



Pearson

Notice for Centres

International GCSE Information and Communication Technology (4IT1)

June 2019

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2019 (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 Image1, Image2, Image3, Image4, Image5, Image6, Image7, Image8, Image9, Image10, Image11, Image12, Image13, Image14, scuba diver
HOLIDAYS	Database file
COURSES	Spreadsheet file
PRESENTATION	Word processed file
WEBPAGE	Word processed file

The following details are provided to recreate the database, spreadsheet 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:

HOLIDAYS

File formats available:

ACCDB, MDB and CSV files

Database Tables:

DESTINATION, CLIENTS

DESTINATION table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
HOLIDAY_ID	Short Text	Unique code for each holiday – two letters to identify the country and one digit to represent the number of the holiday	Field size 5 Set as primary key
COUNTRY	Short Text	Name of the country	Field size 20
REGION	Short Text	Region within the country	Field size 255
DIVEBOAT COMPANY	Short Text	Name of the dive boat company	Field size 255
NUMBER OF DAYS	Number	Number of days the holiday is booked for	Long integer
LIVEBOARD OR DAY BOAT	Short Text	Whether the holiday is on a liveboard boat or has use of a boat for a day	Field size 12 Lookup list to include Liveboard and Day boat

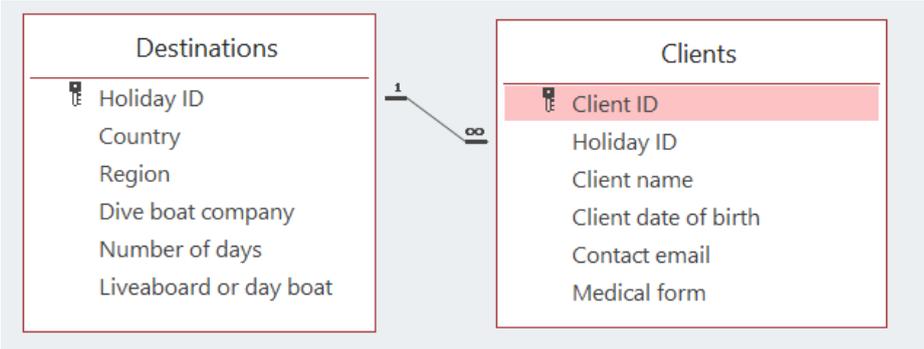
The content of the table is stored in the **NON-OFFICE** folder as a comma separated variable file called **DESTINALTIONS.CSV**

CLIENTS table structure:

FIELD NAME	DATA TYPE	COMMENTS
CLIENT_ID	Short Text	Primary key Field size 6
HOLIDAY_ID	Short Text	Field size 5
CLIENT NAME	Short Text	Field size 255
CLIENT DATE OF BIRTH	Date/Time	dd/mm/yyyy
CONTACT EMAIL	Short Text	Field size 255
MEDICAL FORM	Yes/No	Yes/No

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

The tables should be linked as shown in this image:



SPREADSHEET FILES

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

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

COSTS 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 (20 pixels) high
- Column A set to 30 (225 pixels) wide
- All remaining columns set to 16 (120 pixels) wide
- Font: default font set to Calibri (a sans serif font) size 11
- Rows 1 and 2 set to bold
- Cells A17:A19 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	I	J	K
1	Diving Courses										
2	Course title	Cost reference	Cost	Discount	Cost with discount	Days in OW venue	Number of dives	OW Venue fee	Tank fee	Total cost	Notes
3	Open Water	C				2	4				
4	Advanced Open Water	B				2	5				
5	Peak Performance Buoyancy	A				1	2				
6	Dry suit	A				1	2				
7	Deep Diving	B				2	3				
8	Wreck	B				2	4				
9	First Aid	A				1	0				
10	Rescue	B				3	4				
11	Dive Master	F				20	40				
12	Assistant Instructor	C				2	2				
13	OW Scuba Instructor	D				2	4				
14	Master Scuba Diver Trainer	D				0	0				
15	Staff Instructor	C				1	2				
16	Master Instructor	E				2	2				
17	Courses with a cost reference of C										
18	Highest number of dives										
19	Lowest number of dives										
20											

The contents of the worksheets are stored in the **COSTS.CSV** file.

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 (20 pixels) high
- Column A set to 32 (240 pixels) wide
- All remaining columns set to 8 (60 pixels) wide
- Font: default font set to Calibri (a sans serif font) size 11
- Row 1 set to bold
- Column B set to currency with 2 decimals
- C2:C7 set as a percentage
- C12 and D10 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
1	Cost Reference	Cost	Discount		
2	A	£200.00	0%		
3	B	£300.00	5%		
4	C	£400.00	10%		
5	D	£500.00	10%		
6	E	£600.00	15%		
7	F	£650.00	15%		
8					
9					
10	Open Water (OW) venue fee per day:			£18.00	
11					
12	Tank fee per dive:		£5.00		
13					

The contents of the worksheets are stored in the **DETAILS.CSV** file.

WORD PROCESSING FILES

Word processed filename: **PRESENTATION**

File formats available: DOCX, DOC and TXT files

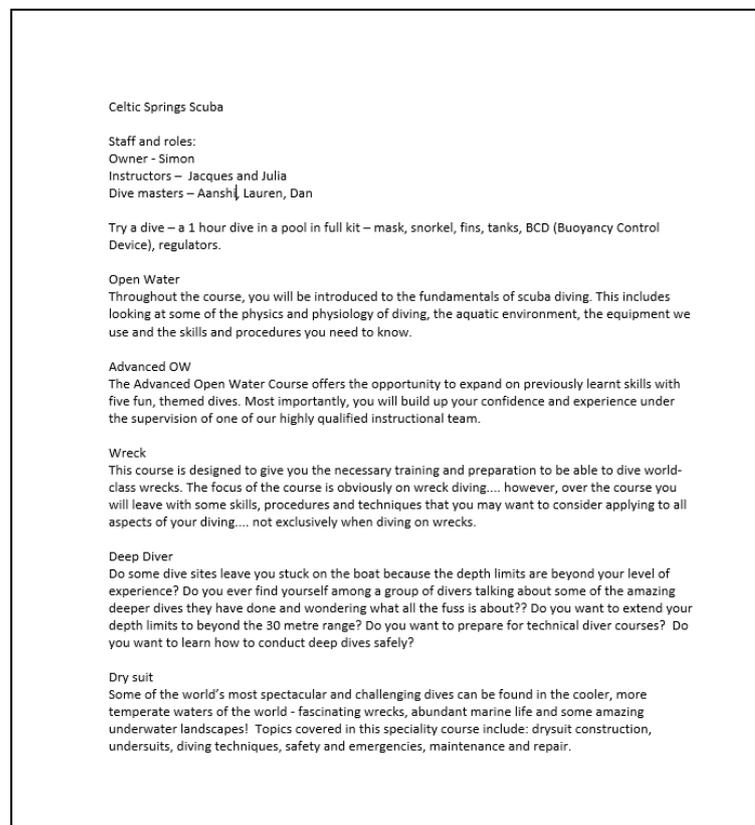
Format of document:

Margins: All 2.54 cm

Font: Calibri (any sans serif font is acceptable) size 11, Regular Text
aligned left

Single line spaced

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



Word processed filename: **WEBPAGE**

File formats available: DOCX, DOC and TXT files

Format of document Margins: All 2.54cm

Font: Calibri (any sans serif font is acceptable) size 11, regular

Text aligned left

Single line spaced

The heading Courses and the sub headings are set to bold

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

We are a dive centre based on the west coast of Wales in the UK. We offer recreational and technical courses for all abilities. If you want to learn to dive come on a try-a-dive session where you spend a couple of hours underwater in a pool getting used to the dive kit. If you like it and want to learn to dive there are plenty of courses on offer.

Once you have passed your Open Water course you can join us on one (or more) of the holidays we have each year. There are at least 3 trips to Egypt each year and one in the UK (Scotland, Northern Ireland, England or Wales). We also try to organise an annual trip further afield Thailand, South Africa and Mexico to name but a few. Trips are either in a hotel with a daily dive boat or on liveboards where we pick up the boat at the start of the holiday, venture out to sea for at least 4 dives a day (including night dives) then return to shore at the end of the holiday.

Courses

Course	No of classroom Sessions	No of pool sessions	No of dives	Depth (m)
Open Water (OW)	2	2	4	18
Advanced OW	2	0	5	30
Wreck Diving	1	0	4	-
Deep Diving	1	0	4	40
Dry Suit	1	1	2	-