Administrative Support Guide (Instructions for the Conduct of the Examination)

International GCSE in Information and Communication Technology (ICT) (4IT0)

Summer 2018

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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February 2018

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1   Key Dates

International GCSE ICT (4IT0/02)		
Please ensure all details within these sections are read.		
Friday 13th April 2018	Examination schedule pro-forma completed	Details of exam schedule received by Pearson.
Friday 4th May 2018	Secure data files – available for download	These must only be made available to candidates at the beginning of the scheduled examination.
Monday 14th May 2018	Start of the 1 week window	
Friday 18th May 2018	End of 1 week window	

2   GENERAL INSTRUCTIONS for 4IT0/02

2.1   This examination is offered within a window. Centres may stagger these examinations during this window.

2.2   There are no specified start times for these examinations. It is permissible to timetable a number of different groups of candidates back-to-back on the same day.

2.3   Centres should use the window to ensure that all groups are of a manageable size bearing in mind the facilities available. It is recommended that the ratio of candidates to printers is no more than 10:1.

2.4   Centres **MUST** produce a schedule (see page 13) showing the date and time of each examination session to be held within the window. Examinations can only be taken within this window. This schedule must be submitted by email to ICTschedules@pearson.com by Friday 13th April 2018. Any alteration to this schedule must be confirmed by email to ICTschedules@pearson.com.

2.5   There will be one attendance register for the entire cohort. This must be completed once the last examination session has been held. Where more than one examination session is held, centres must keep an accurate record of candidates present at each session.

2.6   Candidates may sit the examination only once in any examination series.

2.7 No information relating to the content of this examination should be published, unless authorised by Pearson. Candidates **or** centres discussing the contents of the secure data files during the examination period may risk disqualification.

Time allowed

2.8 The examination is three hours **inclusive of printing and collating**.

2.9 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 are available to candidates.

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

3 THE FORM OF THE PAPER

3.1 The examination is computer-based.

3.2 The examination paper consists of a number of activities, with **NO** choice of questions.

3.3 Candidates should work though the activities in the sequence set, and continue working on each activity until they cannot progress any further. At that point, they should check that they cannot do later tasks within the activity and then move on to the next activity.

3.4 Candidates' work will be submitted as printouts. These will constitute the candidates' answers. Each printout must bear the candidate's name and number and the centre number. This information **MUST** be entered **BEFORE PRINTING**. Handwritten details are **NOT** acceptable. See the separate section on labelling. Any printout not clearly identified as instructed will gain zero marks.

3.5 All printouts must be collected together in the correct order (task order within activity order). Printouts must be punched in the top left corner, printed side up, starting with the first task of the first activity. A coversheet will be supplied by Pearson. This will be an A3 sheet folded once. Printouts should be secured, face up, to the inside left page of the coversheet (page number 2) using a treasury tag. Hole punches and treasury tags must be available for candidates' use.

3.6 There is no limit to the number of times candidates can print, although only final versions of candidates' printouts should be submitted. Draft copies should be kept securely by the centre until after the examination results are published.

3.7 Printouts must **NOT** be submitted in plastic wallets.

3.8 Other forms of output for example computer files must **NOT** be submitted.

4 GENERAL ADMINISTRATION OF THE EXAMINATION

4.1 The normal procedures relating to practical examinations will apply and every effort must be made to ensure the confidentiality of the paper (see JCQ *Instructions for Conducting Examinations*).

Before the examination

4.2 A desktop computer must be made available to each candidate on a 1:1 basis. The computer must be capable of running the appropriate software related to the unit i.e.:

- art/imaging and graphics software
- spreadsheet software
- word processing software
- database software
- multi-media/presentation software
- web authoring software (this may be other application software, such as word processing software).

4.3 Centres should ensure that the software available to candidates will allow them to meet the requirements of the examination.

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

4.5 The secure data files required for the unit will be made available on the Pearson website (http://qualifications.pearson.com/en/qualifications/edexcel-international-gcses-and-edexcel-certificates/international-gcse-information-and-communication-technology-2009.html)

4.6 Centres must ensure that data files are in a format accessible to each candidate. The files should be downloaded, tested for compatibility with the software to be used by candidates and then copied into each candidate's secure examination user area. If necessary, the secure data files should be converted to a format compatible with the software used by the candidates.

4.7 If secure data files have to be converted, one copy of each of these files **MUST BE PRINTED FOR SUBMISSION** to the examiner with the scripts.

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

4.9 Candidates must **not** be given access to data files prior to, or at any time outside, the official time allocated to the examination. No discussion about the content of the data files should take place before or during the examination window.

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

4.11 Candidates must **not** be able to save files produced during the examination in a central location where anyone can access them.

4.12 Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as checking, annotating and collating their printouts.

4.13 The workstations should be arranged to prevent candidates viewing each others' work.

4.14 Candidates may bring a dictionary, pencil and ruler with them into the examination. Candidates must **not** take copies of any other materials into the room.

4.15 Candidates' desktops should be 'locked down' to ensure that they cannot access email, internet or intranet.

4.16 Candidates may not access any saved work they may have created prior to the examination.

During the examination

4.17 There must be a minimum of one invigilator to every 20 candidates (see JCQ *Instructions for the Conduct of Examinations*, *section 6.3*)

4.18 At least one invigilator should be conversant with the software and system to be used by candidates in order to deal with technical difficulties that may arise. This may be the ICT teacher. However, they should not be the sole invigilator (see JCQ *Instructions for Conducting Examinations*, *section 6.3 – bullet points 3 and 4*). Alternatively, the ICT teacher may be on call should they be needed in the room.

4.19 Candidates may not bring portable storage media (for example memory sticks, CDs) into the examination.

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

4.21 Candidates may use dictionaries (English or bilingual only) during the examination.

4.22 Candidates are **not** allowed to refer to textbooks or centre-prepared manuals during the examination, 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 provided by the software manufacturer providing instruction about the functionality of the software only.

4.23 Display material (for example maps, diagrams, wall charts) must be removed in accordance with *section 5.6 of the Instructions for Conducting Examinations* issued by the JCQ.

4.24 Candidates must **not** take copies of any materials into the examination except those stipulated in 4.14 above.

4.25 A seating plan for each session must be kept.

4.26 Candidates may move from their workstation to collect their printouts from the printer. Extra care should be taken that candidates cannot see the work of other candidates on the printer. It is recommended that an invigilator or other responsible person collects the printouts from the printer and delivers them to the candidates.

4.27 Communication between candidates is **not** allowed at any time during the examination.

Instructions for labelling

4.28 Candidates **MUST** enter their details **on all tasks before printing** as specified in the examination paper. Handwritten details are not acceptable.

Please note: It is not acceptable to pre-print each page with candidate details and then overprint the appropriate task.

Printing

4.29 Printers should be in the same room as the candidates. If this is not the case another responsible person must be assigned to deliver printouts to candidates. Candidates may **not** collect printouts from another room, nor must the invigilator become involved in the collection of printouts from another room.

4.30 It is the responsibility of the centre to ensure correct ownership of each printout.

4.31 There is no requirement to print in colour. No extra credit is given to work printed in colour. However, adequate differentiation is needed on monochrome printouts (for example ensuring that sectors of a pie chart are distinguishable).

4.32 If printouts are on continuous stationery, the pages must be separated and sprocket holes removed. In the event of a printer breakdown, the centre may use its discretion on extending the time allowed. Wherever possible, alternative printing facilities should be available during the examination.

4.33 If a candidate experiences technical difficulties the centre may use its discretion on extending the time limit for the candidate.

4.34 It is the invigilator's responsibility to ensure that these regulations are adhered to.

After the examination

4.35 Centres must ensure that all candidates' work is saved and secure from unauthorised access. Centres should safeguard this work in case it needs to be reprinted. After the examination, candidates' work should be copied to a removable storage medium and kept secure by the examination officer until after the results of the examination are confirmed.

4.36 Final printouts should be collated, parcelled up and stored securely until the final examination session has been held and then sent to the designated examiner.

4.37 All other examination material, including draft copies of candidates' work, additional printouts and question papers, must be collected by the invigilator at the end of each session and stored in a secure place until the end of the examination window (see section 3.6, page 5).

4.38 There should be no common user areas accessible to candidates during the examination.

4.39 Candidates' examination user areas should be removed and the candidate user accounts be disabled at the end of the examination window or after each session if feasible. Centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are sitting the examination in a later session. Different user accounts must be set up for each candidate.

Candidates with special requirements

4.40 In some circumstances, candidates with particular requirements may be given additional time (up to a maximum of 40 minutes) to complete the examination. In this case, the examination should be split into two parts so that candidates have a supervised rest break.

4.41 Centres must apply for Special Consideration by emailing the relevant form to uk.special.requirements@pearson.com Please refer to the JCQ website here; https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration to access the relevant form.

5 CONTINGENCY PLANNING

It is strongly recommended that:

5.1 Examination sessions are scheduled in such a way as to allow time at the end of the examination window to re-schedule any sessions which have had to be postponed as a result of hardware failures, or other problems encountered earlier in the week.

5.2 Technical help is available during the examination to deal with 'computer crashes', printer problems and other possible complications.

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

5.4 Alternative printing facilities are available if necessary.

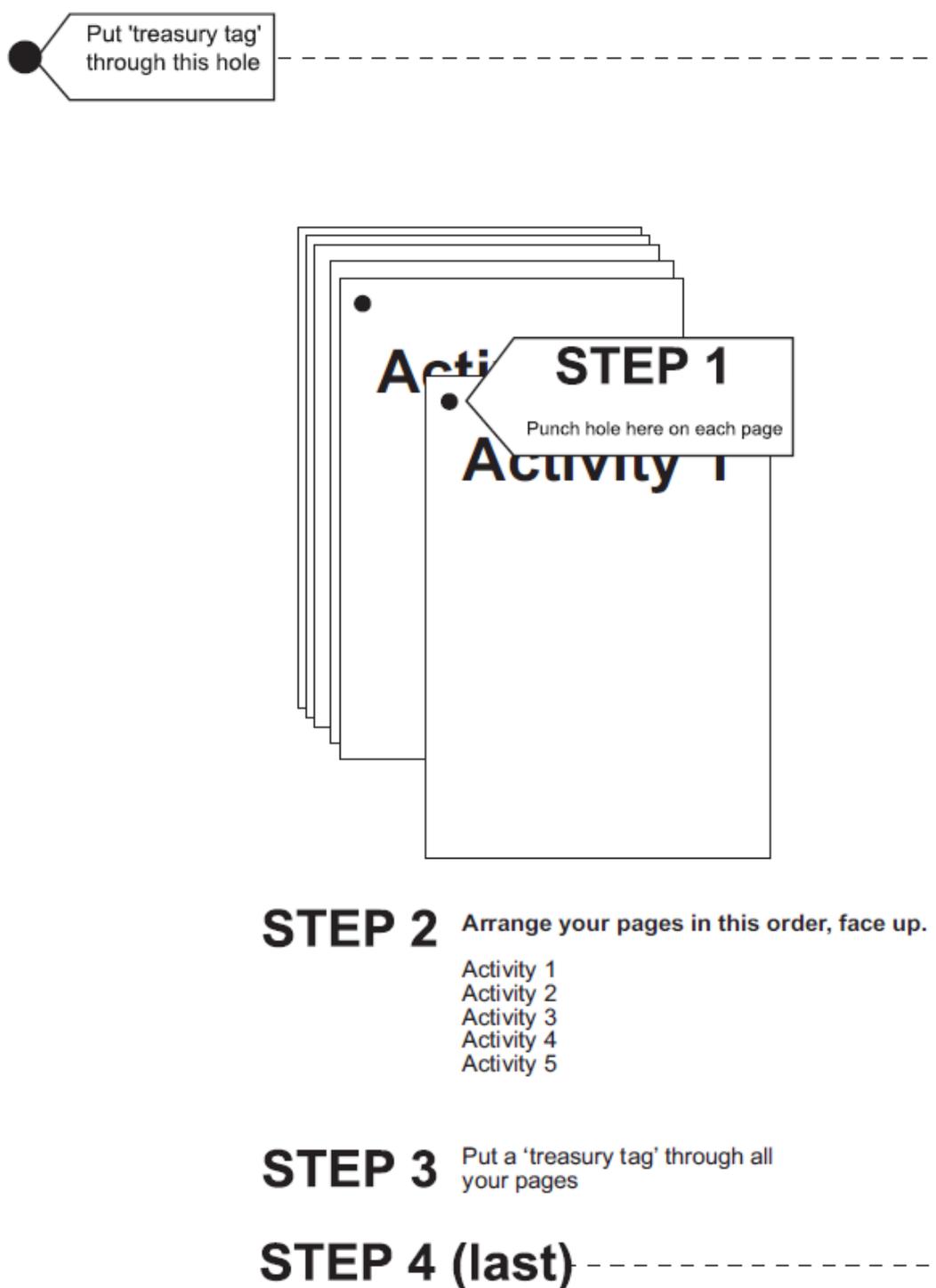5.5 Up-to-date virus prevention measures are in place.

6   MISCONDUCT

6.1 This type of examination relies heavily on the integrity of candidates. Some centres have experienced difficulties with practical examination of this nature. There have been instances of candidates submitting work which was not their own, and of candidates submitting identical work. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and candidates may have their result withheld.

7   COVERSHEET

7.1 At the end of each examination, candidates are required to collate their printouts in activity number order and put them inside the coversheet provided. When more than one printout is required for a particular activity they should be placed in the order in which they are requested in the examination paper.

7.2 The printouts and the coversheet will need to be hole punched to allow the treasury tag to be inserted.

7.3 Page 2 of the cover sheet will have instructions to guide candidates through this process. An example is provided below.

Example of coversheet

Put 'treasury tag' through this hole

STEP 1
Punch hole here on each page

Activity 1

STEP 2 Arrange your pages in this order, face up.

Activity 1
Activity 2
Activity 3
Activity 4
Activity 5

STEP 3 Put a 'treasury tag' through all your pages

STEP 4 (last)

8   SECURE DATA FILES

8.1   The **secure** examination data files will be available from Friday 4th May 2018.
They will be available from the International GCSE ICT area of the Pearson website (http://qualifications.pearson.com/en/qualifications/edexcel-international-gcses-and-edexcel-certificates/international-gcse-information-and-communication-technology-2009.html) You will need to ensure that you have your Edexcel Online password to access these files.

8.2   The secure data files 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.

8.3   The secure data files must only be made available to candidates at the beginning of their scheduled examination. The contents of the data files should not be discussed with candidates, other teaching and/or non-teaching staff before the end of the examination window.

8.4   The secure data files will be supplied in Microsoft Office 2003 and Microsoft Office 2007 format. A non-Microsoft office format will also be available. Notes on how to re-create the data files to the same specification as the Office versions are available. Should a centre wish to use alternative software a list of instructions on how to create the data files is available on request to the Pearson Call Centre (+44 (0) 1204770696). This request must be made at least three weeks prior to the secure data files release date. It is the centre's responsibility to ensure that the software used contains similar facilities to Office 2000.

8.5   Secure data files will generally be supplied in Microsoft Office format (.doc, .xls, .ppt and .mdb). Non-Microsoft formats will include comma delimited text files (.txt and/or .csv). Images will be supplied as one of jpg, bmp or gif formats.

8.6   Secure data files are released to centres before the examination window to enable centres to load them onto the secure workspace and for **no** other purpose.

8.7   There is no pre-release scenario for this examination paper. A brief scenario setting the scene for the tasks is given in the examination paper itself.

International GCSE

4IT0/02: Information and Communication Technology

Monday 14th May 2018 – Friday 18th May 2018

Centre No	
Centre Name	
Centre Address	
Post Code	

Date	Year Group	Start Time	Total Number of candidates	Room

NAME (in block capitals)	
Job Title	
Signed	

Please return your form by Friday 13th April 2018 to: ICTschedules@pearson.com using the subject heading: "Centre number_4IT0_02_June2018".

Please ensure that you replace 'centre number' with your own centre number e.g. 99999_4IT0_02_June2018