

Procedures for conducting Cambridge International A Level Applied ICT (9713) practical tests – June 2011 exams series

This guide is for exams officers or supervisors responsible for the administration of Cambridge ICT practical tests. It sets out the procedures you should follow if your school is offering Cambridge ICT practical tests during the June 2011 exams series.

Who is responsible for the administration of the ICT practical tests?

A suitably competent supervisor, who may be the candidates' tutor, is responsible for the administration of the ICT practical tests. The supervisor is also responsible for the preparation of the hardware and software for the tests.

When should the ICT practical tests be held?

We do not timetable the Cambridge ICT practical tests in the same way as most International AS and A Level written papers. Instead of a specific date for each test, we give schools a specific window in time when the tests must be held. The Cambridge International AS and A Level timetable specifies the window within which candidates must take the two practical tests. You can hold the tests at anytime within this window, but please make that your candidates complete each practical test in a single session.

| Paper | Window |
|--------------|--|
| 9713/02 | Practical Test A 21 March 2011 -27 March 2011 |
| 9713/04 | Practical Test B 28 March 2011- 3 April 2011 |

Wherever possible, candidates from the same school should sit their test at the same time. If you need to run more than one session, they should follow on from each other. If you do run more than one session, you are allowed to let your candidates leave the room at the end of the each test as normal. You do not need to keep them under supervision until the other candidates have finished the remaining sessions.

When arranging test dates, take into account the time you will need to set up the systems. It is also helpful to plan in some 'reserve' time for additional tests. This is because something may happen that means you have to reschedule a test, for example, you may experience a hardware failure or another technical difficulty.

What do I need to do to prepare for Cambridge ICT practical tests?

There are a number of things you need to do before the tests start.

Testing the hardware and software

The hardware and software the candidates will be using during the test must be full working order, to allow them to meet all the performance criteria set out in the syllabus. We cannot take errors resulting from faulty software or hardware into account when marking candidates' work. It is therefore really important for the supervisor to work through a past or specimen paper, using the hardware and software that the candidates will be using, before you start any of the tests. Please log any system errors or issues on the Supervisors Report Folder (SRF). You no longer have to send us a worked copy of a past paper (Supervisor Worked Copy).

Test papers

We no longer send Cambridge ICT practical test question papers as electronic files. They are despatched as hardcopy question papers to the exams officer at each school. Do not open the question papers before the test.

Source files

Cambridge schools can download the necessary source files from CIE Direct **three days** before the test window. Distributors can download them from CIE Direct five days before, giving them enough time to distribute them to their attached schools. We will email you to let you know when they are available to download. If you do not have access to the internet we can send you the files on CD-ROM.

The source material contains files of the following formats: .rtf, .csv, .txt, .htm and .jpg. The data files (in particular .csv files) should be in a format that each candidate can access.

If you experience any difficulties receiving the files, or opening .csv files because of regional settings, list separators or decimal markers, please email our Customer Services team on international@cie.org.uk, and they will send you alternative versions of the files.

Spare equipment in case of hardware failure during a test

You need to have a spare computer and printer available in case there is a hardware failure during a test. If this does happen, allow the candidate to move to another machine. Use secure areas on all machines, or change the default settings so the candidate does not have access to another candidate's work.

Printing candidates' work

Candidates do not have to print their work in colour and we will not give them extra credit if they do. The candidate is responsible for making sure that there is enough differentiation in their work if it is printed out in monochrome (a single colour), for example, making sure sections of a pie chart are distinguishable. Tell the candidates this before the test starts.

How many invigilators should there be for each test?

There should be at least two invigilators for each test. It is essential that a suitably competent invigilator, preferably the supervisor, is present in the test room to deal with any technical difficulties. If the supervisor has been involved in preparing of any of the candidates for the test, then you will need a further (third) invigilator. It is up to the school to choose the invigilators. If possible we recommend that an extra technician, as well as the invigilators, is in the exam room during the tests. Invigilation procedures are detailed in section 3.4.5 of the *Handbook for Centres 2011*. The supervisor and the invigilators need to follow the procedures detailed in the syllabus for conducting practical ICT tests.

Are candidates allowed access to any other equipment during the test?

Candidates must not have access to the following items during the test:

- their own electronic files or personal notes
- any pre-prepared templates or other files
- textbooks or manuals prepared by the school
- portable storage media, for example, memory sticks or floppy disks.

Candidates are allowed to use the following items during the test:

- English or simple translation dictionaries
- spell-checkers
- software help facilities
- manufacturer manuals on the software packages
- software wizards provided by the original software supplier.

We encourage you to allow candidates to access 'live' internet and email wherever possible. Prepare an alternative to this in case of server failure or connection problems. Tell the candidates what the alternative arrangements are for sending emails, using the internet and accessing files before the test starts.

If an assessment task requires candidates to send a message to a particular email address in order to prompt an auto-respond message, the email can be sent internally. In such cases, the email should be waiting in the candidate's email inbox before the assessment starts.

Can supervisors or invigilators give candidates any help during the test?

Apart from helping a candidate if there is an equipment failure, the invigilators, supervisor or technicians, must not give any help to the candidates during the test.

Record any help that is given to an individual candidate in the Supervisor's Report Form (SRF). This report should be sent to us with the relevant candidates' work.

Can candidates communicate with each other during the test?

No. Candidates must not communicate with each other in any way during the test; this includes using email via the Internet or intranet. Each candidate's file needs to be secure. We recommend you do this by setting up passwords to control the login process, and by ensuring that only authorised people can access the files.

How do I print out the candidates' work?

Only submit print outs of candidate's work. Each printout must include the candidate's name, number and Centre number. Please tell your candidates to add this information to their document before they press print. We will not mark any printouts that are missing candidate details, or that have candidate details written on them by hand. Neatly cross through any extra rough copies of printouts your candidates produce, so it is clear that they should not be marked.

Candidates must send all work to the printer during the duration of the test. If the printer breaks down you may extend the time specified for the test. If you do this, record it in the Supervisor's Report Form (SRF).

You can collate the printouts after the test has ended, as long as you are being supervised by one of the other invigilators.

When a candidate sends something to print during the test they are not allowed to collect the printout from the printer. An invigilator must collect the printouts and give them back to the candidate.

What should happen at the end of each test?

Candidates should give the invigilator their final printouts. Their name, candidate number and Centre number should be on their printouts. This information must be printed and not hand-written.

Candidates need to write the **date** on their question papers and hand them to the invigilator with their printouts.

Please collect all the assessment material (including the question papers and candidates' completed work) and put it in each candidate's Assessment Record Folder (ARF).

Destroy all draft and rough work that is not being submitted.

What do I do if we experience technical problems during a test?

If there is a system crash, software failure, power cut or essential equipment is damaged during the test, only respond in a way that does not put the integrity or security of the test at risk. Examples of how to do this are set out below.

If a candidate seems to be having problems with faulty equipment, the invigilator needs to inform the supervisor, who will then determine whether the fault is with the equipment or the candidate.

If the fault is with the computer and it cannot be fixed, let the candidate move to another machine. Use secure areas on all machines or change the default settings so the candidate does not have access to another candidate's work.

If equipment can be fixed, the invigilator can give extra time to the candidates to compensate for the time lost while fixing the computer.

If equipment failure makes it impossible to continue with the test, for example, the power

supply is cut off indefinitely or the entire candidate's work is lost or corrupted, then all of the candidate's work must be destroyed. You should arrange for the candidate to take the test on a different day. This should always be considered as the last possible option.

If there is an equipment failure, the supervisor must include a detailed report in their Supervisor's Report Folder (SRF) along with the relevant candidates' work. The report must state the nature of the problem, the candidates affected, and the actions taken.

How do I submit candidate's work for marking?

Please submit each candidate's work and question paper in the appropriate Assessment Record Folder (ARF). Include details of the software used by the candidates for each paper, and a report on any technical problems encountered during the test in the Supervisor Report Folder (SRF).

If you have not received the ARF or SRF, please email our Customer Services team at international@cie.org.uk.

After the test, please submit the question papers your candidates have used in the ARF. Keep any spare copies you have under secure conditions until **29 May 2011**. Candidates are not allowed to keep:

- copies of the question paper
- any printouts produced during the test
- any electronic files which form part of the test or that have been produced during the test.

Keep candidate's work safe in the time between the end of the test and the submission of the work to Cambridge.

Am I allowed to photocopy the question papers?

Each set of question papers contain University of Cambridge International Examinations copyright material and registered trade marks. Under the terms of the copyright legislation, they can only be photocopied by registered Cambridge schools that are approved to run Cambridge ICT practical tests. You must not reproduce this material outside of these terms.