Pearson

Computer Science 1CP2/02

Invigilator Checklist

Is your centre ready to deliver the Computer Science paper 02 exam onscreen?

As the **Invigilator** in your centre, there are a few things that you need to do before and during the exam. Please take a few minutes to go through this short document and checklist to make sure you know what is required to successfully run this exam onscreen.

Activities that need to be completed, begin on the next page.

Activity	Done?

Before the exam: Ensure you have read and understood **the latest version** of the **Instructions for the Conduct of the Examination (ICE)** GCSE Computer Science Paper 02 (1CP2/02).

Before the exam: Familiarise yourself with the **JCQ Instructions for Conducting Examinations**, with particular attention to the onscreen appendices and ensure that the room for exam delivery meets the requirements of onscreen exam delivery as per the JCQ ICE document (above).

Each candidate will require exclusive access to a centre PC (e.g. desktop/laptop) for the examination.

The **Examination Officer** will provide the following materials that should be available for every candidate:

- a **hard copy of the question paper**,
- **Programming Language Subset** (PLS) (this will be provided as an insert with the question paper and a digital version will be provided within the candidate Secure User Areas),
- digital versions of the required **Secure Coding Files** for the examination.

Before the exam: Ensure that you have met with the **Subject Teacher, Examination Officer** and **IT Technician** to confirm the timing of the exam (it could be run over multiple sessions due to the number of computers available), the delivery of the exam and have received the relevant training on software and systems used within the exam from the **Subject Teacher** or **IT Technician**.

To maintain the security of the examination, all candidates must start the examination within half an hour of the published start time, except where resource constraints mean that centres need to schedule the examination over more than one session due to an examination clash or because multiple sessions are needed due to the size of the cohort and number of computers available. These centres must timetable the examination sessions back-to-back, with the first session starting within half an hour of the published start time. Please refer to the **JCQ ICE document** regarding timetable variations.

Candidates who take an examination later than the published start time must remain under centre supervision from 30 minutes after the published start time until the time when those candidates begin their examination.

Before the exam: If a candidate needs a login and password to access the Secure User Area on the day of the exam, ensure that these are received from the **IT Technician**.

These login details are unique to each candidate and need to be placed at the candidate's workstation where they will complete the examination. Candidates should log in to their Secure User Area under exam conditions, before the start of the examination, but not access the Secure Coding Files or begin the assessment until you inform them that the exam has started.

Before the exam: As part of the announcements made before the exam starts, ensure that candidates are reminded to save their amended or completed coding files in the '**COMPLETED CODING**' folder* within their Secure User Area under the correct naming convention – the correct naming convention can be found after each question. They should not save over the original coding files.

or other folder name if different local arrangements have been made.

Please note that there is **no** Attendance Register to be completed by the **Invigilator** for this exam. As candidate work is going to be submitted using Learner Work Transfer, you will not receive an Attendance Register for this exam. It is upon the upload of the candidate work to Learner Work Transfer that the candidate status will be selected and subsequently reflect the attendance of candidates at the exam.

Activity	Done?

During the exam: If a candidate incorrectly saves the amended or completed coding file and requires an original version, please contact the **IT Technician** who will be able to place an original into their Secure User Area.

You should ask the candidate to continue with their examination where possible. The candidate can then return to the question once the Secure Coding Files have been placed in the candidate's Secure User Area.

Should a candidate require additional time due to the impact of replacing the original coding files, this should be arranged under the same circumstances as detailed in **Section 9 of the ICE document**.

During the exam: It is the **Invigilator's** responsibility to ensure that candidates do not use the internet during the examination.

After the exam: Please note in some centres this responsibility may have been given to the **Invigilator** of the examination; however, the support of an **IT Technician** should still be available for this activity.

Zip and return the correct folder for each candidate, containing all files created during the assessment to your **Examination Officer**.

Zipped files should be saved using the following naming convention:

CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME

For example: 12345_0123_SMITH_ADAM (forenames may be shortened if necessary but must remain unique, e.g. SMITH_A)

Additional Information

All collaborative tools, AI-enabled tools, including locally/hosted installed Large Language Models (LLM) or other automated code generation features, must be fully disabled for the duration of the examination. Code completion facilities such as auto complete and IntelliSense are permitted during the assessment.

No scheduled breaks are permitted during the examination.

No extra time can be allowed for slow machines or networks that run slowly.

If unforeseen technical difficulties arise such as power cuts, system crashes, hardware or software failures (which may affect individual workstations or the whole network), centres may need to continue the session at a different workstation or at a later time for the candidate(s) while the difficulties are resolved (see **JCQ ICE booklet**).

Procedures for re-starting an assessment after an unplanned break (i.e. a technical failure) should ensure that the **Invigilator**:

- controls the restart,
- resets the timing where necessary,
- ensures that the candidate(s) can re-access their previous responses (where this is technically feasible and permitted by the assessment).