



Notice for Centres

November 2020

International GCSE Information and
Communication

Technology (4IT1/02)

Notice for Centres International GCSE Information and Communication Technology (4IT1)

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for November 2020 (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 2007**, **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 FIFTEEN JPG image files named Image 1, Image 2, Image 3, Image 4, Image 5, Image 6, Image 7, Image 8, Image 9, Image 10, CARAVAN, NARROWBOATS 1, NARROWBOATS 2, NARROWBOATS 3, STONE COTTAGE
CLUB DETAILS	Database file
ACCOMMODATION	Spreadsheet file
FUTURE ACCOMMODATION	Presentation file
NEWSLETTER	Word processed file
PRESENTATION	Word processed file

The following details are provided to recreate the database, spreadsheet, presentation and word-processed files if Microsoft Office 2007 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 2007 then the Centre must submit a printout of the data files used by the candidates.

DATABASE FILE:

Database filename:

CLUB DETAILS

File formats available:

ACCDB, MDB and CSV files

Database tables:

ACCOMMODATION, BOOKINGS, MEMBERS

ACCOMMODATION table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ACCOMMODATION REF	Short Text	Unique code for each accommodation – a letter to identify the type of accommodation and one digit to represent the number of the accommodation	Field size 255 Set as primary key
ACCOMMODATION TYPE	Short Text	Type of accommodation from a choice of four	Field size 15 Lookup list to include Yurt, Caravan, Lodge, Shepherd’s Hut
ACCOMMODATION NAME	Short Text	Name of the accommodation	Field size 50
MAXIMUM GUESTS	Number	The maximum number of guests the accommodation holds	Long integer
ACCOMMODATION RATING	Short Text	The rating of the accommodation from a choice of three	Lookup list to include Gold, Silver, Bronze
LOCATION	Short Text	Where in the UK the accommodation is located	Field size 20 Lookup list to include Devon, Cornwall, Dorset, Somerset, Wiltshire
BREAKFAST PACKAGE	Yes/No	To identify whether the member has signed up to receive the breakfast package	Yes/No

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

MEMBERS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
MEMBER REF	Short Text	Unique code for each member – two letters to identify the surname and two digits to represent the number of the member	Field size 4 Set as primary key
MEMBER NAME	Short Text	Member’s first name and surname	Field size 50
EMAIL	Short Text	Member’s email address	Field size 60
DATE OF BIRTH	Date/Time	Member’s date of birth	dd/mm/yyyy
E-LETTER	Yes/No	To identify whether the member has signed up to receive an e-letter	Yes/No

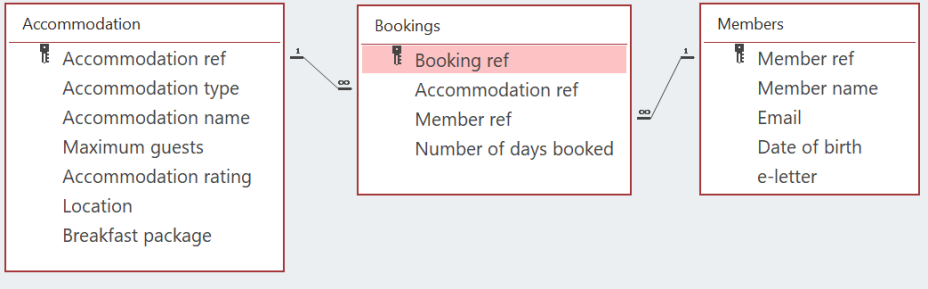
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **MEMBERS.CSV**

BOOKINGS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKING REF	AutoNumber	Unique booking reference that links the accommodation to the member	Primary key Long integer
ACCOMMODATION REF	Short Text		Field size 255
MEMBER REF	Short Text		Field size 255
NUMBER OF DAYS BOOKED	Number	Length of the booking	Long integer

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

The tables should be linked as shown in this image:



SPREADSHEET FILES

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

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

BOOKINGS 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 (28 pixels) high
- Columns A and G set to 23 (260 pixels) wide
- All remaining columns set to 15 (172 pixels) wide
- Font: default font set to Calibri (a sans serif font) size 11
- Row 1 set to bold
- Cells A35:A37 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	H
1	Accommodation name	Season	Cost per night	Number of nights	Breakfast per stay	Income	Discount for early booking	Final Income
2	Moonlight	Peak Season 1		14				
3	River View	Mid Season 2		7				
4	Scenic Vision	Peak Season 1		7				
5	Clover Meadow	Mid season 3		10				
6	River's Rest	Peak Season 3		14				
7	Mountain Trail	Peak Season 2		7				
8	Sea View	Low Season 1		7				
9	Meadow Crest	Mid Season 3		10				
10	Meadow View	Peak Season 2		14				
11	Serenity	Low Season 2		7				
12	Wilderness	Peak Season 3		7				
13	Serendipity	Mid Season 1		14				
14	Beach Retreat	Peak Season 2		10				
15	Stay a While	Mid Season 2		10				
16	Free Spirit	Peak Season 3		7				
17	Relaxing Moments	Low Season 3		14				
18	Sheep's Clover	Peak Season 2		10				
19	Settling Down	Mid Season 1		14				
20	Shadow Dancing	Peak Season 1		7				
21	Silver Flame	Peak Season 3		3				
22	Sheep's Clearing	Low Season 1		7				
23	Meadow Brook	Mid Season 2		3				
24	Shady Nook	Peak Season 2		14				
25	Sunny Escape	Low Season 1		3				
26	Solace	Low Season 3		3				
27	Peace	Peak Season 1		7				
28	Calm	Peak Season 3		10				
29	Serenity	Mid Season 2		14				
30	Tranquility	Peak Season 3		7				
31	Edging Closer	Mid Season 1		3				
32	Relax a While	Low Season 1		7				
33	Rest Easy	Peak Season 1		3				
34								
35	Total number of bookings							
36	Average cost per night							
37	Total income for 2019							

The contents of the worksheets are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **BOOKINGS SPREADSHEET.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
- All rows set to 15 (30 pixels) high
- Column A set to 23 (260 pixels) wide
- All remaining columns set to 9 (106 pixels) wide
- Font: default font set to Calibri (a sans serif font) size 11
- Rows 1 and 2 set to bold
- Cell A14 set to bold
- Cells B14 and B15 set as a percentage
- Cells B3:C11 set to currency with 2 decimals
- All other cells set to general format.

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

	A	B	C	D	E	F
1	Holiday reference					
2		Per night	Breakfast			
3	Peak Season 1	£150.00	£10.00			
4	Peak Season 2	£120.00	£10.00			
5	Peak Season 3	£100.00	£10.00			
6	Mid Season 1	£100.00	£8.00			
7	Mid Season 2	£80.00	£8.00			
8	Mid Season 3	£70.00	£8.00			
9	Low Season 1	£70.00	£3.00			
10	Low Season 2	£60.00	£3.00			
11	Low Season 3	£50.00	£3.00			
12						
13						
14	Discount for early booking	10% for holidays costing more than £1300.00				
15		5% for all other holidays				
16						

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

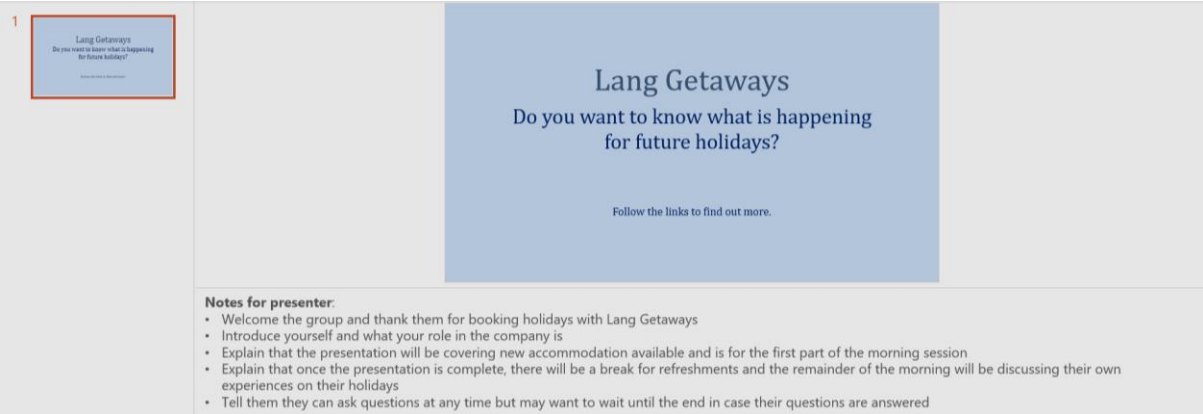
PRESENTATION FILE

Presentation filename: **FUTURE ACCOMMODATION**
File formats available: PPTX, PPT AND TXT files

Format of slide:

Master slide: Pale blue background
Heading font: Cambria Headings (any serif font is acceptable), size 60
Sub heading font: Cambria Body, size 40
Other text: Cambria Body, size 22
Text alignment: Centre
Presenter notes: Font – Calibri 12, heading – bold, bullet points for each note

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

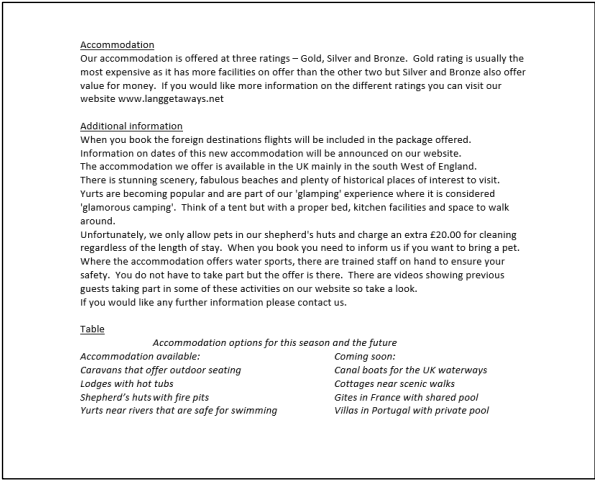


Word processed filename: **NEWSLETTER**
File formats available: DOCX, DOC and TXT files

Format of document margins: All 2.54 cm

Font – Calibri (any sans serif font is acceptable), size 11, regular
Text aligned left
Single line spaced
Headings are set to underline
Text for table section set to italics

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



Word processed filename: **PRESENTATION TEXT**

File formats available: DOCX, DOC and TXT files

Format of document margins: All 2.54 cm

Font – Arial (any sans serif font is acceptable), size 10, regular

Text aligned left

Single line spaced

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

