

GENERAL ADMINISTRATION OF THE EXAMINATION

- The normal procedures relating to practical examinations will apply and every effort will be made to ensure the confidentiality of the paper

Before the Examination

- 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 related to the unit ie:
 - art/imaging and graphics software
 - spreadsheet software
 - word processing software
 - database software
 - multimedia/presentation software.

The school will ensure that the software available to candidates will allow them to meet the requirements of the examination.

- The School ICT Department will set up a separate user area (on computers or servers used by candidates) for each candidate sitting the examination. These user areas will **not** be accessible to candidates at any time other than during the examination time/session itself.

Secure Data Files

The secure data files required for the unit will be made available by Edexcel.

- The centre will ensure that data files are in a format accessible to each candidate. If necessary the secure data files may be converted.
- 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.
- It is not acceptable to store secure data files in a shared area or in a central location where anyone can access them.
- Candidates must not be given access to data files prior to, or at any time outside the official time allocated to the examination.
- Each user area must be allocated sufficient storage space to allow candidates to save their work.
- Candidates must not be able to save files produced during the examination in a central location where anyone can access them.
- 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.
- The workstations should be arranged to prevent candidates viewing each other's work.
- Candidates may bring a dictionary, pencil and ruler with them into the examination. Candidates must not take copies of any other materials into the room.

- Candidates desktops should be 'locked down' to ensure that they can not access email, internet or intranet.
- Candidates may not access any saved work they may have created prior to the examination.

During the Examinations

- 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 ICT teacher. However they should not be the sole invigilator. Alternatively the ICT teacher may be on call should they be needed in the room.
- Candidates may not bring portable storage media (eg memory sticks, CDs, etc) in to the examination.
- Candidates must **not** have access to pre-prepared templates or other files during the examination. However, they may use software-specific wizards.
- Candidates may use dictionaries (English or bilingual only) during the examination.
- Candidates are **not** allowed to refer to textbooks or centre-prepared manuals during the examination, but may use software-specific help facilities, or manufacturer's computer manuals (providing these do not require internet access). Software manuals are defined as the books talking through the functionality of the software only, provided by the software manufacturer.
- Display material (eg maps, diagrams, wall charts) must be removed
- Candidates must **not** take copies of any materials into the examination except those stipulated above.
- A seating plan for each session must be kept.
- Candidates may move from their workstation to collect their printouts from the printer.
- Communication between students is **not** allowed at any time during the examination.

Instructions for Labelling

- 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

- The school provides printers in the same room as the candidates. Candidates will **not** collect printouts from another room, nor will the invigilator become involved in the collection of printouts from another room.
- 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 (eg sectors of a pie chart are distinguishable).
- If printouts are on continuous stationery, the pages will be separated and sprocket holes removed.
- In the event of a printer breakdown, the school will use its discretion on extending the time allowed.
- It is the invigilator's responsibility to ensure that these regulations are adhered to.