VERSION 2

IGCSE – June 2011
NOTES FOR CENTRES ON CONSTRUCTION OF DATA FILES

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2011.

IMPORTANT NOTE: 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.

Please also note: Centres should check in **OFFICE 2003, OFFICE 2007** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

The following 6 data files must be stored in **each** candidate's secure user area:

Database file:
    COMPETITION

Graphics file:
    PENMAWR.BMP

Presentation file
    PENTATHLON

Spreadsheet file:
    TIMES

Word Processing files:
    GRAPHICS
    TEXT

The following details are provided for centres where the data files need to be reconstructed.

DATABASE FILE: COMPETITION

File formats available to centre:
OFFICE 2003 folder   Access 2003 (.mdb)
OFFICE 2007 folder   Access 2007 (.accdb)
NON-OFFICE folder   Comma separated valued (.csv) files for tables

Database to be named COMPETITION.

DATABASE FILE containing tables called **CLUB** and **COMPETITOR**

CLUB

TABLE STRUCTURE:

Field Name	Data Type	Description	Comments
ClbID	Text	Club identifier	5 characters. Set as Primary key
ClbName	Text	Club name	30 characters
ClbHead	Text	Club manager	30 characters
ClbTel	Text	Club telephone number	13 characters
ClbAddr1	Text	Club street address	50 characters
ClbAddr2	Text	Club town address	25 characters
ClbPCode	Text	Club postcode	12 characters

TABLE CONTENT

CLUB						
ClbID	ClbName	ClbHead	ClbTel	ClbAddr1	ClbAddr2	ClbPCode
CAR62	Carwaen Body Sculpture	David Lyons	01125 467467	Harriott Street	Carwaen	CW1 8GH
CAR67	Carwaen Total Fitness	Allison Davis	01125 463266	Swanmawr Rd	Carwaen	CW1 8JD
NONE	Not a member					
PEN01	Penmawr Fitness Club	Karen Bailes	01124 478647	High Street	Penmawr	PN1 8YY
SWA44	Swanmawr Health Club	Mark Capture	01126 647574	Castle Avenue	Swanmawr	SN3 7YY

COMPETITOR

TABLE STRUCTURE

Field Name	Data Type	Description	Comments
CompetitorID	Autonumber	Unique code for each competitor	Set as primary key, long integer, increment by 1
FName	Text	Competitor first name	25 characters
LName	Text	Competitor last name	25 characters
ClubRef	Text	Competitor club reference	5 characters
DoB	Date/Time	Competitor date of birth	Set as short date (DD/MM/YYYY)
Gender	Text	Competitor gender (M for Male, F for Female)	1 character. Validation rule "M" of "F". Validation text "Must be M – Male or F – Female"
Phone	Text	Competitor phone number	13 characters

TABLE CONTENT

		COMPETITOR				
CompetitorID	FName	LName	ClubRef	DoB	Gender	Phone
1	Amy	DENNIS	CAR67	16/01/1995	F	01125 521574
2	David	HAWK	CAR67	20/03/1988	M	01125 673724
3	Fred	GILROY	CAR62	23/03/1993	M	01125 666273
4	Jason	BROWN	CAR67	08/07/1997	M	01126 609166
5	Blake	FANCROPPER	PEN01	22/11/1971	M	01126 691224
6	James	GILROY	SWA44	11/05/1974	M	01126 316345
7	Stuart	SPEARS	CAR67	25/07/1994	M	01125 606995
8	Francesca	CHUNG	CAR67	24/04/1997	F	01125 446171
9	Matt	DENNIS	SWA44	11/12/1972	M	01125 650972
10	Tony	SKULLY	CAR67	13/09/1981	M	01126 489711
11	Simon	RAZWANA	CAR67	25/08/1973	M	01126 258516
12	Sarah	CHUNG	CAR67	01/01/1995	F	01125 614867
13	Lee	FANCROPPER	CAR62	18/12/1974	M	01126 425775
14	Nina	SLATER	CAR62	25/06/1977	F	01126 399361
15	Martha	YO	CAR67	22/05/1994	F	01126 451328
16	Tahira	PUDEE	CAR67	13/06/1977	F	01125 669479
17	Sarah	SLATER	SWA44	10/03/1973	F	01125 674869
18	Mical	SLATER	CAR62	05/01/1985	M	01125 587607
19	Andrew	KELSON	SWA44	24/02/1991	M	01125 259403
20	David	HAWK	NONE	15/11/1995	M	01125 599434
21	Felicity	BRANDWARD	PEN01	30/10/1982	F	01126 352501
22	Sara	YO	NONE	03/11/1993	F	01126 635640
23	Jason	ROBERTS	SWA44	28/03/1997	M	01126 649501
24	Claire	SINGH	SWA44	05/12/1977	F	01125 353500
25	Rhonda	CASEY	CAR67	01/01/1990	F	01126 403926

GRAPHICS FILE: PENMAWR

File formats available to centre:

OFFICE 2003 folder	Bitmap image file (.bmp)
OFFICE 2007 folder	Bitmap image file (.bmp)
NON-OFFICE folder	Bitmap image file (.bmp)

Graphics file to be named PENMAWR

PRESENTATION FILE: PENTATHLON

File formats available to centre:
OFFICE 2003 folder   PowerPoint 2003 (.ppt)
OFFICE 2007 folder   PowerPoint 2007 (.pptx)
NON-OFFICE folder   SLIDE text file (.txt)

Presentation to be named PENTATHLON.

General settings:
    Printing set to print slides in colour
    Headers and footers set to blank

Master slide settings
    Title place holder:
        Size: 3.0 cm high, 24.4 cm wide
        Position: 0.5 cm from left edge, 0.5 cm from top edge
        Font – Times New Roman, size 48pt, bold, black
    Main text frame
        Size: 13.0 cm high, 24.4 cm wide
        Position: 0.5 cm from left edge, 4.0 cm from top edge
        Font: Level 1 Times New Roman, size 32pt, regular, black
        Font: Level 2 Times New Roman, size 28pt, regular, black
        Font: Level 3 Times New Roman, size 24pt, regular, black
    Footer area
        Left place holder:
        Size 1.5 cm high, 6.0 cm wide
        Position: 0.5 cm from left edge, 17.5 cm from top edge
        Font: Arial size 14, regular

        Centre place holder
        Size 1.5 cm high, 8.0 cm wide
        Position: 8.5 cm from left edge, 17.5 cm from top edge
        Font: Arial size 14, regular

        Right place holder
        Size 1.5 cm high, 6.0 cm wide
        Position: 19.0 cm from left edge, 17.5 cm from top edge
        Font: Arial size 14, regular

    Background colour: dark blue, RGB 0, 0, 153

Title slide:
    Title:
        Font: Times New Roman, size 44, bold, black
        Text: **INDOOR PENTATHLON COMPETITION**

    Sub-title
        Font: Times New Roman, size 32, regular, black
        Text:
        Line 1: **SATURDAY JULY 2 at 2:30 pm**
        Line 3: **at**
        Line 5: **PENMAWR FITNESS CLUB**

Slide 2:
    Blank slide

SPREADSHEET FILE: TIMES

File formats available to centres:

OFFICE 2003 folder   Excel 2003 (.xls)
OFFICE 2007 folder   Excel 2007 (.xlsx)
NON-OFFICE folder   Commas separated valued (.csv) file

Notes:

- In Page Setup
  - Page layout set to A4 portrait
  - Gridlines set to SHOW
  - Row and column headers set to SHOW
- Row heights:
  - All rows set to 15 (20 pixels)
- Column widths:
  - All columns set to 8.00 (68 pixels)
- All cells formatted to GENERAL
- All cells formatted to Arial 10 pt regular

When opened by candidates, must be a spreadsheet file in datasheet view and must look like:

	A	B	C	D	E	F	G	H	I	J
1										
2										
3	LastName	FirstName	Age	Running	Cycling	Rowing	Swimming	Walking	Total	Qualify
4	Anderson	Martin	18	408	387	525	267	437		
5	Bredon	Simon	15	439	408	450	368	573		
6	Coper	Andrew	17	388	498	675	513	543		
7	Corea	Nuwan	18	366	410	431	522	587		
8	Davis	Jonathan	15	455	349	558	668	468		
9	Gueye	Machui	15	451	620	457	519	483		
10	Harding	Nathan	18	514	342	523	572	449		
11	Johannsor	David	16	341	374	457	393	421		
12	Laddha	Mahinder	17	366	393	453	360	556		

WORD PROCESSING FILE: TEXT

File formats available to centres:

OFFICE 2003 folder	text file (.txt)
OFFICE 2007 folder	text file (.txt)
NON-OFFICE folder	text file (.txt)

Content:

When opened by candidates, must look like (without the border):

TEXT

INFORMATION ABOUT THE PENTATHLON

Date: Saturday 2 July 2011
Time: 2:30 pm
Place: Penmawr Fitness Club, Penmawr
Organiser: Karen Bailes – Manager of Penmawr Fitness Club

Entries welcomed from all ages (from 11 to 85)
Non members of fitness clubs welcome

For more details contact KAREN BAILES
Karen Bailes phone number 01124 478647
Karen Bailes email address karen.bailes@penmawr.org.uk
Penmawr Fitness Club

£5 entry fee

The 5 events are
Running 1.5 km
Cycling 3 km
Rowing   2 km
Swimming 10 lengths (20 metre pool)
Walking 1 km

Sections
Men
Under 16
16 – 21 year olds
21 – 35 year olds
35 – 60 year olds
Over 60 year olds
Women
Under 16
16 – 21 year olds
21 – 35 year olds
35 – 60 year olds
Over 60 year olds

Half distances for under 16s and over 60s

Prizes for winners in each section
Penmawr Fitness Boutique gift tokens
Free personal training sessions

Gifts for all entrants
Free t-shirt
Free refreshments

WORD PROCESSING FILE: GRAPHICS

File formats available to centres:
OFFICE 2003 folder   Word 2003 (.doc)
OFFICE 2007 folder   Word 2007 (.docx)
NON-OFFICE folder   jpg images in separate folder, labels to be typed in

Page layout set to A4 portrait
All margins   2.0 cm
TAB stop (left aligned)   8.5 cm

Heading – Upper case italics
Text:
GRAPHICS

Text labels for images in ARIAL, size 14, regular, upper case
Images are set as "In line with text"

Image sizes given are an approximation.

Label	Image file	Size (approximate cm height x width)
CYCLING 1	CYCLING 1.jpg	4.2 x 5.0
CYCLING 2	CYCLING 2.jpg	5.6 x 4.0
CYCLING 3	CYCLING 3.jpg	4.0 x 5.3
CYCLING 4	CYCLING 4.jpg	3.8 x 6.0
CYCLING 5	CYCLING 5.jpg	4.0 x 6.0
HORSES	HORSES.jpg	4.0 x 5.3
KAREN	KAREN.jpg	5.0 x 3.9
MAP	MAP.jpg	4.0 x 5.7
ROWING 1	ROWING 1.jpg	3.5 x 6.3
ROWING 2	ROWING 2.jpg	3.0 x 5.9
RUNNING	RUNNING.jpg	4.2 x 4.0
SWIMMING 1	SWIMMING 1.jpg	4.0 x 4.0
SWIMMING 2	SWIMMING 2.jpg	3.2 x 6.8
SWIMMING 3	SWIMMING 3.jpg	2.8 x 6.0
SWIMMING 4	SWIMMING 4.jpg	4.0 x 5.3
WEIGHTS	WEIGHTS.jpg	4.0 x 4.0

When opened by candidates, must look like the following 2 pages:

CYCLING 1

CYCLING 2

CYCLING 3

CYCLING 4

CYCLING 5

HORSES

KAREN
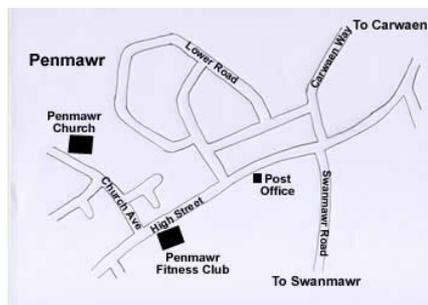
MAP
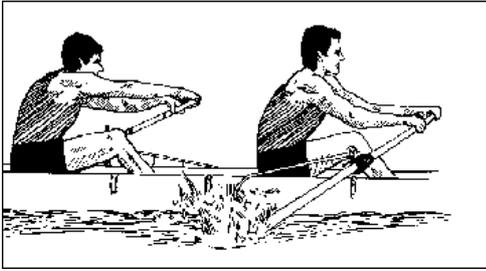
ROWING 1

ROWING 2
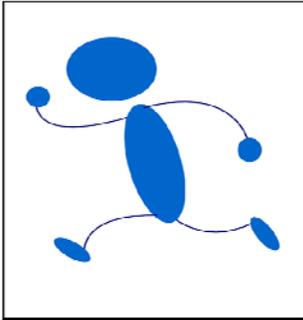
RUNNING

SWIMMING 1
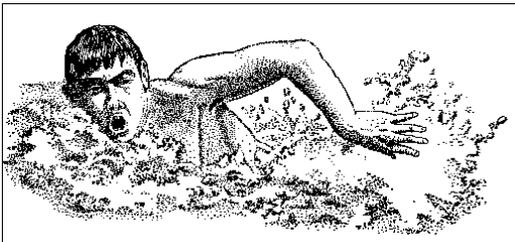
SWIMMING 2

SWIMMING 3

SWIMMING 4

WEIGHTS