Instructions for the Conduct of the Examination

CiDA/DiDA

Unit DA201 Developing Web Products

Unit DA205 Coding for the Web

June 2018/January 2019

EXAMINATION SECURITY

Due to the nature of this examination, it is necessary to release confidential material to centre staff prior to the examination window. It is therefore essential that centre staff read the instructions for the conduct of the examination before releasing ANY material to candidates, to ensure that the integrity of the examination is not inadvertently breached.

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March 2018

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Key dates

DA201/DA205 - MAY 2018

Event	Date	Event information
Release of assets	30th April 2018	The asset folders required for the exam will be released onto the Pearson Qualifications website.
Assessment window	7th – 11th May 2018	As the 7th of May is a bank holiday, you may also schedule these tests for Monday 14th May if necessary.
Send CD to examiner by	15th May 2018	The candidates' work must be sent to the examiner by this day.
Results day	23rd August 2018	When results of the exam are given to students.

DA201/DA205 - JANUARY 2019

Event	Date	Event information
Release of assets	31st December 2018	The asset folders required for the exam will be released onto the Pearson Qualifications website.
Assessment window	7th – 11th January 2019	The 5 day window in which the exam is sat.
Send CD to examiner by	14th January 2019	The candidates' work must be sent to the examiner by this day.
Results day	To be confirmed	When results of the exam are given to students.

Digital Applications: Unit 1 – Developing Web Products/Unit 5 – Coding for the Web

Exam security

Due to the nature of this exam, it is necessary to release confidential material to centre staff prior to the exam window. It is, therefore, essential that centre staff read this document carefully before releasing **ANY** material to candidates, to ensure that the integrity of the exam is not inadvertently breached.

General instructions

- This exam is offered within a 5 day window and the exam can be scheduled on any day within this window. Please refer to the relevant timetable for dates. Centres with large entries may stagger these exams during the window. Centres can arrange the exams to suit the needs of their candidates.

- It is permissible to timetable a number of different groups of candidates back-to-back on the same day, or spread over the 5 day window.

- Exam time itself cannot be split or staggered during the window and students should sit the whole exam in one go during the exam window.

- There will be one attendance register for the entire cohort. Where more than one exam session is held, centres must keep an accurate record of candidates present at each session.

- No information relating to the content of these exams should be published, unless authorised by Pearson.

- Pearson will set one exam paper during the exam week.

- Exam sittings must be arranged to minimise the possibility of candidates colluding.

- Teaching of the subject must be suspended during the exam window for candidates taking the exam.

- Centres must produce a schedule showing the dates and times of each exam session to be held in the window. This schedule must be submitted to Pearon's Business Assurance department at ictschedules@pearson.com. A pro-forma for this purpose will be made available to Centres to download on Digital Applications web page. It is the responsibility of the centre to inform candidates of the dates and times for their exam.

- The pro-forma for externally assessed units should also be used to specify the web browser that students used in the examination to develop and test their websites.

- Prior to the examination, Centres are responsible for setting up a protected network area for each candidate. A folder must be saved in this area in the following format:

  CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.

  If a candidate's name is too long, the centre must ensure that at least the centre and candidate numbers are used in the student's folder name.

- Candidates may only sit the exam once in each assessment window.

- If a candidate is absent on the scheduled day for the exam then that candidate may take the exam on another day as long as it is in the assessment window.

- Any unused exam papers must be collected in, accounted for, and held securely by the Examinations Officer until the end of the 5-day window. Spare copies may not be issued to anyone, including teaching staff, during the window.

- During the exam, candidates must only have access to the files required for the exam such as assets which must be saved in the candidate's folder within the protected network area.

- During the exam, any examination materials not required by the candidates for submission must be collected and held securely by the Examinations Officer until the end of the 5-day window, at which point they may be recycled or destroyed.

- After the exam, Pearson will mark all candidate responses in an electronic format. All candidates' work must be saved on a CD/DVD/Memory stick and sent to the allocated Pearson examiner.

- Centre staff should not open the exam paper before the start of examination. Exclusions can be made in accordance with JCQ guidance.

Time allowed

- The exam is 2 hours 30 minutes.

- No scheduled breaks during the exam are allowed.

- No extra time can be allowed for slow machines or networks which run slowly. It is the responsibility of the centre to ensure that appropriate hardware and software is available to candidates.

- If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

The form of the exam

- The exam is computer-based. Candidates will complete the set tasks on a computer and will save their work. Candidate responses will be submitted to Pearson digitally. Pearson will provide CDs together with the exam paper for centres to save candidates' work and send it to allocated Pearson examiner.

- Candidates must answer all questions in the question paper.

- Candidates are advised to save the final exam product/website in a format which will allow it to be viewable/accessible for marking in a **desktop internet browser which has no network connections**. Any exam work which cannot be accessed/opened by the Pearson examiner will not be marked.

- Candidates' work will be saved in a folder in their own area, labelled as CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.

General administration of the exams

- The normal procedures relating to practical exams will apply and every effort must be made to ensure the confidentiality of the paper (see JCQ Instructions for Conducting Exams)

- During the examination, candidates must not have any access to the internet. It is the invigilator's responsibility to ensure that candidates do not access the internet at any time.

Before the exam

- A PC must be made available to each candidate on a 1:1 basis. Centres must ensure that candidates have access to software that will enable them to meet the requirements of the examination, which includes audio and image conversion software. Students will not be asked to convert video assets in either the DA201 or the DA205 examinations.

- Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting the exam. These user areas must not be accessible to candidates at any time other than during the exam time/session itself.

- When setting up the required user area, Centres must set up a folder for the candidate, labelled as CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME. Candidates will save work to this folder during the examination (for further details refer to General Instructions section of this document).

- The secure data assets required for the exam will be made available on the Pearson website **one week before the exam window.**

- Centres must ensure that data assets are in a format accessible to each candidate. The files should be downloaded, examined for compatibility with the software to be used by candidates and then copied into candidates' secure exam user areas (folders set up for candidates).

- It is not acceptable to store secure data assets in a shared area or in a central location where anyone can access them.

- Candidates must **NOT** be given access to data assets prior to, or at any time outside the official time allocated to the exam.

- Each user area must be allocated sufficient storage space to allow candidates to save their work.

- Candidates must not be able to save files produced during the exam in a central location where anyone can access them. Files must be saved in the allocated folder in the candidate's separate user area.

- Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as completing designs. Any planning evidence should not be submitted for assessment.

- In reference to the JQC Instructions for Conducting Examinations students should be sat at alternate computers and centres should consider seating the candidates before handing out their confidential log-in details. The workstations should also be

arranged to prevent candidates viewing each other's work. Each work station must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next.

- Candidates may bring a dictionary, pencil and ruler with them into the exam. Candidates must not take other materials into the room.

- Candidates may be provided with headphones.

During the exam

- At the **start** of the exam, the invigilator may remind students to save their websites in a .htm or .html format.

- At least one invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the CiDA tutor. However, they should not be the sole invigilator (see JCQ, Instructions for Conducting Examinations, section 7). Alternatively the CiDA tutor may be on call should they be needed in the room.

- Candidates will need to save their web pages in a .htm or .html format so that it can be viewed in Safari, Firefox, Google Chrome, Internet Explorer or Microsoft Edge. These are the only web browsers that examiners will be using to view these web pages.

- Candidates must not have access to the internet during the exam.

- Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) into the exam.

- Candidates must not have access to pre-prepared templates or other files during the exam. However, they may use software-specific wizards.

- Candidates are not allowed to refer to textbooks or centre-prepared manuals during the exam, but may use software-specific help facilities, or manufacturer's computer manuals (providing these do not require internet access). Software manuals are defined as the books talking through the functionality of the software only, provided by the software manufacturer.

- Display material (e.g. maps, diagrams, wall charts and projected images) must be removed or covered in accordance with Para 5.6 of the Instructions for Conducting Examinations issued by the JCQ.

- A seating plan for each session must be kept by the Examinations Officer.

- Communication between candidates is not allowed at any time during the exam.

Instructions for labelling

- It is the responsibility of the Centre to ensure that candidate folders are labelled according to the instructions outlined in this document.

After the exam

- Centres must ensure that **all** candidates' work is saved according to the requirements outlined in this document and is secure from unauthorised access.

- After the exam, the candidates' work should be copied to a storage medium and kept secure by the Examinations Officer. This should be safeguarded in case additional copies are requested.

- Candidate responses will be provided in an electronic format to Pearson (see previous sections of this document).

- Centres must ensure that all candidates' work is copied to the CD/DVDs/Memory stick. If after sending work to allocated Pearson examiner centres establish that any candidates' work was not copied to the CD/DVDs/Memory stick, centres should contact Pearson as soon as possible.

- Centres are allowed to use their own CD/DVDs/Memory stick if required (e.g. it is not possible to copy all of the exam work to the CDs provided by Pearson or not enough CDs are received from Pearson).

- Centres are reminded to keep at least two copies of the work.

- If more than one session is held, any common user areas accessible to candidates must be cleared of all work saved during the exam immediately after each session.

- Candidates' user areas should be removed at the end of the exam.

- UK centres will receive labels to send the CD to the examiner, along with the attendance registers, once they have made entry submissions.

- International centres will receive pre-printed address labels and will have to arrange and pay for posting services themselves. These labels will arrive in the same pack as the attendance registers.

Candidates with special requirements

- In some circumstances, candidates with particular requirements may be given additional time to complete the exam. In this case, the exam should be split into two parts so that candidates have a supervised rest break.

- Centres must write to Special Requirements Department, Pearson, One90 High Holborn, London, WC1V 7BH requesting special arrangements or email access.arrangements@pearson.com. Please refer to the JCQ Regulations and Guidance relating to Candidates who are Eligible for Adjustments in Examinations for further information.

Contingency planning

It is strongly recommended that:

- Technical help is available during the exam to deal with 'computer crashes' and other possible complications.

- A number of 'spare' computers are available during the exam so as to allow candidates to move to another machine if necessary.

- Up-to-date virus prevention measures are in place.

Misconduct

- This type of exam relies heavily on the integrity of the candidates. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and candidates may have their result withheld.

- It is the centre's responsibility to inform Pearson's Business Assurance department of any breach of regulations.

Secure data assets

- The secure exam data assets will be released **one week** prior to the exam window. They will be available from the CiDA pages of the Pearson website. You will need to ensure that you have your Edexcel Online password to access these files. Further support for Edexcel Online can be found on our main website.

  - The secure data assets will only be accessible on the Pearson website to registered Edexcel Online users at authorised centres. If you are not registered for Edexcel Online, details can be found on the main Pearson website.

- Candidates must not have access to the data assets until the start of their exam session.

- Secure data assets are released to centres earlier than the exam window to enable centres to load them onto the secure workspace and for no other purpose. Staff who see these files must not use this knowledge to advantage their candidates in terms of teaching up to the actual exam window.

- There is no pre-release scenario for this exam paper.

FAQ's for the CiDA Examination

Q1. When will the data assets for the CiDA Exams be released?

A1. The data assets for the CiDA exam will be released **one (1) week** prior to the exam window.

Q2. How do we set up a secure user area for data storage during the exam?

A2. The Network administrator will need to create separate user accounts for each candidate on the network. They should then assign the same password for all of these user accounts making it easy for the invigilator or technical expert to log-in to each computer before the examination starts (or before the candidates enter the room). Please note, however, that centres which run more than one session during the exam window will need to create a different password for each session.

The invigilator and technical expert will know the password for these accounts, for security reasons. Under no circumstances should the candidate log-in or log-out of the computer systems during the examination.

The network administrator should assign the user accounts to a particular group, e.g. Exams. Configuring certain user accounts or groups will not have an impact on all other users on the school/college network. Therefore, any other users, be it staff or candidates, will still have normal access to the internet and all other privileges.

The administrator will need to access the candidates' folders at the end of the examination in order to submit candidate responses to Edexcel via electronic submission.

The network administrator will require notice to be able to set this up before the exam begins. They will want to know the number of candidates taking the assessment, the start and end times of the examination so that they can permit access to these accounts (usually 30 minutes before and 30 minutes after), and ensure that internet cannot be accessed during the examination window.

Centres must allow a little flexibility in case there are technical problems during the examination or the examination starts late.

Q3. What are the naming conventions for candidate folders?

A3. When setting up individual user areas, the administrator will need to create a folder for each candidate in their own area. The naming convention will be: CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.

Q4. Can students access a common code store during the exam?

A4. Students will not be able to access code in the DA201 assessment. Although in real development environments practitioners repurpose code from various sources, this is not permitted because it's an external examination.

Q5. How do examiners view the websites?

A5. Examiners mark the candidates' websites through a web browser. Examiners cannot view the websites through the web-authoring software and **it is essential that candidates submit their final web pages in .html format.**

When allocating marks, the examiner will use the browser developer tools to check the code, for example to ascertain whether a particular HTML heading element has been used by the candidate.

Q6. How do examiners check file formats and file sizes?

A6. When allocating marks for image file formats and file sizes, examiners look through the website in the web browser to check the format and size of the images used within the web pages. If the web browser does not provide details of the file size, the examiner then checks the size of the corresponding image(s) in the candidate's root folder. This is the only way to ensure accuracy and consistency when awarding marks for these aspects of the DA201 assessment.

Students are not penalised for any 'over-sized' images or any images in a different file format that they may have in their root folder – the examiner will carefully check the format and size of every image used in the candidate's web pages.

Q7. Will students be required to convert video asses in future DA201 assessments?

A7. No. Due to software issues, we cannot accurately assess candidates' ability to convert video assets from one file format to another.

However, students will be required to convert image and audio files from one file format to another. Students will only be asked to convert from, or to, file formats listed in the Digital Applications moderators' toolkit.