

---

## ICT Key Skills data files 2011/12

---

### Overview

The Key Skills data files will be needed by candidates taking ICT Key Skills tests during the academic year. Centres should ensure that all data files are downloaded and stored locally in a form that is accessible to candidates using word (document) processing, database and/or spreadsheet software with which they are familiar. *Please note centres should replace all previously downloaded files with the 2011/12 set of files.*

Each candidate taking a test must have access to all of the data files, either as read-only files in a suitable directory (folder) structure on the centre's network or by means of a write-protected disk or equivalent (eg a CD-ROM).

Each data file must be named as it is on this site and the data files associated with each scenario should be stored together, within a sub-directory with the scenario name. Each test will use this name to identify the scenario on which it is based.

There is no restriction on candidate access to the data files for preparation purposes prior to the test.

For the majority of centres it is expected that the downloaded data files will be stored automatically in a form that is suitable for candidates to use. Where the system and/or application software in a centre is unusual, it may be necessary for the centre to convert the downloaded data files to a suitable form as outlined below. In all cases, the centre should ensure the data files are in a suitable form well before the test takes place.

### Content of the Data files

Each data file may contain:

- unstructured text (eg the content of a memo) - this should be stored locally in a form that allows candidates to insert (or import or copy) the text into a document in a word processor
- structured text representing comma-separated data (eg for use in spreadsheets or database records; the first line in such files will usually contain column/field headings) - this should be stored locally in a form that allows candidates to insert (or import or copy) the data into a sheet in spreadsheet software or a table in database software
- an image (such as a logo, a picture for a newsletter) - this should be stored locally in a form that allows candidates to insert (or import or copy) the image into a document in a word processor, a sheet in spreadsheet software or a report in database software.

Where it's not possible to download an image file or store it locally in a suitable form, the centre should identify an appropriate image (from clip art or another source, image detail not important) and create an equivalent data file for candidates to use.

For each file, click on the link to view the contents on screen, then select "Save As..." from the File menu, and specify the location where you wish to save the data file on your system. Alternatively right click (PC) or ctrl click (Mac), then choose the "Save Target As..." option.

Those familiar with using zip files may instead prefer to download all the files together in one of these compressed forms. This will create the preferred sub-directory structure using the scenario names.