

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for May 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 NINE JPG image files named Image 1, Image 2, Image 3, Image 4, Image 5, Image 6, Image 7, Image 8, Narrowboat1
HOLIDAYS	Database file
HOLIDAY PAYMENTS	Spreadsheet file
EVIDENCE, PRESENTATION	Word processed files
LEAFLET DESIGN	PDF document

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: **HOLIDAYS**
File formats available: ACCDB, MDB and CSV files
Database tables: CANAL, GUEST and BOOKING

CANAL table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CANAL_ID	Number	Code to identify the holiday	Set as primary key
JOURNEY NAME	Short Text	The name of the canal holiday	Field size 60
DISTANCE (KM)	Number	Distance of the canal in kilometres	
TIME (HRS)	Number	Minimum number of hours it takes to travel the canal	
NUMBER OF LOCKS	Number	Number of locks on the canal	

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

GUEST table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
GUEST_ID	Number	Code to identify the guest	Set as primary key
TITLE	Short Text	How the guest has registered their title	Field size 6
LAST NAME	Short Text		Field size 30
POST CODE	Short Text		Field size 10
MOBILE NUMBER	Short Text		Field size 15
DATE OF BIRTH	Date/Time		Short date

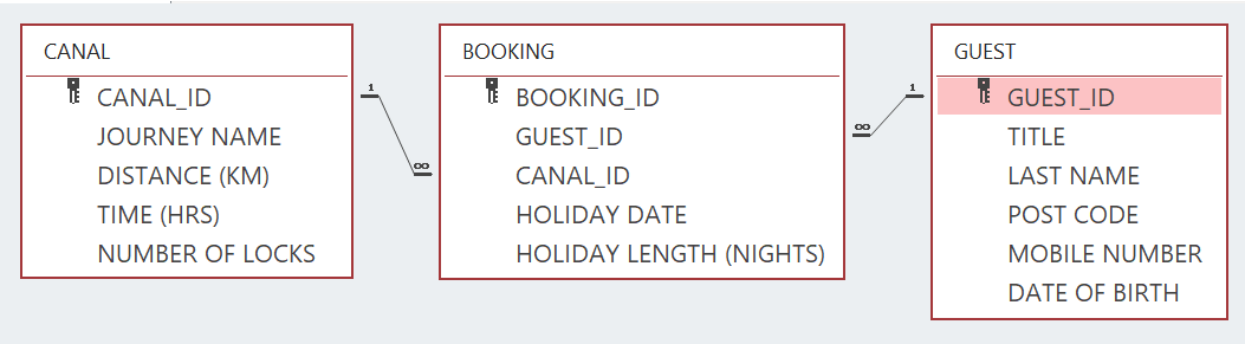
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **GUEST.CSV**

BOOKING table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKING_ID	AutoNumber	Code to identify the booking	Set as primary key
GUEST_ID	Number	Code to identify the guest	
CANAL_ID	Number	Code to identify the holiday	
HOLIDAY DATE	Date/Time		Short Date
HOLIDAY LENGTH (NIGHTS)	Number	Number of nights the guest is on the boat	

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



SPREADSHEET FILES

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

The spreadsheet contains two worksheets named **PAYMENTS** and **PRICE BANDS**

PAYMENTS 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
- H1 to contain the heading Payments
- Columns A, B, D and H to L set to 6 (47 pixels) wide
- Columns C, G, M and N set to 10 (75 pixels) wide
- Column E set to 12 (89 pixels) wide
- Column F set to 7 (54 pixels) wide
- Rows 34 to 37 set to bold
- Font: default font set to Calibri (any sans serif font) size 11
- Column E set to date
- 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	J	K	L	M	N
1								Payments						
2	Guest	Guest	Guest	Canal	Holiday Date	Price	Holiday	Jan	Feb	Mar	Apr	May	Balance	Notes
3	101	MR	Jayasinghe	6	02/06/2023	BAND B		180	200	280	200	180		
4	102	MS	Danza	1	06/07/2023	BAND A		240	240	240	240	240		
5	103	DR	Zizzi	12	06/09/2023	BAND B		240	200	240	200	220		
6	104	MR	Fonseca	9	24/06/2023	BAND B		240	240	240	240	240		
7	105	MS	Meredith	16	07/09/2023	BAND D		120	140	140	140	100		
8	106	MR	Rodrigo	2	09/07/2023	BAND C		180	180	180	180	180		
9	107	MR	Perry	18	06/06/2023	BAND D		120	140	140	140	140		
10	108	MR	Gunter	9	02/07/2023	BAND B		200	180	180	180	200		
11	109	DR	Heath	8	30/08/2023	BAND C		180	180	180	180	180		
12	110	MRS	Gerrard	8	21/07/2023	BAND C		160	160	160	160	160		
13	111	MS	Ali	1	05/08/2023	BAND A		290	290	290	290	290		
14	112	MS	Perez	11	04/06/2023	BAND A		280	280	280	280	280		
15	113	MS	Lakmir	13	20/06/2023	BAND D		120	120	120	120	120		
16	114	DR	Bellamy	18	11/10/2023	BAND D		130	130	120	130	130		
17	115	MR	Alwis	1	15/07/2023	BAND A		280	260	280	260	200		
18	116	MS	Peiris	2	14/06/2023	BAND C		170	180	190	190	170		
19	117	MS	Meesham	18	19/09/2023	BAND D		100	150	180	140	100		
20	118	MS	Santana	16	10/09/2023	BAND D		140	140	140	140	140		
21	119	MS	Dias	17	25/09/2023	BAND D		140	140	140	140	140		
22	120	MR	Pike	16	16/09/2023	BAND D		150	150	150	150	100		
23	121	MR	Daza	8	12/07/2023	BAND C		180	150	150	150	170		
24	122	MR	Campi	2	25/08/2023	BAND C		170	170	170	170	170		
25	123	MR	Pathirana	5	10/07/2023	BAND B		230	230	250	250	240		
26	124	DR	Agro	15	19/08/2023	BAND D		120	130	120	140	150		
27	125	DR	Campbell	6	25/07/2023	BAND B		200	200	200	200	200		
28	126	MR	Rizza	7	05/07/2023	BAND A		280	280	300	250	300		
29	127	MS	Templeton	12	07/07/2023	BAND B		230	200	240	240	250		
30	128	MR	Loosemore	13	25/08/2023	BAND D		140	160	150	140	110		
31	129	MS	Senanayak	7	27/07/2023	BAND A		290	290	290	290	290		
32	130	MR	Rafferty	3	16/07/2023	BAND B		240	230	220	200	240		
33														
34	Average monthly payment													
35	Total balance outstanding													
36	Number of Band A holidays													
37	Cost of cheapest holiday													
38														

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

PRICE BANDS worksheet

Worksheet format:

- Page setup:
 - 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
- Columns A and B set to 10 (75 pixels) wide
- Cells B3 to B6 right aligned
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format.
- An outside border set from A2 to D6

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

	A	B	C
1			
2	Price Band	Price £	
3	BAND A	1450	
4	BAND B	1200	
5	BAND C	900	
6	BAND D	700	
7			

The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **PRICE BANDS.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 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
A1b	Type your response here.
A2a	Screenshots
A2b	Screenshot
A2c	Screenshot
A2d (i)	Type your response here.
A2d (ii)	Type your response here.
A2d (iii)	Type your response here.
A2d (iv)	Type your response here.
A3c	Type your response here.
B3b (i)	Type your response here.
B3b (ii)	Type your response here.
B3b (iii)	Type your response here.
B4c (i)	Type your response here.
B4c (ii)	Type your response here.
B4c (iii)	Type your response here.

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
- Font colour black

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

We would like to introduce you to the holidays we currently offer in France and the UK holidays coming in 2023.

In France you can cruise on one of our boats in Brittany and on the Canal du Midi. A full schedule will be available on our new website, which is coming soon.

UK holiday options for 2023

England
Grand Union Canal

Ireland
River Lagan

Scotland
Caledonian Canal

Wales
Monmouthshire and Brecon Canal

Additional information for the presentation

Company name - Prestige Canal Holidays

Web address - www.pch.service

Lucienne's email address - Lucienne@pch.service

Word processed filename: **LEAFLET DESIGN**
File formats available: PDF

Format of document margins: All margins 2.54 cm
Font colour black (except UK Holidays table heading and Country table row)

- Text boxes:
 - Insert log text box – Arial 11
 - River/Canal Holidays heading – Calibri (Body) 26
 - Insert the text provided text box – Arial 12
 - Insert the image text box – Calibri (Body) 16
- Table
 - UK Holidays heading – Times New Roman 22 (dark blue background, bold white text)
 - Country row – Times New Roman 16 (light blue background, bold white text)
 - England (and all other countries), Grand Union (and all other canals/ivers) – Calibri (Body) 12
 - 2023 – Calibri (Body) 24
- Footer text – Calibri (body) 14
- Three shapes (right hand side) – square, green outline and three different shades of blue

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

Insert logo
from Task A1a

River/Canal Holidays



Insert the text provided in this box

Format the text:
Font style Arial
Font size 16

Format the box:
Include a light shading and centre the text

UK Holidays		
Country	Canal/River	Date Available
England	• Grand Union	2023
Ireland	• River Lagan	
Scotland	• Caledonian	
Wales	• Monmouthshire and Brecon	

Insert the image
Narrowboat1 and
add a relevant
caption