

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for May 2025 (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 NINE JPG image files named CRUISING, IMAGE 1, IMAGE 2, IMAGE 3, IMAGE 4, IMAGE 5, IMAGE 6, RIVER, SHIP
CRUISES	Database file
CRUISE PAYMENTS	Spreadsheet file
EVIDENCE FACT SHEET INFORMATION WEB PAGE	Word processed files

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: **CRUISES**
File formats available: ACCDB, MDB and CSV files
Database tables: CRUISE, GUEST and BOOKING

CRUISE table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CRUISE ID	Text	Code to identify the cruise	Set as primary key Field size 10
CRUISE TYPE	Text	Lookup list: CRUISE ONLY, CRUISE AND STAY	Field size 20
DESTINATION	Text	Lookup list: CANARY ISLANDS, CARIBBEAN, FAR EAST, MEDITERRANEAN, NORWEGIAN FJORDS	Field size 20
CRUISE NAME	Text		Field size 30

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

GUESTS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
GUEST ID	Text	Code to identify the guest	Set as primary key Field size 10
LAST NAME	Text	Last Name of the guest	Field size 30
EMAIL	Text	Guest’s email address	Field size 30
CABIN CHOICE	Text	Lookup list: BALCONY, INSIDE, OCEAN VIEW, SUITE	Field size 10
NUMBER OF GUESTS	Number		Integer

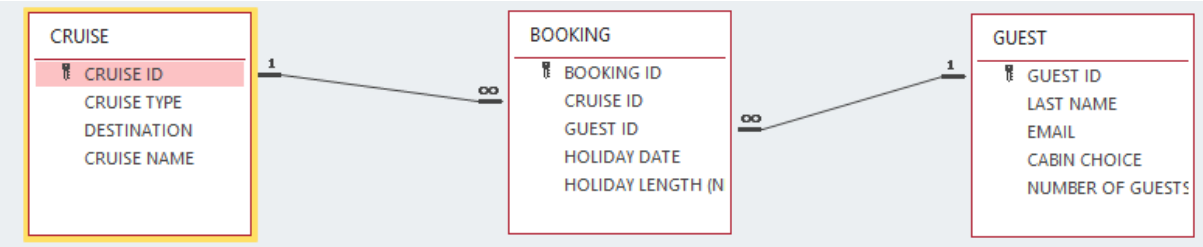
The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **GUESTS.CSV**

BOOKING table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
BOOKING ID	Number	Code to identify the booking	Set as primary key AutoNumber
CRUISE ID	Text	Code to identify the cruise	Field size 10
GUEST ID	Text	Code to identify the guest	Field size 10
HOLIDAY DATE	Date/Time		
HOLIDAY LENGTH (NIGHTS)	Number		Integer

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

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



SPREADSHEET FILES

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

The spreadsheet contains three worksheets named **COSTS**, **INFORMATION** and **CHART**

COSTS worksheet

Worksheet format:

- Page set up:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- Row 1 merged across column A to column C – centre aligned
- Row 2 merged across column A to column C - centre aligned
- All rows set to 14.5 (29 pixels) high
- Column A set to 23 (166 pixels) wide
- Column B set to 13 (36 pixels) wide
- Column C set to 16 (117 pixels) wide
- Cells A11, A13 and A16 set to bold
- 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	MS LUCINDA RIZZA		
2	MEDITERRANEAN		
3			
4	CLIENT ID		CR119
5	CRUISE DATE		27/08/26
6			
7	BASIC PRICE		879
8	CABIN UPGRADE	SUITE	
9	5 DAYS ON SHORE - FOOD AND DRINK		300
10	CITY TOURS		300
11	TOTAL COST		
12			
13	DEDUCTIONS		
14	SPENDING MONEY GIFT	300	
15	DISCOUNT FOR SUITE	200	
16	COST WITH DEDUCTIONS		
17			
18			
19	POSSIBLE DATE DISCOUNT		
20			
21	FINAL AMOUNT TO PAY		

The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **COSTS.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
- All columns set to 23 (166 pixels) wide
- Cells B3 to C5 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:

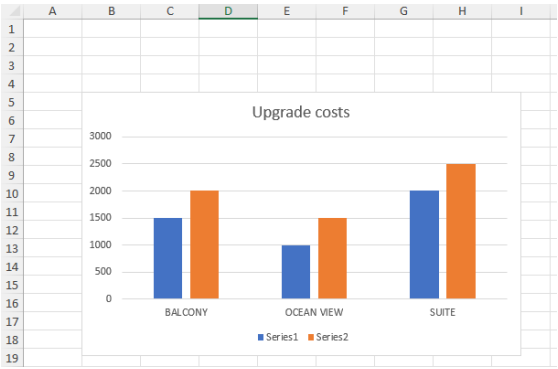
	A	B	C
1	INFORMATION		
2		UPGRADE COST 2025	UPGRADE COST 2026
3	BALCONY	1500	2000
4	OCEAN VIEW	1000	1500
5	SUITE	2000	2500
6			
7	AVERAGE UPGRADE COST		

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

CHART worksheet

A chart must be created showing the upgrade costs for 2025 and 2026

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



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

EVIDENCE

This document is to be used with the May 2025 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
A1c	Type your response here
A2a	Screenshots
A2b	Screenshot
A2c	Screenshots
A2d	Screenshot
A2e (i)	Type your response here
A2e (ii)	Type your response here
A3b (i)	Type your response here
A3b (ii)	Type your response here
B4 (i)	Type your response here
B4 (ii)	Type your response here
B4 (iii)	Type your response here

Word processed filename: **FACT SHEET INFORMATION**
File formats available: DOCX, DOC and TXT files

Format of document margins: All margins 2.54 cm

- All text Open Sans
- Font size 11
- Font colour black

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

Fact sheet information

BOX AT TOP LEFT OF PAGE – Insert **RIVER** image
Create a grey box on top of the image
Grey box – **white text Arial size 20**

LOGO – the logo you created in Task A1a

HEADING – **Arial, size 20, dark blue font, bold**
CRUISING with CRUISES

Line – 3pt black line with green glow (11pt)

SUB-HEADINGS – **Arial, size 18, dark blue font, bold**
1 - Where can you go?
2 - WHY CRUISE?

TEXT 1 – **Arial Size 12, dark blue font, fully justified**

A warm welcome to CRUISES. We would like to take this opportunity to thank you for booking your cruise with us for 2026. This fact sheet will give you some information you may be interested in before you join us on one of our ships.

TEXT 2 – **Arial Size 12, dark blue font, blue bullets**

- Canary Islands
- Caribbean
- Far East
- Mediterranean
- Norwegian Fjords

TEXT 3 – **Arial Size 12, dark blue font, fully justified, 1.5 line spacing**

Sun sand and sea are what most people want when they book a one of our cruises. Relax on the beach or swim in the clear blue waters at one of our popular destinations.

Long sandy beaches, turquoise waters, and crystal-clear pools. Enjoy warmer temperatures and sunny skies.

If you prefer natural beauty, you can explore the beauty of the fjords. Explore the lush, dramatic scenery.

TEXT 4 – **Arial Size 12, dark blue font, blue bullets, centred**

- All inclusive
- Easy to plan
- Entertainment
- Family friendly

- Great value
- Multiple destinations
- Onshore tours

TABLE

Row 1 – What we have available for 2026

Row 2 – CABINS

Rows 3, 4, 6, 7, 8 – Dark blue font, Arial size 12

Row 5 - ONBOARD

White text Arial size 12	
Dark blue text Arial 12	
Balcony	Inside
Ocean View	Suite
Dark blue text Arial 12	
Bars	Pools
Restaurants	Spa
Gym	Shops

TEXT To find out more – visit us at www.cruisewithus.net

ARIAL size 12, dark blue font

SHAPES

3 overlapping circles with 3 different shades of green as shown with a 2 pt black border on each circle



CRUISES – Arial, size 20, dark blue font, bold

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

Format of document margins: All margins 2.54 cm

- All text Open Sans
- Font size 11
- Font colour black

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

Why book a cruise for your next holiday?

No stress – we do all the work for you. All you have to do is board the ship and leave the rest to us.

Relax – you can relax in your cabin or on deck. Visit the spa or soak up the sun by the pool.

Food and drink – spend time in our range of bars and restaurants.

Visit multiple places – both on board the ship and when we dock on land.