INTERNATIONAL GCSE

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR CENTRES – 2018

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2018 (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) (4IT0).

NOTES:

▪ **The contents of this document or the data files must NOT be discussed with candidates before the end of the examination window on 18 May 2018**.

▪ 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 **TEN** JPG image files named DUCK, GROUP, POOL, RACQUET, PLAYER, SERVING, SHUTTLECOCK, SWIMMER, TROPHY, WINNERS
CRUACHAN	Database file
BADMINTON	Spreadsheet file
NOMINEES	Spreadsheet file
AWARDS	Word processed file
WEBPAGES	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 from the **OFFICE 2007** folder to the **OFFICE 2003** folder or the **NON-OFFICE** folder if other versions are used.

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: **CRUACHAN**
File formats available: ACCDB, MDB and CSV files
Database Tables: PLAYER, SALE, STOCK, TEAM

PLAYER table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
PLAYER_ID	Short Text	Unique code for each player – three digits followed by first letter of first name and first letter of last name	Field size 7 Set as primary key
FIRSTNAME	Short Text	Player first name	Field size 25
LASTNAME	Short Text	Player last name	Field size 25
GENDER	Short Text	M for male or F for female	Field size 6
DOB	Date/Time	Player date of birth	Short date format (dd/mm/yyyy)
PHONE	Short Text	Player telephone number	Field size 15
EMAIL	Short Text	Player email address	Field size 50
TEAMCODE	Short Text	Player team code (one of AA, BB, CC, DD, EE, FF, NA)	Field size 25

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

SALE table structure:

FIELD NAME	DATA TYPE	COMMENTS
SALE_ID	Autonumber	Primary key Long Integer
STOCK_ID	Short Text	Field size 255
PLAYER_ID	Short Text	Field size 255
SALE_DATE	Date/Time	Short date format (dd/mm/yyyy)

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

STOCK table structure:

| FIELD NAME	DATA TYPE	COMMENTS
STOCK_ID	Short Text	Set as Primary Key Field size 8
DESCRIPTION	Short Text	Field size 50
COLOUR	Short Text	Field size 10
SIZE	Short Text	Field size 10
COST_PRICE	Currency	2 decimal places
SALE_PRICE	Currency	2 decimal places

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

TEAM table structure:

FIELD NAME	DATA TYPE	COMMENTS
TEAM_ID	Short Text	Set as Primary Key Field size 2
TEAM NAME	Short Text	Field size 25
PHONE	Short Text	Field size 14
LOCATION	Short Text	Field size 25
EMAIL	Short Text	Field size 50

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

The tables should be linked as shown in this image:
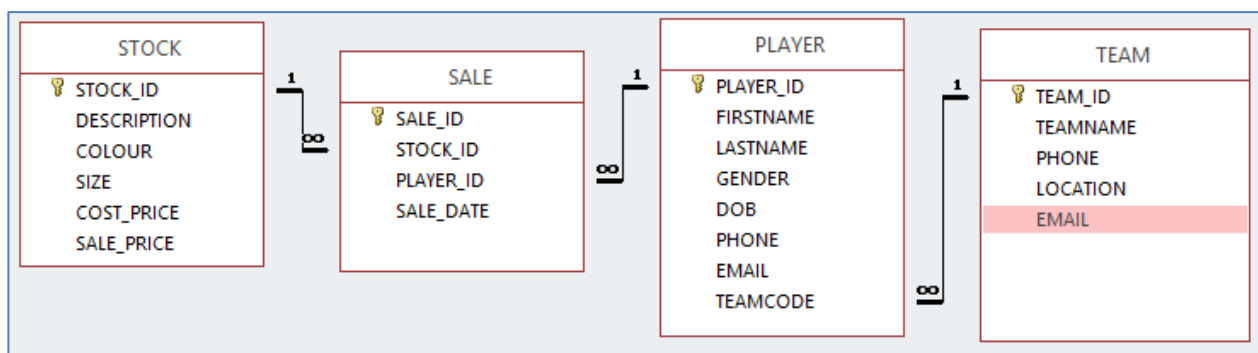
SPREADSHEET FILES

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

The spreadsheet contains one worksheet named **SALES**

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 15.00 (20 pixels) high
- All columns set to 8.86 (67 pixels) wide
- Font: default font set to Calibri (a sans serif font) size 11

Cells A16:B16 merged and right aligned with thick border on top and left sides, thin border on right and bottom sides. Contents emboldened.

Cells A17:B17 merged and right aligned with thick border on bottom and left sides, thin border on right and top sides. Contents emboldened.

Cells D16:E16 merged and right aligned with thick border on top, bottom and left sides, thin border on right side. Contents emboldened.

Cell C16 centre aligned, with thick border on top and right sides, thin border on left and bottom sides.

Cell C17 centre aligned, with thick border on bottom and right sides, thin border on left and top sides.

Cell F16 left aligned with thick border on top, bottom and right sides, thin border on left side.

All other cells formatted general with no borders

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

	A	B	C	D	E	F	G
1	SHIRTCODE	DESCRIPTIO	COST	SOLD	PROFIT	PRE-TAX PRICE	
2	SHFSM	FEMALE SN	17.59	1			
3	SHFME	FEMALE MI	17.82	2			
4	SHFLA	FEMALE LA	18.05	2			
5	SHFXL	FEMALE X-	18.28	4			
6	SHFXX	FEMALE XX	18.51	2			
7	SHMSM	MALE SMA	17.89	7			
8	SHMME	MALE MED	18.12	4			
9	SHMLA	MALE LARG	18.35	5			
10	SHMXL	MALE X-LA	18.58	2			
11	SHMXX	MALE XX-L	18.81	4			
12							
13	TOTAL						
14							
15							
16	Percentage profit		15	Average profit			
17	Sales tax percentage		20				
18							

The contents of the worksheet are stored in the **BADMINTON.CSV** file.

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

The spreadsheet contains one worksheet named **NOMINEES**

Worksheet format:
- Page setup:
    - portrait orientation and scaled to 100% normal size
    - display row & column headings and gridlines
- All rows set to 15.00 (20 pixels) high
- Font: default font set to Calibri (a sans serif font) size 11.
- Row 1: set to bold
- Cells A1:H4 thin border on all sides of each cell.
- Cells D2:D4 set to short date format (dd/mm/yyyy)
- All other cells set to general format.
- Column width set so that there is no truncation of the data.

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

	A	B	C	D	E	F	G	H
1	TITLE	FIRSTNAME	LASTNAME	DOB	STREET	TOWN	PHONE	TEAM
2	Mr	Matt	Dennis	07/01/1986	5 Hill Street	Brosna	020 914 7818	Brosna Bears
3	Ms	Julie	Stevenson	15/11/1997	16 Mount Crescent	Fantane	020 911 1817	Fantane Firestorm
4	Mr	James	Gilroy	24/10/1990	27 Valley Drive	Athnid	020 917 8213	Athnid Allstars
5								

The contents of the worksheet are stored in the **NOMINEES.CSV** file.

WORD PROCESSING FILES

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

Format of document:

Margins: All 2.5 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:

(Enter the recipient's name and address)

Dear (enter recipient's name)
Nomination as Player of the Year
Congratulations, after an excellent season playing for (enter the Team name) you have been nominated as one of three contenders for the 2018 Player of the Year Award. The final decision will be announced at the annual awards ceremony held in Cruachan Town Hall on Saturday 21 July. The ceremony starts at 7:30pm and will include dinner and a special guest appearance from a former world champion badminton player.
The committee do hope you will make a special effort to be present at the Award Evening. I would ask that you let me know whether you will be present.

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

Format of document Margins: All 2.5cm

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:

Clicka Colts
Clicka Colts are the newest team in the league but have quickly made an impression. We have been runners-up on two occasions and won the cup competition in our first season. We hope to continue our progress next season and win the championship.
We would be delighted to see new players join our squad. If you want to know more please contact Anne by phoning 020 915 4444 or emailing annefisher@emailme.org.ie

Dovea Dragons
Dovea Dragons had a disappointing season last year when we were unlucky with injuries. We hope to do better this season with our new squad. However we always have space for enthusiastic players of all abilities. We believe that taking part in a sporting way is more important than winning at all costs.
If you want to know more about Dovea Dragons, please phone Franz on 020 913 8899 or email franzschmidt@doveacom.org.ie

Erry Eagles
Erry Eagles continue to be one of the most improved teams in the league. We have gradually improved from being at the bottom of the league to finishing in the top three for the last five seasons. This is mostly due to our excellent facilities and brilliant team spirit.
We would welcome any new players to our squad. Just phone Shaheen on 020 913 4455 or you can email shaheenkhan@trepankle.co.ie

Fantane Firestorm
Fantane Firestorm were unlucky last year to miss winning the championship when we were beaten in our last match after a strong run of five successive victories. On another day we might have won the league. However we were pleased after challenging so well throughout the season.
If you want a friendly and welcoming team look no further that Fantane Firestorm. Call Jess on 020 917 2016 or email jessjones23@firestormbc.org.uk