



Additional Instructions for the Conduct of Examinations

GCE Applied Engineering 6934: Applied Engineering Systems

These instructions are to be read in conjunction with the published assignment titles for Unit 6934 - Applied Engineering Systems.

These instructions should be read in conjunction with current JCQ Instructions for Conducting Examinations.

1. GENERAL

- 1.1 A maximum of ten hours should be scheduled for the controlled conditions of this assignment.
- 1.2 Centres should ensure that all groups are of a manageable size, bearing in mind the facilities available.
- 1.3 The brief will **only** be available from the Edexcel website (www.edexcel.org.uk) and will be available from September of each year.

2. GENERAL ADMINISTRATION OF THE EXAMINATION

- 2.1 The normal procedures relating to practical examinations will apply.

Use of computer

- 2.2 A desktop computer must be made available to each candidate on a 1:1 basis where computers are to be used. The computer must be capable of running the following software:
 - Word processing software
 - Spreadsheet software
- 2.3 Centres should ensure that the software available to candidates will allow them to meet the requirements of the specification.
- 2.4 Each user area must be allocated sufficient storage space to allow candidates to save their work, in case the need arises to reprint.
- 2.5 Candidates must NOT be able to save files produced during the examination in a central location where anyone can access them.
- 2.6 Candidates must be provided with an appropriate assessment environment, bearing in mind the need for adequate ventilation and lighting.
- 2.7 Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities that are relevant to this unit's requirements.
- 2.8 The arrangement of workstations should be such as to prevent candidates viewing each other's work.

During the examination

- 2.9 There must be one invigilator to every 15 candidates (see JCQ Instructions for Conducting Examinations).
- 2.10 At least one invigilator should be conversant with the software, systems and equipment used by candidates. The invigilator will preferably be the Applied GCE Engineering teacher so they are able to deal with any technical difficulties that may arise.
- 2.11 Where candidates use networked computers, centres are strongly urged to make extra supervision available.
- 2.12 There must be no access to portable storage media (eg floppy disks, CDs, pen drive etc).
- 2.13 Candidates **cannot** take any of their research materials in with them when completing their practical activities.
- 2.14 Candidates may use dictionaries (English or bilingual only) during the examination.

- 2.15 Communication between students is NOT allowed at any time during the examination.
- 2.16 Candidates are not expected to spend all the time in the examination working at the computer.
- 2.17 Candidates may move about in the examination room at the discretion of the invigilator (see JCQ Instructions for Conducting Examinations).
- 2.18 The invigilator is encouraged to announce time intervals to the candidates (perhaps every 30 minutes). This must NOT take the form of advice to the candidates of expected progress on the activities.
- 2.19 It is the invigilator's responsibility to ensure that these instructions are adhered to.
- 2.20 Centres must ensure that all the candidates work is saved and secure from unauthorised access. Centres should safeguard this work in case the work is required to be reprinted. After the examination the candidate work can be copied to a storage medium and kept secure by the examinations officer.