Conducting Cambridge International AS & A Level Information Technology (9626) practical tests, March 2017

These instructions are for exams officers or supervisors responsible for the administration of Cambridge IT practical tests. They describe the procedures you should follow if your school is offering Cambridge IT practical tests during the March 2017 exam series.

Who is responsible for the administration of IT practical tests?

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

When should IT practical tests be held?

You have a one-day window to conduct the practical tests.

Paper	Test dates
9626/02	13 February 2017
9626/04	15 February 2017

Candidates must complete each practical test in a single session.

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 and you must notify us of any such arrangement. Candidates in split sessions should have no contact with each other and should be supervised accordingly.

When arranging the tests, 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 IT 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 in 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 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 in the Supervisor Report Folder (SRF).

Test papers
We do not send Cambridge IT 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 paper packets before the start of the test.**

Source files and Supervisor Report Folder (SRF)
Cambridge schools can download the necessary source files and the Supervisor Report Folder (SRF) from the digital file despatch area of the Cambridge website **three** days before the test date.

Cambridge Associates can download the source files and the Supervisor Report Folder (SRF) from the digital file despatch area of the Cambridge website **five** days before the test date, giving them enough time to distribute the source files to their Associate Centres.

The source material contains files in the following formats: .rtf, .csv, .txt, .htm, .jpg, .mp3, .mp4, .png and .html. 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 (info@cie.org.uk) and we 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 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. The use of a shared folder is **not** allowed. Each candidate should be issued with an individual password protected work folder for each test.

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 any of the candidates for the test, 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 5.7.5 of the *Cambridge Handbook*.

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

Candidates **must not** have access to the following during the test:
- **the internet and email facilities**
- 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 stick, CDs, DVDs, or hard disks.

Candidates are allowed to use the following items during the test, **as long as these do not make use of the internet:**
- English or simple translation dictionaries
- spell-checkers
- software help facilities
- manufacturer manuals on the software packages
- software wizards provided by the original software supplier.

Your candidates will also need headphones to listen to audio files.

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

Apart from helping a candidate if there is an equipment failure, the invigilators, supervisors 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 Report Folder (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 the internet and using email via the internet or intranet. Each candidate's file needs to be secure. We recommend you do this by setting up individual passwords to control the login process for each candidate, and by ensuring that only authorised people can access the files.

What should happen at the end of the test?

Please check all candidates have saved all their work in to their test folder, and that the naming convention given below has been followed, **before** candidates leave the test room.

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 the following day with appropriate over-night supervision. The Centre should apply retrospectively for a timetable deviation. 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 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 candidates' work for marking?

Please note: All candidate work must be submitted within 5 days of the exam date.

Prepare your candidates' work for submission
Before the test, set up a candidate folder for each candidate using the following naming convention: 'Centre number_syllabus number_component number_candidate number'.

For example: IN000_9626_02_0001

During the test, candidates must save all the files they want to submit for marking in their candidate folder.

At the end of the test, save all candidate folders in one Centre folder, using the following naming convention: 'Centre number_syllabus number_component number'.

For example, IN000_9626_02

Your Centre folder should also include:
- your completed attendance register (*Exam day – Form 1*)
- your Supervisor Report Folder (SRF) with details of the software used by the candidates for each paper, and a report on any technical problems encountered during the test.

Save your Centre folder as a zip folder. Your zip folder must not exceed 1 GB. If your zip folder does exceed 1GB, please divide your candidates between two zip folders. Add '1' and '2' to the end of each zip folder name as appropriate.

For example,
- IN000_9626_02_1
- IN000_9626_02_2

Submit your Centre folder through the Cambridge Secure Exchange
Add the Cambridge Secure Exchange (https://exchange.cie.org.uk) to your trusted sites. It should be accessed using Internet Explorer or Firefox and is not compatible with Google Chrome.

For Internet Explorer:

- Select the tools icon in Internet Options, then the security tab
- Select the Sites button, type in the URL for the Cambridge Secure Exchange and click 'Add'. The website will then appear in the trusted website list.

For Firefox:

- Select the Tools menu, then Options
- In the security tab, type in the URL for the Cambridge Secure Exchange and click 'Allow'.

Once you have completed this, go to the Cambridge Secure Exchange (https://exchange.cie.org.uk):

- Log in using your username and password. We will send you login details by email when you make entries for these practical tests. Email info@cie.org.uk if you do not have login details.
- Click the 'Install the Upload/Download Wizard' link. (This will vary depending on the browser and operating system in use.) If the installation or popups are blocked, click on the bar which appears at the top of the browser and select 'Allow'.
- Once the Wizard is installed, click the 'Go To Your Home Folder' link
- Open the relevant folder, click 'Launch the Upload Wizard' and you will see the 'Upload Wizard' box.
- Click 'Add file', navigate to the relevant zip file(s) and click 'Open'. Once you have added all your zip files, click 'Next'.
- Click 'Upload files individually', then click 'Next'.
- When all your files have uploaded you will see a confirmation message.

You must securely store a copy of all candidate work until the end of the enquiry about results period in case we require it. For example, if any issues occur during the marking of your candidate's work, we may contact you to ask for a copy.

What should I do with spare question papers after the test?

Store all copies of the question papers securely until 31 March 2017.

Candidates are not allowed to keep:
- copies of the question paper
- any electronic files which form part of the test or that have been produced during the test.

Am I allowed to photocopy the question papers after the exam?

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