INTERNATIONAL GCSE

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR CENTRES – 2017

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2017 (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).

The contents of this document or the data files must **NOT** be discussed with candidates prior to, or during, the examination window (15 May 2017 to 19 May 2017).

IMPORTANT NOTE: 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.

Please also note: Centres should check in **OFFICE 2003, OFFICE 2007** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

The following data files must be stored in **each** candidate's secure user area:

IMAGES folder	Folder containing **ELEVEN** JPG image files named CAREW, COAST, CYCLIST, GROUP, HIKER, LOGO, PLANE, SEAL, TENNIS, WALKERS, YOUTH
OPR2017	Database file
COASTWALK	Spreadsheet file
PEMBROKE	Word processed file
WALK	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: **OPR2017**
Formats available: ACCDB, MDB and CSV files
Database Tables: COASTALWALK, HISTORY, WALKER

COASTALWALK table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
COASTALWALK_ID	NUMBER		Set as Primary Key. Field size set as Integer
WALKNAME	Text		Field size 255
DISTANCE	Number		Long integer
REGION	Text		Field size 255
RATING	Number		Field size set as Byte

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

HISTORY table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
HISTORY_ID	AutoNumber		Set as Primary Key. Field size long integer
WALKER_ID	Text		Field size 255
COASTALWALK_ID	Number		Integer
WALKDATE	Date/Time		Short Date (DD/MM/YYYY)
WALKTIME	Number		Field size set as Single

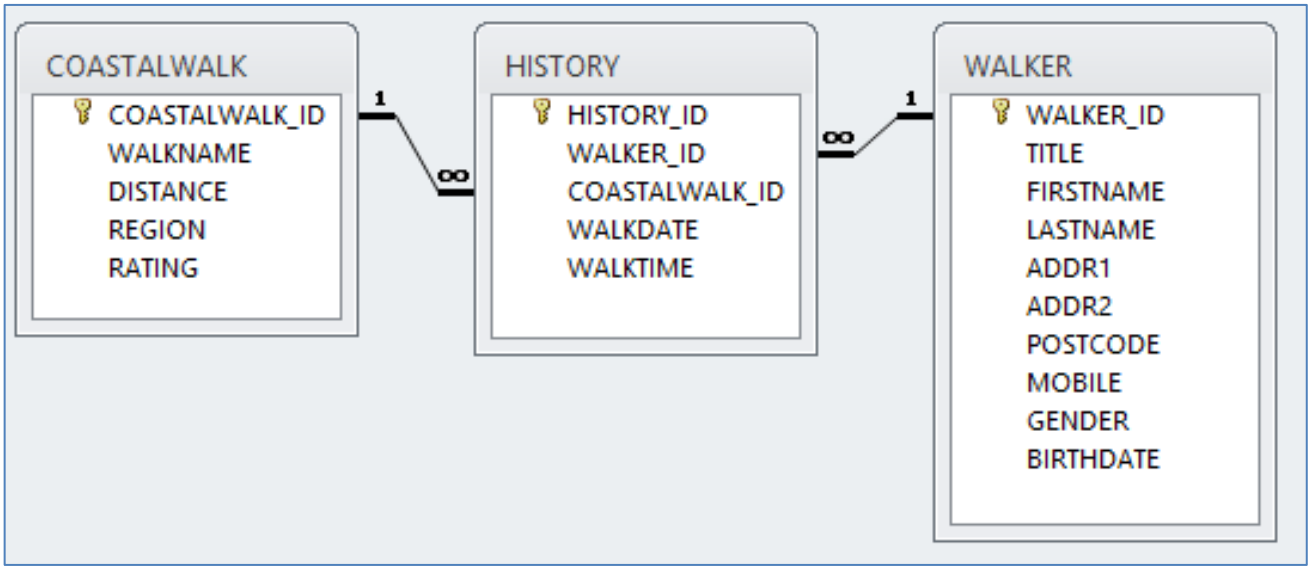
The content of the table is stored in the **NON-OFFICE** folder as a comma separated variable file called **HISTORY.CSV**

WALKER table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
WALKER_ID	Text	Unique code for each walker	Set as Primary Key Field size 255
TITLE	Text	Title of Walker (Mr or Ms or Dr)	Field size 6
FIRSTNAME	Text	First	Field size 30
LASTNAME	Text	Last name of walker	Field size 30
ADDR1	Text	First line of address of walker	Field size 50
ADDR2	Text	Second line of address of walker	Field size 30
POSTCODE	Text	Postcode of address of walker	Field size 15
MOBILE	Text	Mobile telephone number of walker	Field size 15
GENDER	Text	M for male or F for female	Field size 6
BIRTHDATE	Date/ Time	Date of birth (short date format)	Format Short date (DD/MM/YYYY)

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

The tables should be linked as in this image:



SPREADSHEET FILE

Spreadsheet filename: **COASTWALK**
Formats available: XLSX, XLS and CSV files

The spreadsheet contains two worksheets named **PAYMENTS** and **WALKS**

PAYMENTS 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 15.00 (20 pixels) high
- Font: default font set to Calibri (a sans serif font) size 11

Column widths:

Column	Width
A & B	8.43 (64 pixels)
C	11.14 (83 pixels)
D, E, F, G and H	4.29 (35 pixels)
All other columns	8.43 (64 pixels)

Cells D4:H4 merged and centred with pale blue background.

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

	A	B	C	D	E	F	G	H	I	J	K
1	Outgrove Park Ramblers							Pembrokeshire Coast Walk			
2											
3											
4				Payments							
5	FirstName	LastName	Date of Birth	Jan	Feb	Mar	Apr	May			
6	SHELBY	KHAWALD	23/01/2000	130	100	50	80	110			
7	XIAOFEI	CHOW	03/04/1990	150	0	140	130	150			
8	ISABEL	SELF	24/04/1995	0	100	150	140	130			
9	GEORGINA	BARKER	20/02/1975	120	120	150	0	100			
10	DAVID	PITTARD	11/02/1966	50	120	150	50	120			
11	ALEXANDE	TEMPLETC	11/04/1989	190	0	160	120	0			
12	HUGH	KHAWALD	25/10/1970	100	150	120	140	120			
13	FENG	CHOW	29/04/1987	110	100	150	120	70			
14	ANNA	MARKS	05/06/1977	150	140	0	120	60			
15	ISABEL	KHAWALD	25/07/1972	120	80	70	160	80			
16	SIAVASH	LEE	24/06/1976	150	130	130	120	120			
17	KATRINA	BAWE	28/12/1966	0	150	160	0	150			
18	ARSALAN	TUBMAN	21/01/1992	60	150	100	140	70			
19	LUCY	FUBARA	26/12/1967	0	70	160	200	80			
20	ALEXANDE	RABOT	07/05/1982	60	0	190	150	90			
21	GEORGIA	PICKUP	16/07/1975	130	160	0	180	0			
22	ALEX	DONG	28/01/1983	140	130	140	120	120			
23	CLARISSE	LAW	23/06/1997	140	150	50	150	50			

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

WALKS 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 15.00 (20 pixels) high
- Font: default font set to Calibri (a sans serif font) size 11.
- Row 1: set to bold
- Cells A1:E119 thin border on all sides of each cell.
- All 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
1	**WALK NAME**	**REGION**	**DIFFICULTY**	**DISTANCE (KM)**	**AVERAGE DAYS**
2	Anglesey	WALES	3	200	8
3	Ayrshire	SCOTLAND	2	160	6
4	Berwickshire	SCOTLAND	2	38	2
5	Bournemouth	ENGLAND	5	59	2
6	Causeway	IRELAND	3	53	2
7	Ceredigion	WALES	3	96	4
8	Cumbria	ENGLAND	2	291	12
9	Durham	ENGLAND	1	18	1
10	Fife	SCOTLAND	3	128	5
11	Isle of Man	ENGLAND	2	152	6
12	Lancashire	ENGLAND	1	106	4
13	Meirionnydd	WALES	2	115	5
14	Northumberland	ENGLAND	2	102	4
15	Peddars Way	ENGLAND	2	149	6
16	Pembroke	WALES	5	298	12
17	Saxon Shore	ENGLAND	2	261	10
18	Sefton	ENGLAND	1	34	1
19	Suffolk	ENGLAND	2	80	3
20					

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

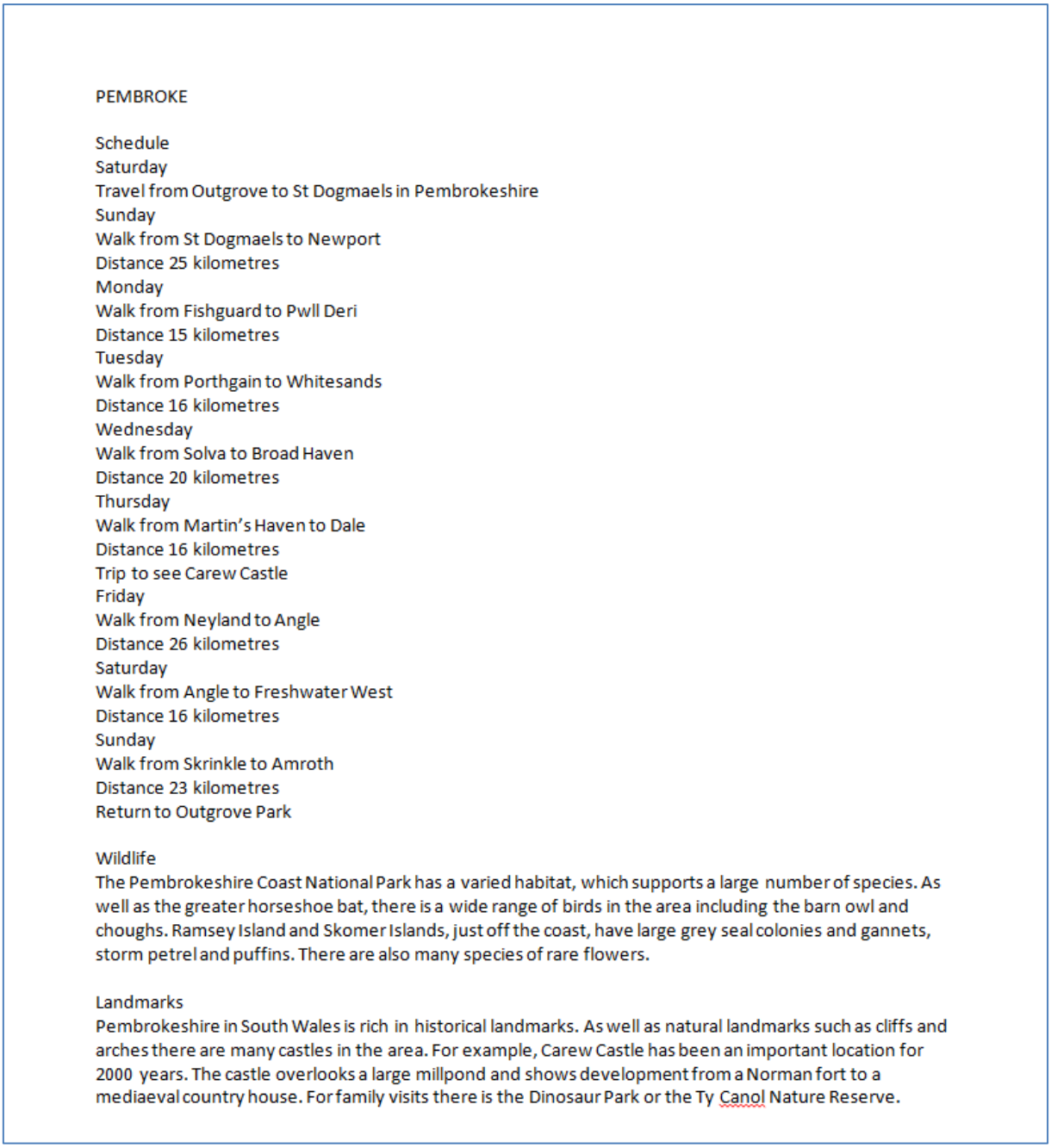
WORD PROCESSING FILES

Word processed filename: **PEMBROKE**
Formats available: DOCX, DOC, RTF and TXT files

Format of document
Margins: All 2cm

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:



PEMBROKE

Schedule
Saturday
Travel from Outgrove to St Dogmaels in Pembrokeshire
Sunday
Walk from St Dogmaels to Newport
Distance 25 kilometres
Monday
Walk from Fishguard to Pwll Deri
Distance 15 kilometres
Tuesday
Walk from Porthgain to Whitesands
Distance 16 kilometres
Wednesday
Walk from Solva to Broad Haven
Distance 20 kilometres
Thursday
Walk from Martin's Haven to Dale
Distance 16 kilometres
Trip to see Carew Castle
Friday
Walk from Neyland to Angle
Distance 26 kilometres
Saturday
Walk from Angle to Freshwater West
Distance 16 kilometres
Sunday
Walk from Skrinkle to Amroth
Distance 23 kilometres
Return to Outgrove Park

Wildlife
The Pembrokeshire Coast National Park has a varied habitat, which supports a large number of species. As well as the greater horseshoe bat, there is a wide range of birds in the area including the barn owl and choughs. Ramsey Island and Skomer Islands, just off the coast, have large grey seal colonies and gannets, storm petrel and puffins. There are also many species of rare flowers.

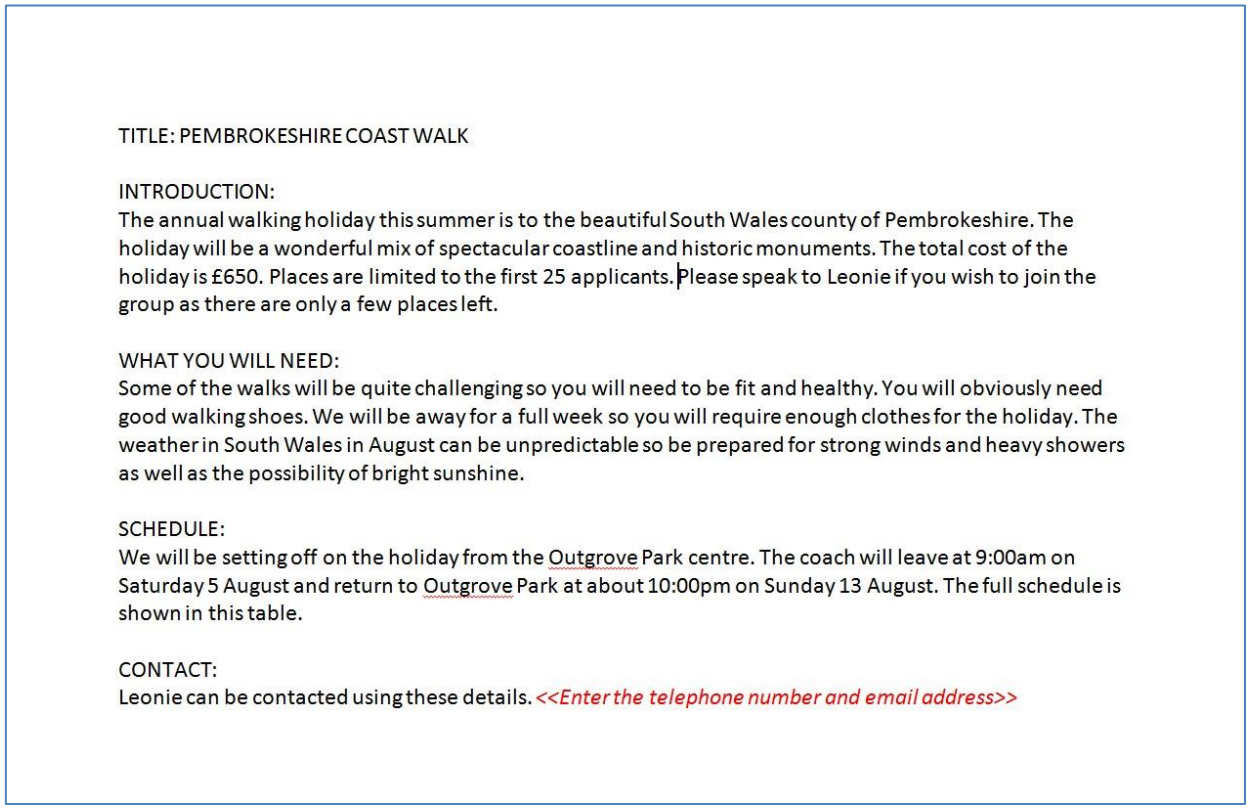
Landmarks
Pembrokeshire in South Wales is rich in historical landmarks. As well as natural landmarks such as cliffs and arches there are many castles in the area. For example, Carew Castle has been an important location for 2000 years. The castle overlooks a large millpond and shows development from a Norman fort to a mediaeval country house. For family visits there is the Dinosaur Park or the Ty Canol Nature Reserve.

Word processed filename: **WALK**
Formats available: DOCX, DOC, RTF and TXT files

Format of document
Margins: All 2cm

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:



TITLE: PEMBROKESHIRE COAST WALK

INTRODUCTION:
The annual walking holiday this summer is to the beautiful South Wales county of Pembrokeshire. The holiday will be a wonderful mix of spectacular coastline and historic monuments. The total cost of the holiday is £650. Places are limited to the first 25 applicants. Please speak to Leonie if you wish to join the group as there are only a few places left.

WHAT YOU WILL NEED:
Some of the walks will be quite challenging so you will need to be fit and healthy. You will obviously need good walking shoes. We will be away for a full week so you will require enough clothes for the holiday. The weather in South Wales in August can be unpredictable so be prepared for strong winds and heavy showers as well as the possibility of bright sunshine.

SCHEDULE:
We will be setting off on the holiday from the Outgrove Park centre. The coach will leave at 9:00am on Saturday 5 August and return to Outgrove Park at about 10:00pm on Sunday 13 August. The full schedule is shown in this table.

CONTACT:
Leonie can be contacted using these details. *<<Enter the telephone number and email address>>*