

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for November 2024 (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 FIVE JPG image files named Discount Coupon, School Stationery, STATIONERY, Stationery Sets, Stationery Supplies
STATIONERY	Database file
SALES	Spreadsheet file
EVIDENCE, FLYER TEXT	Word processed file
LOGO SKETCH	Image file

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: **STATIONERY**
File formats available: ACCDB, MDB and CSV files
Database tables: PRODUCTS, CUSTOMERS and ORDERS

PRODUCTS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
PRODUCT ID	Text	Code to identify the stationery product	Set as primary key Field size 10
PRODUCT NAME	Text	Name of the stationery product	Field size 30
PRODUCT TYPE	Text	Lookup list to identify the product type: Pen or pencil, Case, Writing Pads, Accessories	Field size 15
COST	Currency	Cost of the item in £	2 Decimal Places

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

CUSTOMERS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CUSTOMER ID	Text	Code to identify the customer	Set as primary key Field size 10
CUSTOMER NAME	Text	Name of the customer	Field size 30
INITIAL	Text	Customer’s first name initial	Field size 1
EMAIL ADDRESS	Text	Customer’s email address	Field size 50
LOYALTY CLUB MEMBER	Yes/No	If the customer is a member of the loyalty club	

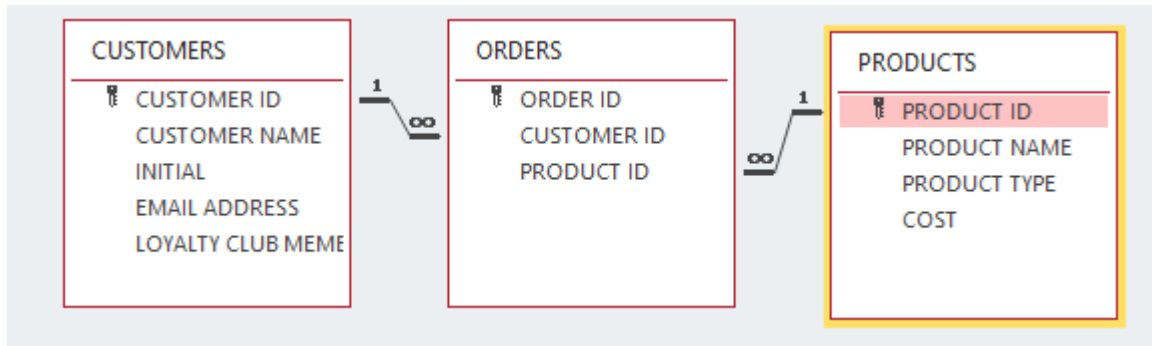
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **CUSTOMERS.CSV**

ORDERS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ORDER ID	Number	Code to identify the order	Set as primary key
CUSTOMER ID	Text	Code to identify the customer	Field size 10
PRODUCT ID	Text	Code to identify the products	Field size 10

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

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



SPREADSHEET FILES

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

The spreadsheet contains two worksheets named **PRODUCTS** and **INFORMATION**

PRODUCTS 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
- Row 1 merged across column A to column I – left aligned
- Row 2 set to 28.5 (38 pixels) high
- Row 30 set to 43 (57 pixels) high
- All other rows set to 14.5 (29 pixels) high
- Column A set to 21 (152 pixels) wide
- Column B set to 23 (166 pixels) wide
- Columns C set to 13 (36 pixels) wide
- Columns D to H set to 10 (75 pixels) wide
- Column I set to 16 (117 pixels) wide
- Rows 1, 2, 28 and 30 set to bold
- Font: Row 1 set to Calibri (any sans serif font) size 24, all other font set to Calibri (any sans serif font) size 11
- All cells set to general format.

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

1	Sales - September 2024								
2	CODE	DESCRIPTION	TYPE	NUMBER SOLD	ITEM COST	TOTAL COST	DISCOUNT (£)	COST WITH DISCOUNT	REMINDER MESSAGE
3	A4EXCARS	Cars A4 Pad	Writing Pads	8	6				
4	A4EXGRAF	Graffiti A4 Pad	Writing Pads	10	8				
5	A4EXINIT	Initial A4 Pad	Writing Pads	9	10				
6	A4PADPERS	Personalised A4 Pad	Writing Pads	6	10				
7	A5PADBUB	Bubble A5 Pad	Writing Pads	8	12				
8	A5PADLIT	Light A5 Pad	Writing Pads	11	8				
9	FLOWLANYA	Flower Lanyard	Accessories	8	14				
10	GLITPK7	Glitter Pens x7	Pen or Pencil	10	15				
11	GPBPK4	Gel Pen x4	Pen or Pencil	10	8				
12	HILIPK4	Highlighter x4	Pen or Pencil	8	12				
13	HTBUTZIP	Hardcase Butterfly	Case	6	18				
14	HTDINLAT	Hardcase Dinosaur	Case	5	18				
15	HTSHALAT	Hardcase Shark	Case	5	18				
16	INIKEYRING	Initial Keyring	Accessories	3	8				
17	MECHPK5	Mechanical Pencil 5	Pen or Pencil	3	8				
18	PPBAGTAGRE	Popping Bag Tag	Accessories	9	6				
19	RAINPK2	Rainbow Pen x2	Pen or Pencil	5	6				
20	RAINWALLET	Rainbow Wallet	Accessories	4	15				
21	SCEMA10	Scented Marker Pens x10	Pen or Pencil	12	20				
22	SHARBAGTAG	Shark Bag Tag	Accessories	5	5				
23	SOGAMBL	Soft Gaming Case Black	Case	12	20				
24	SOPERSZP	Soft Personalised Case	Case	8	25				
25	SOSHAZIP	Soft Shark Case	Case	6	20				
26	UMBBAGTAG	Umbrella Bag Tag	Accessories	8	6				
27									
28	Highest item cost								
29	Total cost of all items sold with the discount included								
30									

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

INFORMATION 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 12 (89 pixels) wide
- Column C set to 23 (166 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.

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

	A	B	C
1			
2	DESCRIPTION	DISCOUNT	NUMBER OF ITEMS SOLD
3	Writing Pads	20%	52
4	Accessories	15%	37
5	Case	10%	42
6	Pen or pencil	5%	48

The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **INFORMATION.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
(4IT1/02)**

Evidence document

This document is to be used with the **November 2024** question paper.

Candidate name	
Candidate Number	
Centre Number	

Use this template to present your assessment evidence.

Check that any screenshots you add can be read easily.



Task	Evidence
A2a	Screenshots
A2b	Screenshot
A2c	Screenshots
A2d	Screenshots
A2e (i)	Type your response here
A2e (ii)	Type your response here
A2e (iii)	Type your response here
A2e (iv)	Type your response here
A3b	Type your response here
B3 (i)	Type your response here
B3 (ii)	Type your response here
B3 (iii)	Type your response here

B4b (i)	Type your response here
B4b (ii)	Type your response here
B4b (iii)	Type your response here

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

Format of document margins: All margins 2.54 cm

- All text Calibri
- Font size 11
- Font colour black

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

You are invited to our pop-up shop
We open on Saturday 7th December 2024
We will be open 7 days a week until Sunday 22nd December 2024
Our opening times are:
Monday to Saturday 10.00 – 8.00
Sunday 11.00 – 6.00
We look forward to seeing you