



Pearson



# 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.

### Before the exam date:

Activity	Done?
Confirm that you are available to support on the date of the exam with your <b>Examination Officer</b> .	
Agree with your <b>Examination Officer</b> 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 <b>STUDENT CODING</b> folder in each candidate Secure User Area.	
Ensure that your <b>Examination Officer</b> 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 <b>Subject Teacher</b> , including: <ul style="list-style-type: none"><li>• Integrated Development Environment (IDE) that the candidates are familiar with</li><li>• Programming Language Subset (PLS)</li></ul>	
Ensure that each computer being used has a minimum of 50mb disk storage available.	

Activity	Done?
<p>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.</p> <p>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 <b>Examination Officer</b> and <b>Invigilator</b> for room set up.</p> <p>These Secure User Areas could be a Windows User Profile or equivalent.</p>	
<p>Ensure that each Secure User Area contains the following:</p> <ul style="list-style-type: none"> <li>• Two Folders – <b>STUDENT CODING</b> and <b>COMPLETED CODING</b></li> <li>• IDE – functionality to open, run, debug, develop and save a python program</li> <li>• IDE – has line numbers which are visible</li> <li>• IDE – collaborative functionality is <b>disabled</b></li> <li>• IDE – must be clear of any previous work</li> <li>• Access to the standard classroom tools as defined by the <b>Subject Teacher</b> including a text editor (e.g. Microsoft Notepad) and directory explorer software (e.g. Microsoft Windows Explorer)</li> <li>• Candidate <b>DOES NOT</b> have access to the internet</li> <li>• Programming Language Subset (PLS)</li> </ul> <p>Support from the <b>Subject Teacher</b> should be used to check that all required elements are present.</p>	

**Day of the exam checklist:**

Activity	Done?
<p><b>Before the exam:</b> Receive the Secure Coding Files from your <b>Examination Officer</b>.</p> <p>Unzip these files and place them in the <b>STUDENT CODING</b> folder in each candidate Secure User Area.</p> <p>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><b>Before the exam:</b> Ensure that the internet is disabled for all candidates taking the exam.</p>	
Activity	Done?
<p><b>During the exam:</b> Ensure you are available for the duration of the exam.</p> <p>The <b>Invigilator</b> 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><b>After the exam:</b> Zip and return the correct folder for each candidate, containing all files created during the assessment to your <b>Examination Officer</b>.</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>Please note: this responsibility may have been given to the <b>Invigilator</b> of the examination; however, the support of an <b>IT Technician</b> should still be available for this activity.</p>	
<p><b>After the exam:</b> Save copies of the candidates zip folders on to a separate storage medium (CD/DVD/memory stick etc.) and give them to your <b>Examination Officer</b> to ensure that they are safeguarded in case additional copies are requested.</p>	
<p><b>After the exam:</b> Confirm to your <b>Examination Officer</b> that you have archived the candidate Secure User Areas in their final form and stored them securely until you receive instruction from your <b>Examination Officer</b> to delete them after the appeals period.</p>	
<p><b>After the exam:</b> Confirm to your <b>Examination Officer</b> that you have removed the candidate Secure User Areas once an archive has been made.</p>	

