COMP1: Problem Solving, Programming, Data Representation and Practical Exercise June 2014

Advice on using the COMP1 Electronic Answer Doucment[1] (EAD)

Centres may give a copy of this Advice document to candidates at any time, including during the examination.

The Electronic Answer Document is provided by AQA to centres as a Microsoft® Word (2003) document. Candidates must type their answers to the COMP1 question paper into the EAD on-screen.

A   In advance of the examination

- Candidates' details on the front cover of the Electronic Answer Document (EAD) and in the footer of page 2 (and therefore any subsequent pages they may use) may be completed in advance of the examination and saved to the individual candidate's user area of the secure network. If candidates are to complete the EAD in this way, the centre is responsible for ensuring that no other information is typed into the EAD in advance of the examination.

- Centres must ensure that candidates know:
    – where they are to save the work they do during the examination
    – what file format to use
    – the name format in which to save their work
    – about the role of the Print Monitor
    – how to re-size a screen capture (screen dump/screen shot) to ensure the examiner can read it with ease.

- The COMP1 examination is not a test of candidates' typing or word processing skills, but centres are strongly encouraged to ensure that their candidates are familiar with the EAD before the examination. Candidates are free to practise using *a copy* of it before the examination.

B   What to do if the EAD fails for any reason

- When printing the EAD, if it appears to have page breaks in inappropriate places, check whether the margin size on the default printer needs changing. The margins used for the original EAD are: Top - 2 cm; Bottom - 2.5 cm; Left 2 cm; Right - 2 cm.

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[1] Taken from Appendix 1 of the Teachers' Notes (COMP1/TN)

- Do not be concerned if the AQA logo does not appear or is misshapen when the EAD is printed out.

- If your centre's word processing software is not compatible with Microsoft® Word (2003), centres should ask candidates to type their answers into a blank document ensuring that the **front page prominently** carries the following information:

  – GCE Computing, COMP1 examination, June + year of exam
  – Centre Number
  – Candidate Name
  – Candidate Number
  – at the end of the examination, the candidate's signature.

- **Each subsequent page must also** carry the following personal information of the candidate in a footer (either typed in or written by hand):

  – Centre Number
  – Candidate Name
  – Candidate Number.

- Each answer **must** be clearly numbered. Leave at least one blank line between each question, including each part question, and leave a right hand margin on each page of approximately 3 cms.

- All pages must be securely attached together with a staple or tie in the top left hand corner.

C   Using screen captures (screen dumps/shots) in the EAD

- Paste the screen capture into a cell of the EAD.

- If only part of the capture shows up in the cell:

  1. select the cell in which the screen capture appears

  2. double click to bring up the picture editor dialogue box called 'Format Picture'

  3. select the 'Layout' tab

  4. select the 'In Front of Text' option

  5. press 'OK' and go back to your EAD cell

  6. expand the cell in the EAD by pressing the return key on your keyboard enough times until the cell is big enough to show the whole screen capture. Crop the screen capture if necessary, but ensure the examiner will be able to read it easily.

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- If the above should fail, candidates should be advised to:

    1. paste any screen capture into a blank Word document and save it using a suitable filename

    2. print this document with a footer containing the Centre Number, Candidate Name and Candidate Number (or write them on by hand after printing)

    3. insert the question part number

    4. attach to the printed EAD in the relevant place leaving a reference in the corresponding cell of the EAD to advise the examiner to look for a supplementary handout containing a screen capture.

END OF ADVICE

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