



Pearson



Computer Science 1CP2/02

Examination Officer Checklist

Is your centre ready to deliver the Computer Science paper 02 exam onscreen? Take a few minutes and go through this short document and checklist to make sure.

Are the following people aware of their roles and when they need to be available to support?

Before the Exam	Day of Exam	After the Exam
Examination Officer	Examination Officer	Examination Officer
IT Technician	IT Technician	IT Technician
Subject Teacher	Invigilators	

Administration/exam delivery readiness checklist:

Activity	Done?
All candidates are entered and required access arrangement requests submitted.	
Return the completed Centre Examination Schedule by the 31 March.	
Ensure Head of Centre is aware of completing the Practical Programming Statement by the 31 May.	
Ensure that 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).	

Activity	Done?
<p>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).</p>	
<p>Familiarise yourself with Learner Work Transfer and how it works so you can return completed candidate work after the examination.</p> <p>The portal is compatible with the following browsers:</p> <ul style="list-style-type: none"> • Chrome version 76 and above • Firefox version 69 and above • Edge Chromium version 80 and above • Safari version 12 and above 	
<p>Decide how you are going to access the secure content on the day of the exam.</p> <p>In order to have access to the secure material, you will need to have made entries for 1CP2.</p> <p>There are two different options available to you:</p> <p>Option one – Secure Download Service (SDS) via Edexcel Online</p> <p>Ensure that you have an Examination Officer profile on Edexcel Online that allows access to the Secure Download Service and have read and understood how to use the Secure Download Service to ensure that you can access the Secure Coding Files on the day of the exam.</p> <p>Option two – Gold Padlock via the website</p> <p>Ensure that you have an Examination Officer profile on Edexcel Online as this allows access to Gold Padlock Material and ensures that you can access the Secure Coding Files on the day of the exam.</p> <p>The Secure Coding Files will appear under ‘Exam Materials’ on the Computer Science subject webpage.</p>	
<p>At this point, after familiarising yourself with the ICE, JCQ ICE, Learner Work Transfer and access to the secure content on the day of the exam, we suggest that the Examination Officer, IT Technician, Subject Teacher and Invigilator meet together to confirm how the examination will be delivered.</p>	
<p>Ensure that you have provided the Invigilators with their checklist.</p>	
<p>Ensure Invigilators are trained and understand the requirements of the invigilation of onscreen examinations as per the JCQ ICE document.</p> <p>Important: It is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting onscreen tests and be assisted by at least one other invigilator. Technical help should be available throughout the test in case of hardware/software problems.</p>	

Computer/technical readiness checklist for before the exam date:

Activity	Done?
Ensure IT Technician has confirmed availability on the date of the exam.	
Ensure that you have provided the IT Technician with their checklist.	
Ensure that IT suite/computers are booked for the day of the exam.	
Provide IT Technician with the names and candidate numbers of all candidates who are entered for the exam and will require a Secure User Area creating.	
Instruct the Subject Teacher to provide access to the following, to the IT Technician : <ul style="list-style-type: none"> • Integrated Development Environment (IDE) that the candidates are familiar with • Programming Language Subset (PLS) – this is currently available on the Computer Science subject webpage under ‘Exam Materials’ 	
Request confirmation from the Subject Teacher that they have completed a check with the IT Technician of an example Secure User Area and have confirmed that it has all requirements as documented in the ICE: <ul style="list-style-type: none"> • Two Folders – STUDENT CODING and COMPLETED CODING • IDE – functionality to open, run, debug, develop and save a python program • IDE – has line numbers which are visible • IDE – collaborative functionality is disabled • Access to the standard classroom tools as defined by the Subject Teacher including a text editor (e.g. Microsoft Notepad) and directory explorer software (e.g. Microsoft Windows Explorer) • Programming Language Subset (PLS) • There is no access to the internet 	
Agree with the IT Technician how the Secure Coding Files will be securely shared with them on the day of the exam, allowing them enough time to unzip and place them into the STUDENT CODING folder in each candidate Secure User Area.	

Day of the examination checklist:

Activity	Done?
<p>Before the exam: At 8.00am on the day of the exam the Examination Officer will be able to access the Secure Coding Files.</p> <p>The Examination Officer can access the secure content via the Secure Download Service, accessible via Edexcel Online or via the Gold Padlock on the subject webpage under 'Exam Materials'.</p>	
<p>Before the exam: Examination Officer to securely share the Secure Coding Files with the IT Technician to be distributed to each candidate Secure User Area and receive confirmation that they have been shared successfully.</p> <p>Please note that the Secure Coding Files should not be shared over email, stored in a shared area or in a central location where anyone can access them.</p>	
<p>Before the exam: Ensure the room is prepared and ready for the exam to take place.</p>	
<p>Before the exam: Ensure that you have prepared the printed Question Papers with the Programming Language Subset insert.</p>	
<p>Before the exam: Ensure that either the Invigilator or IT Technician are aware that they must zip the candidates completed work into a folder at the end of the exam ready for it to be returned to you to be submitted for marking.</p>	
<p>Before the exam: If required, access the Question Paper via the Secure Download Service, 90 minutes before the scheduled start time of the exam.</p>	
<p>After the exam: Receive zipped candidate response files from the IT Technician or Invigilator and return to Pearson using the Learner Work Transfer (LWT) system.</p> <p>Zipped files should be saved using the following naming convention:</p> <p>CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME</p> <p>For example: 12345_0123_SMITH_ADAM (forenames may be shortened if necessary but must remain unique, e.g. SMITH_A)</p>	
<p>After the exam: Receive the storage medium (CD/DVD/memory stick) from the IT Technician that the copies of the candidate zipped folders have been saved to, ensuring that they are safeguarded in case additional copies are requested. These copies can be accessed as part of Access to Scripts.</p>	
<p>After the exam: Receive confirmation that the IT Technician has archived the candidate Secure User Areas in their final form and stored them securely until the end of the appeals period.</p>	
<p>After the exam: Receive confirmation that the IT Technician has removed the candidate Secure User Areas once an archive has been made.</p>	

