

Administrative Support Guide

(Instructions for the Conduct of the Examination)

June 2014

This document covers the requirements for the following units for the **June 2014** series:

Unit 3 - The Knowledge Worker (6953/01)

Unit 7 - Using Database Software (6957/01)

Unit 9 - Communications & Networks (6959/01)

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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1. General Instructions

- 1.1 Candidates may sit the examination at any point within this window. Centres may timetable different groups of candidates at different times. Centres must ensure that candidates do not discuss the examination during the window.
- 1.2 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. The maximum number of sessions depends on the unit and the length of the sessions (see unit specific sections).
- 1.3 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 students to printers is no more than 10:1.
- 1.4 Centres **MUST** produce a schedule showing the date and time of the examination session to be held within the window. Examinations can only be taken within this window. This schedule must be emailed to ICTschedules@pearson.com at least 4 working weeks before the window begins. Any alteration to this agreed schedule must be confirmed by emailing ICTschedules@pearson.com
- 1.5 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 within the window, centres must keep an accurate record of candidates present at each session.
- 1.6 Candidates may sit the examination only once in any examination series.
- 1.7 Prior to the end of the examination window no information relating to the content of these examinations should be published, unless authorised by Edexcel.

Time Allowed

- 1.8 **ALL** printing and collating of work must be completed within the specified time set for each examination. No extra time is allowed for collating or printing.
- 1.9 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 is available to all candidates.

2. General Administration of the Examination

- 2.1 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 Examinations

- 2.2 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 (centres should refer to the resources section in the specification for each unit for further information) related to the unit.
- 2.3 Centres should ensure that the software available to candidates will allow them to meet the requirements of the examination.
- 2.4 Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting each examination. These user areas must **not** be accessible to candidates at any time other than during the examination time/session itself.
- 2.5 Where secure data files are required for units, these will be made available on the Edexcel website – see unit specific sections for precise requirements for each unit.
- 2.6 Centres must ensure that secure data files are in a format accessible to each candidate. Where files are required for an examination these should be downloaded, tested for compatibility with the software to be used by candidates and then copied into candidates' secure examination user areas. If necessary the secure data files may be converted.
- 2.7 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.
- 2.8 It is **not** acceptable to store secure data files in a shared area or in a central location where anyone can access them.
- 2.9 Candidates must **not** be given access to secure data files prior to, or at any time outside official session times allocated to the examination by the centre.
- 2.10 Each user area must be allocated sufficient storage space to allow candidates to save their work.
- 2.11 Candidates must **not** be able to save files produced during the examination in a central location where anyone can access them.

- 2.12 Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as checking and annotating printouts and collating their printouts.
- 2.13 The workstations should be arranged to prevent candidates viewing each other's work.
- 2.14 Candidates may bring a pencil and ruler with them into the examination.

During the Examinations

- 2.15 There must be one invigilator to every 20 candidates (see JCQ Instructions for the Conduct of Examinations, paragraph 6.3).
- 2.16 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 Applied ICT teacher, however they should not be the sole invigilator (see JCQ, Instructions for Conducting Examinations, paragraph 6.3 – bullet points 4 and 5). Alternatively, the Applied ICT teacher may be on call, should they be needed in the room.
- 2.17 Candidates may not bring portable storage media (e.g. floppy disks, CDs, memory sticks, mp3 players, mobile phones etc.) in to the examination.
- 2.18 Candidates must **not** have access to pre-prepared templates or other files during the examination. However, they may use software-specific wizards.
- 2.19 Candidates may use dictionaries (English or bilingual only) during the examination.
- 2.20 Candidates are **not** allowed to refer to textbooks (including any endorsed by Edexcel) or centre-prepared manuals during the examination, but may use software-specific help facilities, or manufacturer's computer manuals. Software manuals are defined as books providing guidance on the functionality of the software only, provided by the software manufacturer.
- 2.21 Display material (e.g. maps, diagrams, wall charts) must be removed in accordance with Para 5.6 of the Instructions for Conducting Examinations issued by the JCQ.
- 2.22 Candidates must **not** take copies of any materials into the examination.
- 2.23 A seating plan for each session must be kept.

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

2.25 Candidates may move from their workstation to collect their printouts from the printer. They should also spend some time reviewing their work once it is printed to check that layout, styling and sizing are appropriate and fit for purpose.

Instructions for Labelling

2.26 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 the candidate details and then overprint the appropriate task.

Printing

2.27 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 the candidate. Candidates may **not** collect printouts from another room, nor must the invigilator become involved in the collection of printouts from another room.

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

2.29 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 (e.g. sectors of a pie chart are distinguishable).

2.30 If printouts are on continuous stationery, the pages must be separated and sprocket holes removed.

2.31 In the event of a printer breakdown, the centre may use its discretion on extending the time limit.

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

After the Examinations

2.33 Centres must ensure that all the candidates work is saved and secure from unauthorised access. Centres should safeguard this work in case the work is required to be reprinted. After the examination the candidates' work should be copied to a storage medium and kept secure by the examinations officer.

- 2.34 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.
- 2.35 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. These should not be sent to the examiner.
- 2.36 Any common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session.
- 2.37 Candidates' user areas should be removed 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 passwords must be setup for each session.
- 2.38 In the case of multi-session examinations (6957 & 6959) the centres must ensure that the candidate does not have access to their examination user area outside the official session times.

3. Contingency Planning

It is strongly recommended that:

- 3.1 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.
- 3.2 Technical help is available during the examination to deal with 'computer crashes', printer problems and other possible complications.
- 3.3 A number of 'spare' computers are available during each examination session so as to allow candidates to move to another machine if necessary.
- 3.4 Alternative printing facilities are available for use if necessary.
- 3.5 Up-to-date virus prevention measures are in place.

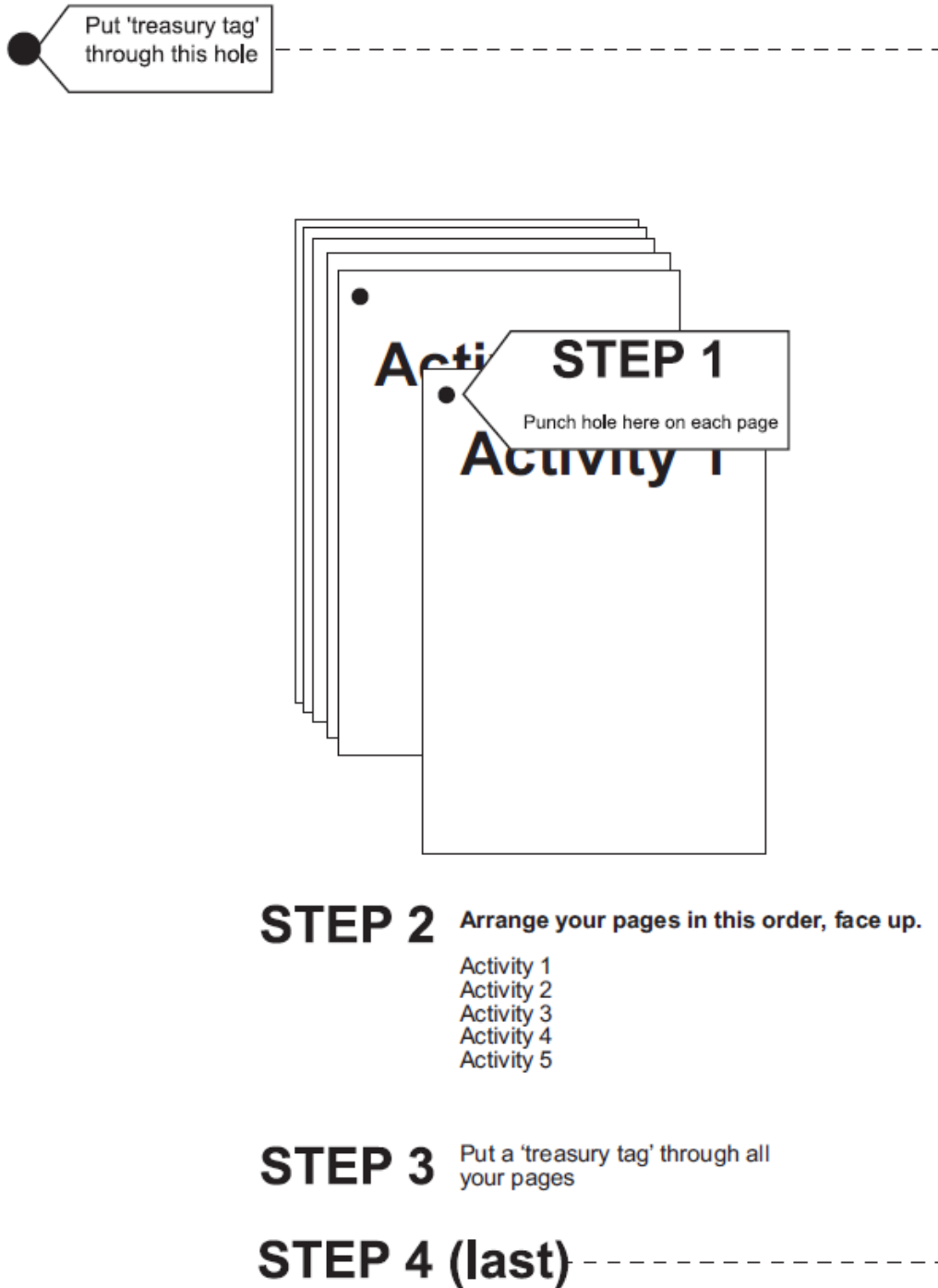
4. Misconduct

- 4.1 This type of examination relies heavily on the integrity of the candidates. Some centres have experienced difficulties with practical examinations 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 grade withheld.

5. Coversheet

- 5.1 At the end of each examination, candidates are required to collate their printouts and put them inside the cover sheet 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.
- 5.2 The printouts and the cover sheet will need to be hole punched to allow the treasury tag to be inserted.
- 5.3 Page 2 of the cover sheet will have the following instructions to guide candidates through this process, an example is provided on the following page.

Example of Coversheet



Unit 3 – The Knowledge Worker (6953)

This is a 2 hour 30 minute examination held within a one week window. Please note this includes printing time. The window for the examination is Monday 19th May to Friday 23rd May 2014.

6. Pre-released Scenario

- 6.1 The activities in the examination relate to a pre-released scenario.
- 6.2 Candidates may have access to the scenario at least three weeks before the examination window. This will be available on the Edexcel Website from Friday 18th April 2014.
(<http://www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx>)
- 6.3 Candidates may have access to the **practice data files** and the **practice spreadsheet model** in advance of the examination window. These can be used to help prepare for the examination.
- 6.4 The model is contained in a single spreadsheet file. Centres are permitted to create their own test data for candidates to practice with.
- 6.5 Centres are strongly advised to work through the spreadsheet model with the practice data files to test the functionality of the model and raise any queries in advance of the examination window.

7. Data Files Required for the Examination

- 7.1 The spreadsheet data model and practice data for the examination will be released on Friday 18th April 2014. This will be available from the Edexcel Website (www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx). You will need to ensure that you have your Edexcel Online password to access these files.
- 7.2 The **secure** examination data files and the examination version of the spreadsheet model will be released on Friday 9th May 2014. This will be available from the Edexcel Website (www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx). You will need to ensure that you have your Edexcel Online password to access these files.
- 7.3 Centres should be advised that the spreadsheet models may contain some anomalies which test candidates understanding of computer modelling (3.7 specification). Candidates should be advised to work the model as presented to them and respond to the examination paper as set.
- 7.4 The 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.

- 7.5 The **secure** data files must only be made available to candidates at the beginning of the scheduled examination.
- 7.6 The spreadsheet will be supplied in Office 2007 format. Should a centre wish to use alternative software, a list of instructions on how to create the model is available on request to the Edexcel Call Centre (0844 576 0025). And this request **must** be made **at least three weeks** prior to the scenario release date. It is the centre's responsibility to ensure that the software used contains similar facilities to EXCEL 2007.
- 7.7 **Secure** data files will generally be supplied in comma delimited text files (.txt). Other data may be included in the form of word processed documents. These will be supplied in both Microsoft Word and PDF format.
- 7.8 **Secure** data files are released to centres earlier than the examination window to enable centres to load them onto the secure workspace and for **no** other purpose.

8. The Examination

- 8.1 Candidates are **not** allowed to take their copy of the pre-released scenario, or any other notes, into the examination. The pre-release scenario, with some further detail, will be in the examination paper.
- 8.2 Candidates should be supplied with the examination version of the spreadsheet model and are not permitted to take any notes about their previous use of the practice model into the examination with them. It is possible that there may be differences between the practice model and the examination model. It is the centres' responsibility to ensure that the correct version of the model has been made available to candidates at the beginning of their scheduled examination.
- 8.3 Candidates will require access to the **secure examination file(s)**, and may **only** have access to these during their examination session. Centres are **not** permitted to give candidates access to the secure data files prior to the scheduled examination.
- 8.4 Candidates are **not** allowed access to any work that they may have created previously.
- 8.5 Candidates may **not** have access to email or Internet during the examination.
- 8.6 Communication between students is **not** allowed at any time during the examination

Unit 7 – Using Database Software (6957)

This is a 10 hour examination held within a three week window. The window for the examination is Monday 5th May to Friday 23rd May 2014.

9. Pre-released Scenario

- 9.1 The activities in the examination relate to a pre-released scenario.
- 9.2 Candidates may have access to the scenario at least three weeks before the examination window. This will be available on the Edexcel Website from Tuesday 1st April 2014. (www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx)
- 9.3 Practice data will **not** be supplied. Centres are permitted to produce their own practice data.
- 9.4 Centres are advised that the pre-released scenario may contain some anomalies which may have some relevance to the examination questions.

10. Data Files Required for the Examination

- 10.1 The **secure** examination files will be released on Wednesday 23rd April 2014. This will be available from the Edexcel Website (www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx). You will need to ensure that you have your Edexcel Online password to access these files.
- 10.2 The 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.
- 10.3 The **secure** data files must only be made available to candidates at the beginning of their scheduled examination.
- 10.4 **Secure** data files will generally be supplied in comma delimited test files (.txt). Other data may be included in the form of word processed documents. These will be supplied in both Microsoft Word and PDF format.
- 10.5 **Secure** data files are released to centres earlier than the examination window to enable centres to load them onto the secure workspace and for no other purpose.
- 10.6 Centres are advised that the **secure** data files may contain some anomalies which may have some relevance to the examination. Centres must not discuss the details of the examination content with candidates directly.

11. The Examination

- 11.1 Centres may split the 10 hours allowed for this examination into sub-sessions convenient to themselves. Sub-session timings should be between 1 hour and 2.5 hours in length.
- 11.2 Candidates are **not** permitted to take their copy of the pre-released scenario, or any other notes, into the examination. The scenario will be in the examination paper.
- 11.3 During the sub-sessions candidates are **not** allowed access to any work they may have created prior to the examination or between sub-sessions.
- 11.4 Candidates are **not** allowed to remove anything from the examination room between sub-sessions. Examination papers and candidates' notes **must** be collected at the end of each sub-session, stored under secure conditions and re-issued at the start of the next sub-session.
- 11.5 Any unwanted documents produced during any sub-session should be collected and stored under secure conditions until the end of the examination window, at which time they should be destroyed.
- 11.6 Candidates must only be allowed access to their examination user area during the sub-sessions.
- 11.7 Candidates may **not** have access to email or Internet during the examination.
- 11.8 Communication between candidates during each sub-session is **not** allowed.
- 11.9 Candidates must be advised that communication between candidates between sub-sessions relating to this **examination content** is **not** permitted throughout the examination window.

Unit 9 – Communication and Networks (6959)

This is a 10 hour examination held within a three week window. The window for the examination is Monday 5th May to Friday 23rd May 2014.

12. Pre-released Scenario

12.1 The activities in the examination relate to a pre-released scenario.

12.2 Candidates may have access to the scenario at least three weeks before the examination window. This will be available on the Edexcel Website from Tuesday 1st April 2014. (www.edexcel.com/quals/gce/app-gce/app-ict/Pages/default.aspx)

12.3 The paper based research folder should contain printouts of candidates own research. It may also include candidates own written notes. This should not contain text books, handouts or any electronic media.

12.4 The paper based research folder should be retained under secure conditions for six weeks following the publication of results in the event that Edexcel requires this evidence to be submitted.

13. Data Files Required for the Examination

13.1 There are **no files** supplied for this examination.

14. The Examination

14.1 Centres may split the 10 hours allowed for this examination into sub-sessions convenient to themselves. Sub-session timings should be between 1 hour and 2.5 hours in length.

14.2 The ten hours should be split into two different types of sub-session, the conditions of which are different:

- **Controlled Research Sub-Session(s)** – During these sub-sessions the candidates will add to their paper based research folder. They may have access to their normal user area, provided they cannot access their controlled research folder and add to it outside of the controlled research sub-session. If they can, then a separate user area needs to be created for each candidate and then locked after the session so that candidates cannot have access to it (the examination paper, the Internet and any books, magazines or other research material the centre considers appropriate). Candidates must not have access to email. The paper based research folder should consist of hard copy documents to assist candidates in preparation for the question response sessions. It is **not** necessary for candidates to submit their paper based research folder, however, centres are advised that they must keep the paper

based research folders under secure conditions and retain these until six weeks following the publication of results in the event that Edexcel requires this evidence to be submitted.

- **Question Response Sub-Session(s)** – During these sub-sessions the candidates may only have access to their examination user area, the examination paper and their paper based research folder. Candidates must **not** have access to any electronic research during the question response sub-sessions. Candidates may **not** have access to email or internet during these sub-sessions.

14.3 The examination sessions **must** start with a Controlled Research sub-session and end with a Question Response sub-session. Centres are permitted to schedule other sub-sessions as they see fit, for example a controlled research sub-session could be followed by a question response sub-session, followed by a controlled research sub-session etc. Centres must identify the type of sub-session and scheduling of these on the examinations schedule pro forma.

14.4 Centres are **not** permitted to schedule both controlled research sub-sessions and question response sub-sessions at the same time in the same room.

14.5 Candidates are **not** allowed to take any electronic media devices into the examination sessions or the controlled research sub-sessions.

14.6 During the Question Response sub-sessions, candidates are **not** allowed access to work they have saved or any form of electronic media which they may have created prior to the examination window, or between sub-sessions.

14.7 During the Question Response sub-sessions candidates may **not** have access to email or Internet.

14.8 Once the first examination sub-session has taken place, candidates are only allowed to add to their paper based research folder during the controlled research sub-session.

14.9 Candidates are not allowed to remove anything from the examination room between sub-sessions. Examination papers and paper based research folders **must** be collected at the end of each sub-session, stored under secure conditions and re-issued at the start of the next sub-session.

14.10 Any unwanted documents produced during any sub-session should be collected and stored under secure conditions until the end of the window, at which time they should be destroyed.

14.11 Candidates must **only** be allowed access to their examination user area during Question response sub-sessions.

- 14.13 Communication between candidates during each sub-session is **not** allowed.
- 14.14 Candidates must be advised that communication between candidates between sub-sessions relating to this **examination content** is **not** permitted throughout the examination window.

EXAMINATION SCHEDULE PRO FORMA

GCE APPLIED ICT

UNIT 3: THE KNOWLEDGE WORKER 6953

EXAMINATION SCHEDULE

Monday 19th May 2014 – Friday 23rd 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 by Friday 18th April 2014 to: ICTschedules@pearson.com using the subject heading: "Centre number_6953_Jun2014". Please ensure that you replace 'centre number' with your own centre number.

EXAMINATION SCHEDULE PRO FORMA

GCE APPLIED ICT

Unit 7: USING DATABASE SOFTWARE 6957

EXAMINATION SCHEDULE

Monday 5th May 2014 – Friday 23rd May 2014

Centre No	
Centre Name	
Centre Address	
Post Code	

Date	Year Group	Start Time	End Time	Total Number of candidates	Room

NAME (in block capitals)	
Job Title	
Signed	

Please return your form by Friday 4th April 2014 to:
ICTschedules@pearson.com using the subject heading: "Centre number_6957_Jun2014". Please ensure that you replace 'centre number' with your own centre number.

EXAMINATION SCHEDULE PRO FORMA

GCE APPLIED ICT

UNIT 9: COMMUNICATION & NETWORKS 6959

EXAMINATION SCHEDULE

Monday 5th May 2014 – Friday 23rd May 2014

Centre No	
Centre Name	
Centre Address	
Post Code	

Date	Year Group	Start Time	End Time	Total Number of candidates	Type of sub-session	Room

NAME (in block capitals)	
Job Title	
Signed	

Please return your form by Friday 4th April 2014 to: ICTschedules@pearson.com using the subject heading: "Centre number_6959_Jun2014". Please ensure that you replace 'centre number' with your own centre number.

Key Dates

Unit 3 – The Knowledge Worker (6953)

These dates relate to sections 6, 7 & 8 of this ICE document. Please ensure all details within these sections are read.

Examination schedule Pro-forma completed	Friday 18 th April 2014	Details of exam schedule received by Edexcel
Practice data files and Pre-release material	Friday 18 th April 2014	These can be issued to all candidates from this time
Secure data files available on the website	Friday 9 th May 2014	These must only be issued to candidates at the exam
Start of 5 day window	Monday 19 th May 2014	
End of designated window	Friday 23 rd May 2014	

Unit 7 – Using Database Software (6957)

These dates relate to sections 9, 10 & 11 of this ICE document. Please ensure all details within these sections are read.

Examination schedule Pro-forma completed	Friday 4 th April 2014	Details of exam schedule received by Edexcel
Pre-release material available on the website	Tuesday 1 st April 2014	These can be issued to all candidates from this time
Secure data files	Wednesday 23 rd April 2014	These must only be issued to candidates at the exam
Start of the 3 week window	Monday 5 th May 2014	
End of designated window	Friday 23 rd May 2014	

Unit 9 – Communications & Networks (6959)

These dates relate to sections 12, 13 & 14 of this ICE document. Please ensure all details within these sections are read.

Examination schedule Pro-forma completed	Friday 4 th April 2014	Details of exam schedule received by Edexcel
Pre-release material available on the website	Tuesday 1 st April 2014	These can be issued to all candidates from this time
Start of the 3 week window	Monday 5 th May 2014	
End of designated window	Friday 23 rd May 2014	

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