

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

Certificate in Digital Applications
(CiDA)

Unit DA201 - Developing Web
Products

June 2014

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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CiDA Unit 1 – Developing Web Products

Exam security

Due to the nature of this exam, it is necessary to release confidential material to centre staff prior to the exam window. It is, therefore, essential that centre staff read this document carefully before releasing ANY material to candidates, to ensure that the integrity of the exam is not inadvertently breached.

General instructions

- This exam is offered within a 5 day window, Monday 12th May to Friday 16th May 2014. Centres with large entries may stagger these exams during the window. Centres can arrange the exams to suit the needs of their candidates.
- It is permissible to timetable a number of different groups of candidates back-to-back on the same day, or spread over the 5 day window.
- There will be one attendance register for the entire cohort. Where more than one exam session is held, centres must keep an accurate record of candidates present at each session.
- It is the responsibility of the centre to inform candidates of the dates and times for their exam.
- No information relating to the content of these exams should be published, unless authorised by Pearson Edexcel.
- Edexcel will set one exam paper during the exam week.
- Exam sittings must be arranged to minimise the possibility of candidates colluding.
- Teaching of the subject must be suspended during the exam window for candidates taking the exam.
- Centres must produce a schedule showing the dates and times of each exam session to be held in the window. This schedule must be submitted to Edexcel's Business Assurance department at ictsschedules@pearson.com. A pro-forma for this purpose is available to Centres.
- Prior to the examination, Centres are responsible for setting up a protected network area for each candidate. A folder must be saved in this area in the following format:

CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.
- Centres must ensure that candidates do not discuss the examination during the window.
- Candidates may only sit the exam once during the 5-day window.
- Any unused exam papers must be collected in, accounted for, and held securely by the Examinations Officer until the end of the 5-day window. Spare copies may not be issued to anyone, including teaching staff, during the window.

- During the exam, candidates must only have access to the files required for the exam.
- During the exam, any examination materials not required by the candidates for submission must be collected and held securely by the Examinations Officer until the end of the 5-day window, at which point they may be recycled or destroyed.
- After the exam, candidate work must be copied onto provided CD-Rs and sent to the designated Edexcel examiner who will mark all candidate responses in an electronic format.

Time allowed

- The exam is 2 hours 30 minutes.
- 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 is available to candidates.
- If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

The form of the exam

- The exam is computer-based. Candidates will complete the set tasks on a computer and will save their work.
- Candidates should attempt all tasks in the question paper.
- Candidates' work will be saved in a folder in their own area, labelled as CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME. Any candidate work not clearly identified as instructed will not be marked.
- Candidate responses will be submitted by the centre to Edexcel electronically, using provided CD-R(s).

General administration of the exams

- The normal procedures relating to practical exams will apply and every effort must be made to ensure the confidentiality of the paper (see [JCO Instructions for Conducting Exams.](#))
- During the examination, candidates must not have access to the internet. It is the invigilator's responsibility to ensure that candidates do not access the internet at any time.

Before the exams

- A PC must be made available to each candidate on a 1:1 basis. Centres must ensure students have access to software that will enable them to meet the requirements of the examination.
- Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting the exam. These user areas must not be accessible to candidates at any time other than during the exam time/session itself.
- When setting up the required user area, centres must set up a folder for the candidate, labelled as:

CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.
Candidates will save work to this folder during the examination.
- The secure data files required for the exam will be made available on the Edexcel website.
- Centres must ensure that data files are in a format accessible to each candidate. The files should be downloaded, checked for compatibility with the software to be

used by candidates and then copied into candidates' secure exam user areas. If necessary the secure data files must be converted. Where this is the case, the invigilator must inform the candidates that any references in the question paper to the original file type should be read as the new file type. (e.g. if a .mov file has been converted to .avi , any reference to .mov in the paper should be read as .avi).

- It is not acceptable to store secure data files in a shared area or in a central location where anyone can access them.
- Candidates must NOT be given access to data files prior to, or at any time outside the official time allocated to the exam.
- Each user area must be allocated sufficient storage space to allow candidates to save their work.
- Candidates must not be able to save files produced during the exam in a central location where anyone can access them. Files must be saved in the allocated folder in the candidate's separate user area.
- Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as completing designs.
- The workstations should be arranged to prevent candidates viewing each other's work.
- Candidates may bring a dictionary, pen, pencil and ruler with them into the exam. Candidates must not take other materials into the room.

During the exam

- The invigilator(s) must confirm to the students the location of the folder they are to save their work to.
- At least one invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the CiDA tutor. However they should not be the sole invigilator (see JCQ, [Instructions for Conducting Examinations](#), paragraph 6.3 – bullet points 4 and 5). Alternatively the CiDA tutor may be on call should they be needed in the room.
- Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) into the exam.
- Candidates must not have access to pre-prepared templates or other files during the exam. However, they may use software-specific wizards.
- Candidates are not allowed to refer to textbooks or centre-prepared manuals during the exam, 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 talking through the functionality of the software only, provided by the software manufacturer.
- Display material (e.g. maps, diagrams, wall charts and projected images) must be removed or covered in accordance with Para 5.6 of the [Instructions for Conducting Examinations](#) issued by the JCQ.
- A seating plan for each session must be kept by the Examinations Officer.

- Communication between candidates is not allowed at any time during the exam.

Instructions for labelling

- It is the responsibility of the centre to ensure that candidate folders are labelled using this conversion:

CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME

For example, Amy Smith with a candidate number of 9999 at centre 99000, should have a folder titled:

99000_9999_SMITH_AMY

After the exam

- Centres must ensure that all the candidates' work is saved according to the requirements outlined in this document and is secure from unauthorised access.
- After the exam the candidates' work should be copied to a storage medium and kept secure by the Examinations Officer. This should be safeguarded in case additional copies are requested. It is advised that a copy is retained securely by the centre until after the deadline for Enquiry About Results (EAR) applications has expired.
- If more than one session is held, any common user areas accessible to candidates must be cleared of all work saved during the exam immediately after each session.
- Candidates' user areas should be removed at the end of the exam.
- Evidence should be collated and stored securely until the final examination session has been held and then sent to the designated examiner.
- The centre must ensure that each candidate's folder is labelled using the folder-naming conversion detailed in this document.
- Centres are provided with individually cased CD-R(s). The candidates' work should be copied onto the CD-R(s). A maximum of 20 candidates may be copied on to a CD-R.
- Centres must label each CD-R with the centre number and candidate numbers of the candidates whose work is contained on the CD-R.
- All CD-Rs should be despatched to the examiner in their individual cases, inside the provided padded envelope. The attendance register must also be placed inside the padded envelope.
- Centres should not send any hardcopy notes or design work to the examiner.
- The despatch of work to examiners must be timely.

Candidates with special requirements

- In some circumstances, candidates with particular requirements may be given additional time to complete the exam. In this case, the exam should be split into two parts so that candidates have a supervised rest break.
- Centres must write to Special Requirements Department, Edexcel, One90 High Holborn, London, WC1V 7BH requesting special arrangements (alternatively email: uk.special.requirements@pearson.com). Please refer to the [JCQ Regulations and Guidance](#) relating to Candidates who are Eligible for Adjustments in Examinations for further information.

Contingency planning

It is strongly recommended that:

- Technical help is available during the exam to deal with 'computer crashes' and other possible complications.
- A number of 'spare' computers are available during the exam so as to allow candidates to move to another machine if necessary.
- Up-to-date virus prevention measures are in place.

Misconduct

- This type of exam relies heavily on the integrity of the candidates. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and candidates may have their result withheld.
- It is the centre's responsibility to inform Edexcel's Business Assurance department of any breach of regulations (email: pqsmalpractice@pearson.com).

Secure data files

- The secure exam data files will be released on Friday 2nd May. They will be available from the CiDA pages of the Edexcel website. You will need to ensure that you have your Edexcel Online password to access these files. Further support for Edexcel Online can be found on our main website www.edexcel.com or by calling 0844 576 0031.
- The secure data files will only be accessible on the Edexcel website to registered Edexcel Online users at authorised centres. If you are not registered for Edexcel Online, details can be found on the main Edexcel website.
- Candidates must not have access to the data files until the start of their exam session.
- Secure data files are released to centres earlier than the exam window to enable centres to check for compatibility, load them onto the secure workspace and for no other purpose. Staff who see these files must not use this knowledge to advantage their candidates in terms of teaching up to the actual exam window.
- There is no pre-release scenario for this exam paper.

FAQs for the CiDA Examination

Q1. When will the data files for the CiDA Exams be released?

A1. The data files for the CiDA exams will be released on Friday 3rd January
<http://www.edexcel.com/quals/cida/Pages/Documents.aspx>

Q2. How do we set up a secure user area for data storage during the exam?

A2. The Network administrator will need to create separate user accounts for each candidate on the network. They should then assign the same password for all of these user accounts making it easy for the invigilator or technical expert to log-in to each computer before the examination starts (or before the candidates enter the room). Please note, however that centres which run more than one session during the exam window will need to create a different password for each session.

The invigilator and technical expert will know the password for these accounts, for security reasons. Under no circumstances should the candidate log-in or log-out of the computer systems during the examination.

The network administrator should assign the user accounts to a particular group, e.g. Exams. Configuring certain user accounts or groups will not have an impact on all other users on the school/college network. Therefore any other users, be it staff or candidates, will still have normal access to the internet and all other privileges.

The administrator will need to access the candidates' folders at the end of the examination in order to transfer the work to a secure storage medium, and subsequent copying to CD-R.

The network administrator will require notice to be able to set this up before the exam begins. They will want to know the number of candidates taking the assessment, the start and end times of the examination so that they can permit access to these accounts (usually 30 minutes before and 30 minutes after), and ensure that internet cannot be accessed during the examination window.

Centres must allow a little flexibility in case there are technical problems during the examination or the examination starts late.

Q3. What are the naming conventions for candidate folders?

A3. When setting up individual user areas, the administrator will need to create a folder for each candidate in their own area. The naming convention will be:
CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME.

Q4. How do we send the candidates' work to the examiner?

A4. Centres are provided with individually cased CD-R(s). The candidates' work should be copied onto the CD-R(s). A maximum of 20 candidates may be copied on to a CD-R. Centres must include a list of candidate numbers on the label of each CD-R. All CD-Rs should be despatched to the examiner in their individual cases, inside the provided padded envelope. The attendance register must also be placed inside the padded envelope. Centres should not send any hardcopy notes or design work to the examiner.

Certificate in Digital Applications (CiDA)
EXAMINATION SCHEDULE PRO FORMA

UNIT DA201: Developing Web products

EXAMINATION SCHEDULE

Examination window dates

Monday 12th May – Friday 16th May 2014

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 one month prior to the examination date to ICTschedules@pearson.com using the subject heading: "Centre number_CiDA_June2014". Please ensure that you replace 'centre number' with your own centre number.

Schedule of events

Examination schedule Pro-forma completed	Friday 18 th April 2014
Secure exam data files are released	Friday 2 nd May 2014
Examination	Monday 12 th May 2014 – Friday 16 th May 2014

For more information on Edexcel qualifications, please visit
www.edexcel.com/quals

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