Client ID	Short Text	Unique code for each client – 2 letters, a 2 digit number and 2 letters to identify the client	Field size 8 Set as primary key
Surname	Short Text	Client’s surname	Field size 50
Contact	Short Text	Client’s preferred method of contact	Field size 12 Lookup list to include Phone call, Email, Text
Lawncare	Yes/No	To identify whether the client is interested in lawncare	Yes/No
Makeover	Yes/No	To identify whether the client is interested in having a garden makeover	Yes/No
Mowing	Yes/No	To identify whether the client is interested in having their lawn mowed	Yes/No
Hedge trimming	Yes/No	To identify whether the client is interested in having hedges trimmed	Yes/No
Clipping disposal	Yes/No	To identify whether the client is interested in having garden clippings disposed of	Yes/No
Weed control	Yes/No	To identify whether the client is interested in having weed control products on their lawn	Yes/No
Payment method	Short Text	To identify how the client will pay for the service	Field size 12 Lookup list to include Cash, Credit/Debit Card, Bank Transfer
Frequency of service	Short Text		Field size 12 Lookup list to include Weekly, One off, Monthly, By request

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

SERVICES table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
Service ID	Short Text	Unique code for each service – 2 letters and a 1 digit number to identify the number of the service	Field size 5 Set as primary key
Services	Short Text	Name of the service	Field size 50
Service charge	Short Text	How the service is charged	Field size 10 Lookup list to include Per Metre, Per M2, Per hour
Aftercare advice	Yes/No	To identify whether aftercare advice is offered	Yes/No
Discount available	Yes/No	To identify whether a discount is available	Yes/No

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

JOBS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
Job ID	Short Text	Unique code for each job – a letter and a 2 digit number to identify the job	Field size 5 Set as primary key
Client ID	Short Text	Unique code for each client – 2 letters, a 2 digit number and 2 letters to identify the client	Field size 8
Service ID	Short Text	Unique code for each service – 2 letters and a 1 digit number to identify the number of the service	Field size 5

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

The tables should be linked as shown in this image:



SPREADSHEET FILES

Spreadsheet filename: **GARDENING**

File formats available: XLSX, XLS and CSV files

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

CLIENTS 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 8 (95 pixels) wide
- Column B set to 11 (128 pixels) wide
- Column C set to 15 (172 pixels) wide
- Column D set to 8 (95 pixels) wide
- Column E set to 11 (128 pixels) wide
- Column F set to 8.5 (101 pixels) wide
- Cells E2 and E3 shaded with light grey (any light colour)
- Font: default font set to Calibri (any sans serif font) size 11
- Row 1 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	F	G
1	Client Name	Client ID	Service	Area m2	Length in met	Cost	
2	Mr White	White96CR	Makeover	Size 2			
3			Lawn care	Size 2			
4			Hedge trimming		24		
5			Cuttings disposal		24		
6							
7	Cost of services:						
8	Tax amount:						
9	Cost of services including Tax:						
10	Total cost of services including discount:						
11							

The contents of the worksheets are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **CLIENTS.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
- Rows 1 to 14 set to 14.5 (29 pixels) high
- Column A set to 24 (271 pixels) wide
- All remaining columns set to 8.5 (101 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- Rows 1 and 2 set to bold
- Cells C3 to D7, C9 and C10 set to currency (£)
- Cells D12 and E14 set to %
- All other cells set to general format.

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

	A	B	C	D	E
1	Service cost details				
2	Garden Size Reference	Size range	Makeover	Lawncare	
3	Size 1	<20m2	£300.00	£60.00	
4	Size 2	20-49m2	£500.00	£72.00	
5	Size 3	50-89m2	£700.00	£84.00	
6	Size 4	90-119m2	£900.00	£100.00	
7	Size 5	>120m2	£1,100.00	£120.00	
8					
9	Hedge trimming per metre		£4.00		
10	Cuttings disposal per metre		£1.00		
11					
12	Tax			20%	
13					
14	Discount for services costing more than £800:				15%

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: **LEAFLET**
File formats available: DOCX, DOC and TXT files

Format of document margins: All 1.27 cm

Font – Calibri (any sans serif font is acceptable) for all text apart from the address details (Verdana)

Formatting:

Page 1

WE ARE THE LAWN AGENCY – font size 22

Do you need TLA?, Do you have an old or worn out lawn?, Does your lawn have excessive moss and thatch?, YES? Then you need US to provide you with a MAKEOVER, After the visit we will contact you to let you know the cost of the makeover services we discuss. We will also arrange a date for us to come and start the work and answer any questions you may have. – font size 12

Contents of table and If at any time you wish to change the services discussed or to ask any further questions you can contact us. – font size 11

We will visit you...to answer any questions – font size 10

Font colour - YES? Then you need US to provide you with a MAKEOVER – Red

Font enhancement:

WE ARE THE LAWN AGENCY – bold

YES? Then you need US to provide you with a MAKEOVER – the words YES US MAKEOVER - bold

Page 2

Here are some images for you to look at. – font size 14

WE LOOK FORWARD TO WORKING ON YOUR GARDEN – font size 20, font colour – pale green, font enhancement - bold

Telephone and email details – font size 14, font colour – blue, enhancement – bold

Address information – font style Verdana, font size 14, right aligned

Table – set to 1 row with 2 columns. Image 8 from the IMAGES folder must be inserted in column 1

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

Page 1

WE ARE THE LAWN AGENCY

Do you need TLA?
Do you have an old or worn out lawn?
Does your lawn have excessive moss and thatch?

YES? Then you need US to provide you with a MAKEOVER

What can we do for you?	
Brand new lawn	Old lawn removed
100% weed free dressing	Water conserver service
Bespoke feeding service	

We will visit you to:

- measure and photograph your lawn
- take a soil sample
- answer any questions.

After the visit we will contact you to let you know the cost of the makeover services we discuss. We will also arrange a date for us to come and start the work and answer any questions you may have.

If at any time you wish to change the services discussed or to ask any further questions you can contact us.

Page 2

Here are some images for you to look at.



WE LOOK FORWARD TO WORKING ON
YOUR GARDEN

Telephone: 07700 900987
Email: medi@tla.net

The Garden
Lawn Terrace
LA6 1GS