



# CARIBBEAN EXAMINATIONS COUNCIL

## **ADMINISTRATION OF CAPE® MAY-JUNE 2015 DIGITAL MEDIA EXAMINATION**

### **Introduction**

The Digital Media Paper 01 and Paper 02 examinations will be delivered to candidates via the Internet on a cloud platform and will be administered in accordance with the guidelines set out in Section A below. Although the examination will be delivered via the Internet, each candidate will be supplied with a flash drive with a media kit to facilitate the completion of Question 3 on the Paper 02 examination.

The Digital Media Paper 01 and Paper 02 examinations will also be placed on flash drives and sent to examination centres to be used **only** if a centre is unable to access the examination via the Internet. Section B details the guidelines to follow where candidates take the examination from the flash drive.

**In 2015, the file with the Paper 02 examination for both Units will be placed on the same flash drive as the media kit but should only be accessed if the centre is unable to download the examination from the website.**

### **SECTION A: DELIVERY OF THE EXAMINATION VIA THE INTERNET METHOD**

1. The Digital Media examination must be conducted by an Examination Supervisor and an Invigilator(s), depending on the number of candidates taking the examination.
2. A Technical Officer is also required to undertake certain functions including the provision of technical assistance, should the need arise. The Technical Officer may be the subject teacher.

3. About a week prior to the day of the examination, the Local Registrar must provide each centre with a Uniform Resource Locator (URL) to access the website where the examination will be posted. The URL for all examinations is [ep2015.cxc.org](http://ep2015.cxc.org) . Local Registrars should ensure that the centres can access the website prior to the day of the examination.
4. On the day of the examination, the Technical Officer must provide the candidates with the URL address of the website.
5. About a week prior to the day of the examination, Local Registrars should generate the report out of the ORS called “Candidate Access Listing by Centre”. The report gives the username and password for all candidates. **The usernames and passwords are the same as those issued for the specimen examination.**
6. On the day of the examination, the usernames and passwords should be distributed by the Technical Officer to the candidates.
7. Before the start of the examination, each candidate must be given a Candidate’s Receipt.
8. When logging on to the website, candidates **must not** use the leading zero (0) if their candidate number begins with a 0. For example, if a candidate number is 0200450230, the candidate should key his/her username as 200450230. If the candidate number does not begin with a 0, then the full ten-digit number must be used on login.
9. When candidates access the examination from the website, they will be provided with instructions on how to navigate through the questions, input their responses and save their work for submission to **CXC®**. The instructions will be similar to the ones given in the sections below titled ‘Instructions to Candidates for Paper 01 Examination’ and ‘Instructions to Candidates for Paper 02 Examination’.
10. Each candidate should be provided with a Candidate’s Receipt before the examination starts.
11. Any time lost during the examination because of an interruption such as a power outage, should be given back to the candidates.
12. Should an interruption occur, an Irregularity Report (Form EXA 14) outlining the circumstances and course of action taken must be prepared for despatch to **CXC**.

## **Instructions to Candidates for Paper 01 Examination**

**The Technical Officer must read the following instructions to the candidates.**

1. This test consists of 45 items.
2. You will have 1 hour and 30 minutes to answer them.
3. Only ONE question will be displayed at a time in the order you select.
4. Each question has four options, lettered (A), (B), (C), (D). Read each item you are about to answer and decide which choice is best.
5. Once you have decided on the option, click the radio button (small circle) next to the letter of your choice.
6. Click on the **NEXT** button to move on to the next item.
7. If you want to change an answer to a question already completed, choose the corresponding number from the select buttons:  
**PREVIOUS 1 2 3 4 5 6 7 8 .... 10 NEXT.** This takes you to the desired item.
8. Click the radio button corresponding to your new choice and then click **NEXT** or **PREVIOUS** to continue.
9. At the end of the examination, click on the **SUBMIT EXAM** button. **If you do not click this button, your responses to the questions will not be captured (saved) and hence, will not be marked.**
10. Any candidate who attempts to change the configuration of the machine, connects to an external device or external network or in any way initiates communication with resources other than the URL and flash drive provided, will be shut out of the system and be disqualified from the examination.
10. Complete the Candidate's Receipt at the end of the examination.
11. Ensure that the Examination Supervisor or Invigilator signs and gives you the Candidate's Receipt when you have completed the examination.
12. Are there any questions?

*Pause*

13. **You may begin the examination.**

The starting time of the examination should be classified as the time when the candidates are advised by the Technical Officer to “begin the examination”. The time conveying the instructions to, or responding to questions from, the candidates should not be counted as part of the examination time.

### **Instructions to Candidates for Paper 02 Examination**

**The Technical Officer must read the following instructions to the candidates.**

1. This test consists of ONE major task sub-divided into THREE questions.
2. You are required to answer all three questions.
3. Where appropriate, use the space provided on the screen for your responses.
4. In cases where items are created outside of the web environment, such as on a flash drive, pay particular attention to the instructions given on the particular question.
5. Click on + **Directions** at any question to view the outline of the task.
6. A digital media kit on a flash drive has been provided to assist you in the production work for Question 3.
7. Submission of ALL work done outside of the web environment **MUST** be guided by the instructions of the question. In the case of Question 3, candidates **MUST** save their compressed file to the flash drive provided should the web upload fail.
8. The zipped file should be saved using your name followed by your 10-digit candidate number (for example, John Brown1009031242).
9. You should click **SUBMIT** after answering each part of a question.
10. Any candidate who attempts to change the configuration of the machine, or connects to any devices other than those provided, will be shut out of the system and be disqualified from the examination.
11. Complete the Candidate’s Receipt at the end of the examination.
12. Ensure that the Examination Supervisor or Invigilator signs and gives the Candidate’s Receipt when you have completed the examination.
13. Are there any questions?

*Pause*

#### 14. You may begin the examination.

The starting time of the examination should be classified as the time when the candidates are advised by the Technical Officer to “begin the examination”. The time conveying the instructions to, or responding to questions from, the candidates should not be counted as part of the examination time.

#### **Media Kit for Question 3 on Paper 02 Examination**

1. CXC will provide a flash drive to each candidate to use in responding to Question 3 on the Paper 02 examination in both Units 1 and 2.
2. The flash drive will contain the media kit that is required for the production piece, whether the production piece is for a video, mobile application or website.
3. The flash drives will be delivered to the Local Registrar at least one week prior to the date of each examination.
4. Each centre will be provided with an extra flash drive, that is, one more than the number of candidates taking the Paper 02 examination.
5. A limited number of flash drives will be provided to the Local Registrar as the Emergency Pack.
6. Each flash drive will be packed in a small re-sealable clear plastic bag. A label with the candidate's registration number will be placed on the outside of the plastic bag to identify the particular candidate for whom the flash drive is intended.
7. **Candidates must be informed that they are required to retain the re-sealable plastic bag since it will be used in the return of the flash drive to CXC.**
8. All flash drives for any one centre will be placed in one (more, if required) ‘Bubble Mailer’ envelope. The envelope will be labelled with the centre's details, the number of flash drives enclosed and the date of the Paper 2 examination. **The Examination Supervisor must retain this envelope since it will be used in the return of the flash drives to CXC.**
9. The label for the signature of the Supervisor, Invigilator and candidate placed on the Bubble Mailer envelope **should not** be removed.

10. The 'Bubble Mailer' envelope will be placed in a large clear plastic bag. Any sign of tampering with the envelope or plastic bag must be reported to **CXC**.
11. Flash drives should be handled with care and appropriate steps taken to avoid damage.
12. The security measures used for handling question papers must also be adopted when handling flash drives with *live* examinations.

### **Packing and Return of Scripts (Flash Drives)**

1. At the end of the examination, candidates must place the flash drive in the re-sealable plastic bag.
2. On the receipt of the flash drive from a candidate, the Candidate's Receipt should be signed and returned to the candidate.
3. The Examination Supervisor must place all the flash drives for the centre in the used 'Bubble Mailer' envelope. The envelope must be sealed using a suitable tape.
4. The 'Bubble Mailer' envelope must then be enclosed in a Script Return Envelope and returned to **CXC** through the same channels used for the return of paper-based scripts.
5. ALL flash drives, used or unused, sent to a centre must be returned to **CXC**.
6. All flash drives sent in the Emergency Packs must be returned when the Emergency Packs for other subjects are being returned to **CXC**.
7. The security measures used for handling paper-based scripts must also be adopted when handling flash drives containing candidates' completed work.

### **Equipment and Facilities Required at the Examination Centre**

- 1 The list of equipment, including a scanner, required for the examination is given at pages 34 and 36 of the Digital Media syllabus. In addition, each computer must have:
  - i. **Adobe Reader 7.0 or later**
  - ii. **Adobe Flash Player, latest version.**

- 2 Each candidate must be assigned to a specific computer. If the number of candidates registered for the examination exceeds the number of computers available, the Local Registrar may schedule a second group of candidates to take the examination after the first group is finished.
- 3 Local Registrars must ensure that Internet connectivity to the computers is available at least one day prior to the start of the examination.
- 4 The computer may be part of a network. However, candidates caught colluding with one another will be penalized.
- 5 The media kit may be deployed via a shared network.
- 6 For the Unit 2 Paper 02 examination, each candidate must be given three sheets of plain paper in the event that candidates need to draft any sketches. Even though the sketches on the paper are considered as rough work, they should be scanned or photographed and saved on the candidate's flash drive.

## **SECTION B: DELIVERY OF EXAMINATION BY THE FLASH DRIVE METHOD**

### **Packing and Delivery of the Examination to Local Registrars/Examination Centres**

1. The Digital Media Paper 01 and Paper 02 examinations will be placed on flash drives and delivered to the Local Registrar about one week prior to the date of each examination.
2. One flash drive will be provided for each candidate for Paper 1 and one for Paper 02, thus, a candidate will receive two flash drives in total for each Unit.
3. Each centre will be provided with an extra flash drive, that is, one more than the number of candidates taking the examination.
4. A limited number of flash drives will be provided to the Local Registrar as the Emergency Pack.
5. Each flash drive will be packed in a small re-sealable clear plastic bag. A label with the candidate's registration number will be placed on the outside of the plastic bag to identify the particular candidate for whom the flash drive is intended.

6. All flash drives for any one centre will be placed in one (more, if required) 'Bubble Mailer' envelope. The envelope will be labelled with the centre's details, the number of flash drives enclosed and the date of the examination. **The Examination Supervisor must retain this envelope since it will be used to return the flash drives to CXC.**
7. The 'Bubble Mailer' envelope will be placed in a large clear plastic bag. Any sign of tampering with the envelope or plastic bag must be reported to **CXC**.
8. Each candidate should be provided with a Candidate's Receipt before the examination starts.
9. Flash drives should be handled with care and appropriate steps taken to avoid damage.
10. The security measures used for handling question papers must also be adopted when handling flash drives with *live* examinations.

#### **Packing and Return of Scripts (Flash Drives)**

1. **Candidates must be informed that they are required to retain the re-sealable plastic bag since it will be used in the return of the flash drive to CXC.**
2. At the end of the examination, candidates must place the flash drive in the re-sealable plastic bag.
3. The Examination Supervisor must place all the flash drives for the centre in the used 'Bubble Mailer' envelope. The envelope must be sealed using a suitable tape.
4. The 'Bubble Mailer' envelope must then be enclosed in a Script Return Envelope and returned to **CXC** through the same channels used for the return of paper-based scripts.
5. **ALL** flash drives, used or unused, sent to a centre must be returned to **CXC**.
6. All flash drives, including those for the Paper 02 examination, sent in the Emergency Packs must be returned when the Emergency Packs for other subjects are being returned to **CXC**.
7. The security measures used for handling paper-based scripts must also be adopted when handling flash drives containing candidates' completed work.



### **Equipment and Facilities Required at the Examination Centre**

1. The list of equipment, including a scanner, required for the examination is given at pages 34 and 36 of the Digital Media syllabus. In addition, each computer must have:
  - a. Adobe Reader 7.0 or later
  - b. Adobe Flash Player, latest version.
2. Each candidate must be assigned to a specific computer. If the number of candidates registered for the examination exceeds the number of computers available, the Local Registrar may schedule a second group of candidates to take the examination after the first group is finished.
3. Local Registrars must ensure that any Internet connectivity to the computers is disabled at least one day prior to the start of the examination.
4. The computer should, preferably, be a stand-alone. Any candidate caught colluding with another will be penalized.
5. For the Unit 2 Paper 2 examination, each candidate must be given three sheets of plain paper in the event that the candidate needs to draft any sketches. Even though the sketches on the paper are considered as rough work, they should be scanned or photographed and saved on the candidate's flash drive.

### **Conducting the Digital Media Examination**

1. The flash drives should be distributed to centres on the day of the examination similarly to what is done with paper-based examinations.
2. The Technical Officer must read the "Instructions to the Candidates" – see below.
3. Any time lost during the examination because of an interruption such as a power outage, should be given back to the candidates. An Irregularity Report (Form EXA 14) outlining the circumstances and action taken must be prepared for despatch to **CXC**.
4. On the receipt of the flash drive in the re-sealable plastic bag from a candidate, the Candidate's Receipt should be signed and returned to the candidate.
5. The Local Registrar should ensure that the Examination Supervisor assigned to conduct the examination has basic computer skills. A Technical Officer (may be the subject

teacher) with computer skills must also be 'on standby' to provide technical assistance to the candidates should the need arise.

6. The starting time of the examination should be classified as the time when the candidates are advised by the Technical Officer to "begin the examination". The time conveying the instructions to, or responding to questions from, the candidates should not be counted as part of the examination time.

### **Instructions to Candidates**

The Technical Officer must inform the candidates to follow the instructions below.

- 1 Check that the plastic bag with the flash drive received is labelled with the correct candidate number.
- 2 Remove the flash drive from the plastic bag and retain the plastic bag because it will be used to pack your completed work.
- 3 **No saving of work must be done on any other media but the flash drive supplied.**
- 4 Insert the flash drive into the USB port of the computer.
- 5 Open the file with the examination questions.
- 6 Use the *Save As* function to rename the file with the examination questions to a name which is the same as your candidate number. For example, the new name may be 0300000100 or 1000000023, depending on what your candidate number is.
- 7 At the prompt, '**Do not show this message again**', select **OK**
- 8 On the Menu bar, click Edit --> Preferences --> Forms - select **Always hide forms document message bar** (This is to the right of the dialogue box). This is to hide a purple ribbon that contains a **Submit Form Button which candidates must NOT use**.
- 9 You are required to read the "Instructions to Candidate" shown on the screen at the beginning of the examination.
- 10 Enter your **Candidate Number** in the **Enter Registration Details** field.
- 11 **Move to the next page and await instructions to begin the examination.**

- 12 Key the response to each question in the field provided. In the case of a Multiple Choice question, select the appropriate response by clicking on the required radio button.
- 13 Move from question to question by using the Down Arrow/Up Arrow (mouse or Page Down/Page Up) as appropriate.
- 14 Ensure that you save your work periodically to avoid loss of data. In the event of a power outage, simply reopen your saved file and continue working.
- 15 When you have completed the examination, *Save* and *Close* file.
- 16 Safely remove the flash drive from the computer and return it to Examination Supervisor when told to do so.
- 17 Complete the Candidate's Receipt.
- 18 Ensure that the Examination Supervisor or Invigilator signs and gives the Candidate's Receipt when you hand over the flash drive.
- 19 Are there any questions?

*Pause*

- 20 **You may begin the examination.**

**14 May 2015**