

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for May 2024 (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 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 EDIT, IMAGE 1, IMAGE 2, IMAGE 3, IMAGE 4, IMAGE 5, IMAGE 6, IMAGE 7
CAR HIRE	Database file
HIRE COSTS	Spreadsheet file
EVIDENCE, INFORMATION SHEET, PRESENTATION	Word processed files

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: **CAR HIRE**
File formats available: ACCDB, MDB and CSV files
Database tables: BOOKINGS, CARS and CLIENTS

BOOKINGS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKINGID	AutoNumber	Code to identify the booking	Set as primary key
CAR ID	Short Text	Code to identify the car	Field size 10
CLIENT ID	Short Text	Code to identify the client	Field size 10
BOOKING METHOD	Short Text	Methods available to book	Field size 10 Lookup list to include Online, Telephone

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

CARS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CAR ID	Short Text	Code to identify the car	Set as primary key Field size 10
CAR TYPE	Short Text	Type of car hired	Field size 10 Lookup list to include Standard, Premium, Small SUV, Large SUV
TRANSMISSION	Short Text	Type of transmission	File size 10 Lookup list to include Automatic, Manual
FUEL TYPE	Short Text	Type of fuel	Field size 10 Look up list to include Electric, Hybrid, Petrol

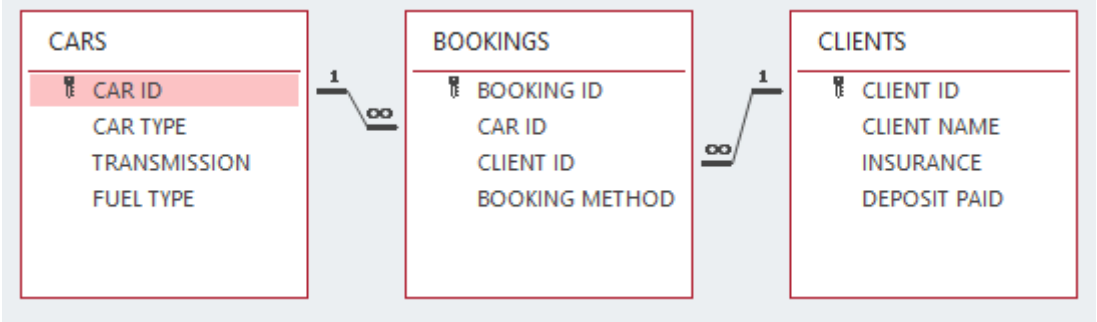
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **CARS.CSV**

CLIENTS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CLIENT ID	Short Text	Code to identify the client	Set as primary key Field size 10
CLIENT NAME	Short Text	Name of the client	Field size 50
INSURANCE	Yes/No	Has the client taken out insurance	Yes/No
DEPOSIT PAID	Currency	How much deposit has the client paid	Currency Auto decimal places

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

The tables **MUST** be linked as shown in this image:



SPREADSHEET FILES

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

The spreadsheet contains two worksheets named **COSTS** and **INFORMATION**

COSTS worksheet

Worksheet format:

- Page set up:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - **DO NOT** display gridlines or row and column headings
- All rows set to 14.5 (29 pixels) high
- Row 1 merged across columns A to H
- A2 to contain 01/05/24 in this date format
- All columns set to 13.5 (100 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- 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	H	I
1	Car Rental for May 2024								
2	01/05/24								
3	CLIENT ID	CLIENT NAME	CAR TYPE	COST PER DAY	NUMBER OF DAYS	INSURANCE COST	COST OF HIRE	TOTAL COST	
4	AB11	Abebe	Small SUV		7				
5	AD12	Adams	Large SUV		7				
6	AD13	Adams	Premium		3				
7	AH45	Ahamed	Standard		3				
8	AS32	Ashurst	Large SUV		5				
9	BA45	Bankole	Small SUV		5				
10	BE45	Bellman	Standard		5				
11	BR78	Bristow	Large SUV		3				
12	CH54	Chan	Large SUV		3				
13	CH67	Chuke	Small SUV		3				
14	DE4	Desai	Small SUV		7				
15	EG98	Egebe	Premium		7				
16	GA54	Gamage	Standard		7				
17	GR42	Greenhaugh	Large SUV		10				
18	HU21	Hussain	Large SUV		7				
19	HU3	Hughes	Large SUV		7				
20	HU4	Hughes	Large SUV		5				
21	HU6	Hu	Premium		3				
22	HU78	Huang	Standard		3				
23	JO67	Davies	Large SUV		5				
24	KA67	Kallahah	Standard		5				
25	KE12	Keita	Premium		10				
26	KU7	Kumar	Large SUV		7				
27	KU8	Kumbhar	Small SUV		7				
28	KU9	Kumar	Small SUV		5				
29	LI8	Liu	Premium		3				
30	LO1	Lowry	Premium		10				
31	MA23	Maddison	Small SUV		10				
32	MU2	Munhir	Small SUV		7				
33	OL9	Ollie	Small SUV		7				
34	PE10	Perera	Premium		5				
35	PL7	Plough	Small SUV		3				
36	PQ1	Powell	Small SUV		10				
37	RA65	Rathnayake	Standard		7				
38	RA9	Raymond	Standard		10				
39	SA21	Sanavan	Standard		5				
40	TY2	Tyler	Premium		3				
41	WA8	Walker	Large SUV		10				
42									
43	Total income for May including discounts								
44	Number of Large SUVs hired								
45	Average cost of car per day								

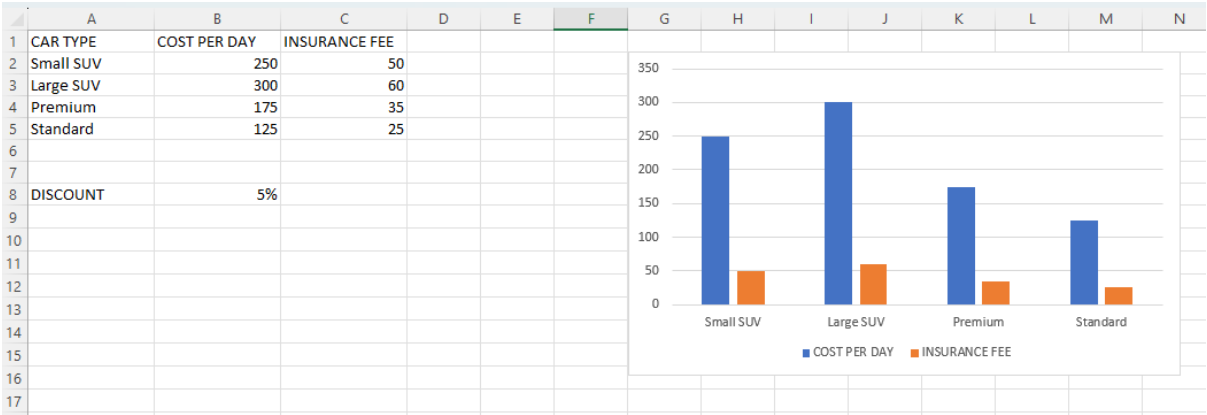
The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **COSTS.CSV**

INFORMATION worksheet

Worksheet format:

- Page setup:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - do not display row & column headings and gridlines
- All rows set to 15 (29 pixels) high
- All columns set to 15 (110 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format
- A chart needs to be created for the COST PER DAY and INSURANCE FEE for all car types

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



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

Word processed filename: **EVIDENCE**
File formats available: DOCX and DOC files

This document is to be used by candidates to include their responses to questions and screenshots.

Format of document margins: Top, Left and Right – 2.54 cm, Bottom – 2 cm

When opened by candidates, the document should look like this.



Pearson International GCSE in Information Technology

Evidence document

This document is to be used with the May 2024 question paper.

Centre name:	Centre number:
Candidate name:	Candidate number:

Use this template to present your assessment evidence.

Check that any screenshots you add can be read easily.

Task	Evidence
A1c	Type your response here.
A2a	Screenshots
A2b	Screenshot
A2c	Screenshots
A2d	Screenshot
A2e (i)	Type your response here.
A2e (ii)	Type your response here.
A2e (iii)	Type your response here.
A3b (i)	Type your response here.
A3b (ii)	Type your response here.
B3 (i)	Type your response here.
B3 (ii)	Type your response here.
B3 (iii)	Type your response here.
B4b	Type your response here.
B4c (i)	Type your response here.
B4c (ii)	Type your response here.

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

Format of document margins: All margins 1 cm

- All text Open Sans
- Font size 14 for title and up to the paragraph that contains the image.
- Font size 12 for remaining text and the table text
- Font colour title - black, remaining text – green
- EDIT image inserted in the given location

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

HIRE IT – FOR ALL YOUR CAR HIRE NEEDS

We offer car hire with incredibly competitive prices. Come to us for all your car hire needs.

What we offer:

- Competitive prices
- Fully comprehensive insurance
- Breakdown services

We have a range of cars available from Standard to Large SUVs. We are sure we will have one to suit your needs. You may be going on holiday or needing a car for work, whatever you want it for, we can help. Our cars come with SAT NAV so regardless of your reason for hiring a car, you will never get lost. SAT NAV also provides you with the nearest petrol stations, restaurants, service stations and car parks so you always know where you can go when you need to.



We have said we offer competitive prices for car hire and we pride ourselves on the fact that we can usually price match with other larger companies. We also offer discounts for new clients and this can be up to 20% off depending on the car you hire with us. We may have other offers available on the day you book so keep an eye on what is available. You can collect from your nearest office or you can request delivery to your home (or workplace) although this option has an additional fee.



Car Type	Transmission available	Fuel type available
STANDARD	Manual	Petrol
SMALL SUV	Manual	Petrol
LARGE SUV	Automatic	Electric

You can use the Enquiries link on the website or phone us to find out more.

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

Format of document margins: All margins 2.54 cm

- All text Open Sans
- Font size 11 for all
- Font colour – black

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

Text for slide 1

We would like to welcome you to Hire It.

From standard cars to spacious SUVs, we have everything you need to make driving a pleasure not a chore.

Text for slide 2

- Hire a car via our website or telephone us to speak with one of our experienced representatives.
- New this year we have a range of fully electric cars that allows you to drive with the environment in mind.
- Once you have hired a car with us, we offer you a discount on any future bookings.

Additional information for the presentation

Telephone: 07700 901993

Email: maria@hireit.service

Website: www.hireit.service