

Computer Science 1CP2/02

IT Technician Checklist



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

As the **IT Technician** in your centre, there are a few things that you need to do before and on the day of 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 before the exam date begin on the next page.

Before the exam date checklist:

Activity	Done?
Confirm that you are available to support on the date of the exam with your Examination Officer .	
Agree with your Examination Officer how the Secure Coding Files will be securely shared with you on the day of the exam, allowing you enough time to unzip and place them into the STUDENT CODING folder in each candidate Secure User Area.	
Ensure that your Examination Officer has provided you with a full list of candidate names and candidate numbers.	
Ensure that you have received the required application and document from the Subject Teacher , including:	
<ul style="list-style-type: none">• Integrated Development Environment (IDE) that the candidates are familiar with• Programming Language Subset (PLS)	
Ensure that each computer being used has a minimum of 50mb disk storage available.	
Create Secure User Areas for each candidate. These should be set up with no access to the internet and have read, write and run privileges.	
If a candidate needs a login and password to access the Secure User Area on the day of the exam, ensure that these are shared with the Examination Officer and Invigilator for room set up.	
These Secure User Areas could be a Windows User Profile or equivalent.	
Ensure that each Secure User Area contains the following:	
<ul style="list-style-type: none">• Two Folders – STUDENT CODING and COMPLETED CODING (or other folder names if different local arrangements have been made)• IDE – functionality to open, run, debug, develop and save a python program• IDE – has line numbers which are visible• IDE – collaborative functionality is disabled• IDE – must be clear of any previous work• 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)• Candidate DOES NOT have access to the internet If this is not feasible, you must have agreed the approach to ensuring security and integrity of the assessment with Pearson.• Programming Language Subset (PLS)	
Support from the Subject Teacher should be used to check that all required elements are present.	

Activities that need to be completed on the day of the exam begin on the next page.

Day of the exam checklist:

Activity	Done?
<p>Before the exam: Receive the Secure Coding Files from your Examination Officer. Unzip these files and place them in the STUDENT CODING folder in each candidate Secure User Area. There should always be 6 coding files (*.py) in this folder and for some exam sessions there may be an accompanying text file (*.txt).</p>	
<p>Before the exam: Ensure that the internet is disabled for all candidates taking the exam.</p>	
<p>Before the exam: Ensure all collaborative tools, AI-enabled tools, including locally/hosted installed Large Language Models (LLM) or other automated code generation features, are fully disabled during the examination. Code completion facilities such as auto complete and IntelliSense are permitted during the assessment.</p>	
<p>During the exam: Ensure you are available for the duration of the exam. The Invigilator may request that you add the Secure Coding Files to a candidate's Secure User Area during the examination should the candidate need the original version.</p>	
<p>After the exam: 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) Please note: 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.</p>	
<p>After the exam: Save copies of the candidates zip folders on to a separate storage medium (CD/DVD/memory stick etc.) and give them to your Examination Officer to ensure that they are safeguarded in case additional copies are requested.</p>	
<p>After the exam: Confirm to your Examination Officer that you have archived the candidate Secure User Areas in their final form and stored them securely until you receive instruction from your Examination Officer to delete them after the appeals period.</p>	
<p>After the exam: Confirm to your Examination Officer that you have removed the candidate Secure User Areas once an archive has been made.</p>	