

# Conducting Cambridge International AS & A Level Applied ICT (9713) practical tests - November 2017

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

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

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

## When should ICT practical tests be held?

You have a one-day window to conduct Cambridge International AS & A Level Applied ICT practical tests.

Paper	Test dates
9713/02	3 October 2017
9713/04	10 October 2017

Candidates must complete each practical test in a single session.

Wherever possible, candidates from the same centre should sit their test at the same time. If you need to run more than one session, they must follow on from each other and you must apply for a split session by completing Preparation – Form 2. Candidates in split sessions must have no contact with each other and must be supervised following the regulations in section 4.6.2 of the *Cambridge Handbook*.

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 other 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 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. Therefore, it is important for the supervisor to work through a past or specimen paper, using the hardware and software that the candidates will be using, before any of the tests. Please include any system errors, irregularities or issues in the Supervisor Report Folder (SRF). You no longer have to send us a worked copy of a past paper (Supervisor Worked Copy).

### *Question papers*

We do not 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 paper packets before the start of the test.**

### *Source files*

Centres must download the required source files from the digital file despatch (DFD) area of the Cambridge website. These are available three days before the test date window for Cambridge international schools. Cambridge Associates can download the source files five days before the test date window to allow enough time to securely distribute the source files to their Associate Centres.

The source material contains files in 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 at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) and they will send you alternative versions of the files.

### *Spare equipment in case of hardware failure during a test*

Centres must have sufficient spare computers and printers available in case there is a hardware failure during a test.

### *Secure setup*

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 must be issued with an individual password protected work folder for each test. The password for this folder must be unique for each candidate.

### *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 there is enough differentiation in their work if it is printed out in monochrome, for example, making sure sections of a pie chart are distinguishable. Candidates must be informed of this before the start of the exam.

### **How many invigilators should there be for each test?**

One invigilator must be present for every 20 candidates and at least two invigilators must be present when a test is being conducted, even if you have fewer than 20 candidates sitting the test. It is essential that a suitably experienced invigilator, preferably the supervisor, is present in the test room to deal with any technical difficulties. If the supervisor has been involved in the preparation of any of the candidates for the test, then an additional invigilator must be present at all times. It is up to you to appoint suitable personnel, but the availability of an extra technician in addition to the invigilators and supervisor is encouraged. Invigilation regulations are detailed in sections 4.6 and 5.7.5 of the *Cambridge Handbook*, available to download from [www.cambridgeinternational.org/examsofficersguide](http://www.cambridgeinternational.org/examsofficersguide)

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

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

- internet and email
- their own electronic files or personal notes
- any pre-prepared templates or other files
- textbooks or manuals
- portable storage media, such as memory sticks, CDs, DVDs, or hard disks.

This list is not exhaustive and centres must also refer to section 5.1.7.2 of the *Cambridge Handbook*.

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.

### **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 making sure only authorized people can access the files.

### **How do I print out the candidates' work?**

You must submit printouts of each candidate's work. Candidates must add their name, candidate number and centre number to each document before printing. We will not mark any printouts that are missing candidate details, or that have candidate details written on them by hand. Candidates must neatly cross through any extra rough copies of printouts so it is clear 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 Report Folder (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 all printouts and distribute them to the correct candidates. It is the responsibility of the candidates to report to an invigilator if they receive any work which does not belong to them.

### **What should happen at the end of each test?**

Candidates need to write the **date** on their question papers and hand them to the invigilator with their final 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 technical issue, you must only respond in a way which does not put the integrity or the security of the test at risk. If the problem is caused by faulty equipment or software, you may allow the candidate to move to a spare computer if appropriate. If equipment or software can be fixed, this should be done.

It is at the discretion of your centre to give the candidate time to compensate for any time lost whilst moving the candidate to a spare computer or fixing the equipment.

All technical issues must be reported on the Supervisors Report Form (SRF).

If equipment failure makes it impossible to continue with the test you can arrange for the candidate to take the test the following day. This should be considered as a last option. Candidates must be supervised from the time of the equipment failure until the time of the rescheduled exam in accordance with the supervision regulations detailed in section 1.2.5 of the *Cambridge Handbook*.

The centre must apply retrospectively for a timetable deviation by submitting Preparation – Form 2 as soon as possible. In these instances, only work submitted in the second session can be submitted to Cambridge for marking.

If a candidate's work is lost or corrupted, please contact us as soon as possible.

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

### **How do I submit candidates' 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 check the 'Support Materials' section of CIE Direct for an electronic copy or email our Customer Services team at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org)

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 **three** days after the exam date.

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.

Store candidates' work securely from the end of the test until you submit the work to us.