

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for November 2023 (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 TEN JPG image files named Image 1, Image 2, Image 3, Image 4, Image 5, Image 6, Contact icon, Email icon, Location icon, Website icon
FITNESS	Database file
PAYMENTS	Spreadsheet file
EVIDENCE, WEB PAGES. LEAFLET CONTENT	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: **FITNESS**

File formats available: ACCDB, MDB and CSV files

Database tables: CLASSES, CLIENTS, and BOOKING

CLASSES table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CLASS ID	Text	Code to identify the class	Set as primary key, field size 5
TITLE	Text	The name of the class	Field size 50
TYPE	Text	The type of class	Field size 20, lookup list – Cardio, Core, Hybrid, Weights
DAY	Text	The day the class is held	Field size 10, lookup list – Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
DURATION	Number	How long the class lasts	Lookup list – 60, 50, 45
COST	Currency	How much the class costs	Currency set to 2 decimal places
INSTRUCTOR	Text	The name of the instructor	Field size 10, lookup list – Clara, Leeza, Sol, Tomos

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

CLIENTS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CLIENT ID	Text	Code to identify the client	Set as primary key, field size 10
CLIENT NAME	Text	Surname of the client	Field size 50
INITIAL	Text	Client’s initial	Field size 2
LOCATION	Text	Where the client lives	Field size 10, lookup list – Europe, Other, UK
PAYMENT METHOD	Text	How the client pays for the classes	Field size 20, lookup list – Per session, Monthly, Weekly
YEAR STARTED	Number	The year the client attended their first class	Lookup list – 2020, 2021, 2022, 2023

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

BOOKING table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKING ID	Text	Code to identify the booking	Set as primary key, field size 10
CLIENT ID	Text	Code to identify the class	Field size 10
CLASS ID	Text	Code to identify the client	Field size 10

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

SPREADSHEET FILES

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

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

INVOICE worksheet

Worksheet format:

- Page set up:
 - portrait and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- All rows set to 15 (20 pixels) high
- Columns A and B set to 18 (131 pixels) wide
- Columns C and D set to 8.5 (65 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format.

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

	A	B	C	D	E	F	G
1	EVOLVING WITH FITNESS						
2	Payment receipt for P Bellamy						
3							
4	Client ID	BEL0300					
5	Year started	2020					
6	Payment method	Monthly					
7							
8	Month	January					
9							
10	Class ID	Class name	Duration (Cost of class			
11	SUBSK	Sunday Bootcamp					
12	MOBSK	Monday Bodyshock					
13	WEPIL	Wednesday Pilates					
14	FRBCP	Friday Bootcamp					
15							
16	Total cost for the week						
17	Total cost for the month						
18	Discount message						
19							

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

INFORMATION worksheet

Worksheet format:

- Page setup:
 - portrait orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- All rows set to 15 (20 pixels) high
- Columns A, C and D set to 10 (75 pixels) wide
- Columns B and E set to 14 (103 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format.

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

	A	B	C	D	E
1	CLASS ID	TITLE	DURATION	COST	INSTRUCTOR
2	FRBCP	Bootcamp	60	6	Leeza
3	FRMFA	Muscle Factory	45	4.5	Sol
4	FRYOG	Yoga	60	6	Clara
5	MOBSK	Body Shock	45	4.5	Tomos
6	MOFIL	Pilates	60	6	Sol
7	MOPIO	Pound it Out	50	5	Leeza
8	MOS60	Strong 60	60	6	Clara
9	SAMFA	Muscle Factory	45	4.5	Sol
10	SAPIL	Pilates	60	6	Clara
11	SAPIO	Pound it Out	50	5	Leeza
12	SAS60	Strong 60	60	6	Tomos
13	SAST8	Step 8000	60	6	Clara
14	SAYOG	Yoga	60	6	Sol
15	SUBCP	Bootcamp	60	6	Sol
16	SUBSK	Body Shock	45	4.5	Clara
17	THHIT	HIIT	45	4.5	Tomos
18	THPIL	Pilates	60	6	Leeza
19	THS60	Strong 60	60	6	Sol
20	THST8	Step 8000	60	6	Clara
21	TUBCP	Bootcamp	60	6	Sol
22	TUHIT	HIIT	45	4.5	Clara
23	TUST8	Step 8000	50	5	Tomos
24	TUYOG	Yoga	60	6	Leeza
25	WEBSK	Body Shock	45	4.5	Leeza
26	WEMFA	Muscle Factory	45	4.5	Sol
27	WEFIL	Pilates	60	6	Clara
28	WEPIO	Pound it Out	50	5	Tomos
29					
30					
31	Total number of classes				

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
(4IT1/02)**

Evidence document

This document is to be used with the November 2023 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
A1bi	Type your responses here
A1bii	Type your response here
A2a	Screenshot
A2b	Screenshot
A2c	Screenshots
A2d	Screenshot
A2e	Screenshot
A2f (i)	Type your response here
A2f (ii)	Type your response here
A2f (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

B3 (iv)	Type your response here
B4b (i)	Type your response here
B4b (ii)	Type your response here

Word processed filename: **WEB PAGES**

File formats available: DOCX, DOC and TXT files

Format of document margins: All margins 2.54 cm

- All text Open Sans
- Font size 12 for headings and text
- Font colour black for headings and text
- Table – Purple background for heading cell, white text (Open Sans size 18), Class title and Cost (Open Sans size 12, bold)

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

Content for web pages

Home page text

Do you want to improve your health and well-being?
We offer the opportunity for you to exercise surrounded by supportive individuals.
Our fun classes are adapted to cater for a range of fitness levels.
We look forward to helping you achieve your fitness goals.

Classes page

Table design and layout

Cardio Class Information	
Class title	Cost

Table content

HIIT £4.50
Pound it Out £5.00
Step 8000 £6.00

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

Format of document margins: All margins 2.54 cm

- All text Open Sans
- Font size 12 for headings and text
- Font colour black for headings and text

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

Content for leaflet

Text

Step out of your comfort zone and join us on your exercise journey!

If you are new to exercising, please consult your doctor before taking part in any physical exercise.

Physical activity and exercise are important for everyone.

Some benefits of regular physical activity:

Reduce the risk of injury

Improve your quality of life

Push yourself out of your activity comfort zone and you will continue to grow and develop as a person physically and mentally.

We have a team of staff out there ready to welcome you on your activity journey.

Clara, Leeza, [Sol](#) and Tom are all here to help!

Cardio classes combine strength and endurance training.

Strength classes focus on covering high rep volumes while working on the correct technique.

Information for the table

Body Shock – Monday

Bootcamp – Tuesday

HIIT – Thursday

Muscle Factory – Wednesday

Icons:

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