Administrative Support Guide
(Instructions for the Conduct of the Examination)
June 2011

GCSE Applied ICT (2331)

Unit 5331

A PEARSON COMPANY

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June 2011

Contents

Unit 1 – ICT Tools and Applications (5331)

This is a 2 hour 30 minute examination held within a one week window. The window for the June 2010 series is Monday 16th May 2011 – Friday 20th May 2011.

1   General Instructions

1.1   This examination is offered within a 5-day window. Candidates may sit the examination at any point within this window. Centres may timetable different groups of candidates at different times. Centres must ensure that candidates do not discuss the examination during the 5-day window.

1.2   There are no specified start times for these examinations. It is permissible to timetable a number of different groups of candidates back-to-back on the same day.

1.3   Centres should use the window to ensure that all groups are of a manageable size, bearing in mind the facilities available. It is recommended that the ratio of students to printers is no more than 10:1.

1.4   Centres **MUST** produce a schedule showing the date and time of the examination session to be held within the window. Examinations can only be taken within this window. This schedule must be emailed to ICTschedules@edexcel.com at least **4 working weeks** before the window begins. Any alteration to this agreed schedule must be confirmed by emailing ICTschedules@edexcel.com.

1.5   There will be one attendance register for the entire cohort. This must be completed once the last examination session has been held. Where more than one examination session is held within the window, centres must keep an accurate record of candidates present at each session.

1.6   Candidates may sit the examination once only in any examination series.

1.7   Please dispatch scripts to you designated examiner as soon as possible after the final sitting of your cohort.

1.8   Prior to the end of the examination window, no information relating to the content of these examinations should be published, unless authorised by Edexcel.

Time Allowed

1.9   The examination is 2 hours 30 minutes plus 30 minutes for printing and collating.

1.10   No extra time can be allowed for slow machines or networks which run slowly. It is the responsibility of the centre to ensure that appropriate hardware and software is available to candidates.

2   The Form of the Paper

2.1   The examination is computer-based.

2.2   It is un-tiered and consists of a number of activities. Each activity is generally progressive, with NO choice of questions.

2.3   Candidates should be advised to work through the activities in the sequence set, and continue working on each activity until they cannot progress any further. At that point, they should check that they cannot do later tasks within the activity and then move on to the next activity.

2.4   Candidates' work will mainly take the form of printouts. These will constitute the candidates' answers. Each printout must bear the candidate's name, number and centre number. This information MUST be entered BEFORE PRINTING. Handwritten details are NOT acceptable. See the separate section on labelling. Any printout not clearly identified as instructed will not be marked.

2.5   All printouts must be collected together in the correct order (task order within activity order). Printouts must be punched in the top left corner, printed side up, starting with the first task of the first activity. A Cover Sheet will be supplied by Edexcel. This will be an A3 sheet folded once. Printouts should be secured, face up, to the inside left page of the Cover Sheet (page number 2) using a treasury tag. Hole punches and treasury tags must be available for candidates' use.

2.6   Early drafts of work should NOT be submitted, although there is no limit to the number of times candidates can print.

2.7   Printouts must NOT be submitted in plastic wallets.

2.8   Other forms of output e.g. computer files must NOT be submitted.

3.   General Administration of the Exam

3.1   The normal procedures relating to practical examinations will apply and every effort must be made to ensure the confidentiality of the paper (see JCQ Instructions for Conducting Examinations).

Before the Examination

3.2   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 i.e.

Word processing software

Publications software

Database software

Spreadsheet software

Multimedia/presentation software.

3.3 Centres should ensure that the software available to candidates will allow them to meet the requirements of the examination.

3.4 Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting the examination. These user areas must NOT be accessible to candidates at any time other than during the examination time/session itself.

3.5 The secure data files required for the unit will be made available on the Edexcel website(www.edexcel.com).

3.6 Centres must ensure that data files are in a format accessible to each candidate. Where files are required for an examination these should be downloaded, tested for compatibility with the software to be used by candidates and then copied into candidates' secure examination user areas. If necessary the secure data files may be converted.

3.7 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.

3.8 It is NOT acceptable to store secure data files in a shared area or in a central location where anyone can access them.

3.9 Candidates must NOT be given access to data files prior to, or at any time outside official session times allocated to the examination by the centre.

3.10 Each user area must be allocated sufficient storage space to allow candidates to save their work.

3.11 Candidates must NOT be able to save files produced during the examination in a central location where anyone can access them.

3.12 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.

3.13 The workstations should be arranged to prevent candidates viewing each other's work.

3.14 Candidates may bring a pen, a pencil and ruler with them into the examination.

During the Examination

3.15 There must be one invigilator to every 15 candidates (see JCQ Instructions for the Conduct of Examinations, paragraph 6.1).

3.16 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 Applied ICT teacher however they should not be the sole invigilator

(see JCQ, Instructions for Conducting Examinations, paragraph 6.1 - bullet points 4 and 5). Alternatively the Applied ICT teacher may be on call should they be needed in the room.

3.17 Candidates may not bring portable storage media (e.g. floppy disks, CDs, memory sticks, mp3 players, mobile phones etc) in to the examination.

3.18 Candidates must NOT have access to pre-prepared templates or other files during the examination. However, they may use software-specific wizards.

3.19 Candidates may use dictionaries (English or bilingual only) during the examination.

3.20 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. Software manuals are defined as the books talking through the functionality of the software only, provided by the software manufacturer.

3.21 Display material (e.g. maps, diagrams, wall charts) must be removed in accordance with Paragraph 5.4 of the Instructions for Conducting Examinations issued by the JCQ.

3.22 Candidates must NOT take copies of any materials into the examination.

3.23 A seating plan for each session must be kept.

3.24 If a candidate experiences technical difficulties (eg computer crashes) the centre may use its discretion on extending the time limit for the candidate.

3.25 Candidates may move from their workstation to collect their printouts from the printer.

3.26 Candidates should not communicate or have access to other candidates work during the examination.

Instructions for Labelling

3.27 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

3.28 Printers should be in the same room as the candidates. If this is not the case another responsible person must be assigned to deliver printouts to the candidate. The candidates may NOT collect printouts from another room, nor must the invigilator become involved in the collection of printouts from another room.

3.29 It is the responsibility of the centre to ensure correct ownership of each printout.

3.30 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 (e.g. sectors of a pie chart are distinguishable).

3.31 If printouts are on continuous stationery, the pages must be separated and sprocket holes removed.

3.32 In the event of a printer breakdown, the centre may use its discretion on extending the time limit.

3.33 It is the invigilator's responsibility to ensure that these regulations are adhered to.

After the Examinations

3.34 Centres must ensure that all the candidates work is saved and secure from unauthorised access. Centres should safeguard this work in case the work is required to be reprinted. After the examination the candidates work should be copied to a storage medium and kept secure by the examinations officer.

3.35 Final printouts should be collated, parcelled up and stored securely until the final examination session has been held and then sent to the designated examiner.

3.36 All other examination material, including draft copies of candidates' work, additional printouts and question papers, must be collected by the invigilator at the end of each session and stored in a secure place.

3.37 Any common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session.

3.38 Candidates' user areas should be removed at the end of the examination window or after each session if feasible. Centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are sitting the examination in a later session. Different passwords must be setup for each session.

Candidates with Special Requirements

3.39 In some circumstances candidates with particular requirements may be given additional time (up to a maximum of 40 minutes) to complete the examination. In this case, the examination should be split into two parts so that candidates have a supervised rest break.

3.40 Centres must write to, Special Requirements Department, Edexcel, One90 High Holborn, London, WC1V 7BH requesting special arrangements. Please refer to the JCQ Regulations and Guidance Relating to Candidates who are Eligible for Adjustments in Examinations for further information.

4. Contingency Planning

It is strongly recommended that:

4.1 Examination sessions are scheduled in such a way as to allow time at the end of the examination window to re-schedule any sessions which have had to be postponed as a result of hardware failures or other problems encountered earlier in the week.

4.2 Technical help is available during the examination to deal with 'computer crashes', printer problems and other possible complications.

4.3 A number of 'spare' computers are available during each examination session so as to allow candidates to move to another machine if necessary.

4.4 Alternative printing facilities are available for use if necessary.

4.5 Up-to-date virus prevention measures are in place.

5. Misconduct

5.1 This type of examination relies heavily on the integrity of the candidates. Some centres have experienced difficulties with practical examinations of this nature. There have been instances of candidates submitting work which was not their own, and of candidates submitting identical work. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated and candidates may have their grade withheld.

6. Coversheet

6.1 At the end of each examination, candidates are required to collate their printouts in activity number order and put them inside the cover sheet provided. When more than one printout is required for a particular activity they should be placed in the order in which they are requested in the examination paper.

6.2 The printouts and the cover sheet will need to be hole-punched to allow the treasury tag to be inserted.

6.3 Page 2 of the cover sheet will have instructions to guide candidates through this process. An example is provided below.

Example of Coversheet
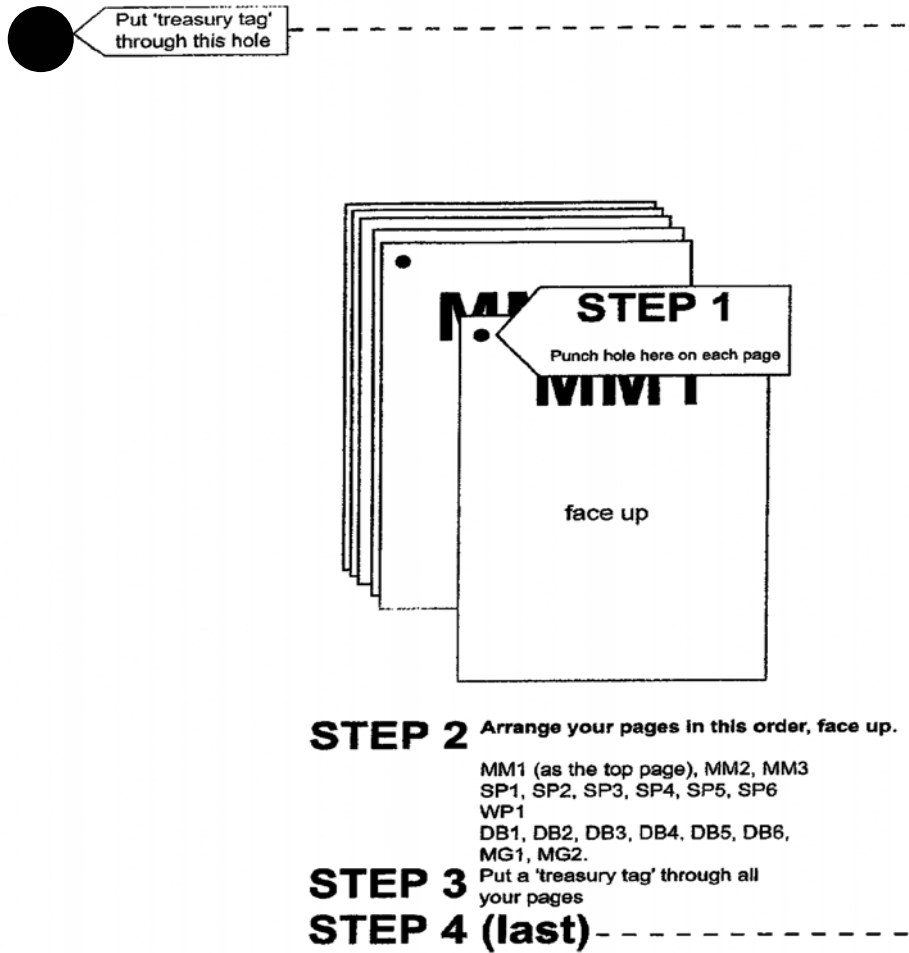
7. Pre Released Scenario

Relationship Between The Activity Booklet, Website And The Examination

7.1 The activities in the examination relate to a scenario. Candidates should familiarise themselves with the scenario by working through the Activity Booklet in advance of the examination and by regularly visiting the Smarts Leisure Park website.

7.2 The Activity Booklet is designed to act as a guide for teaching, learning and discussion. It is also advisable to refer to past examination papers and mark schemes available from www.edexcel.com

7.3 The tasks in the Activity Booklet take candidates step-by-step through many of the concepts and skills that may be assessed in the examination. The activities do NOT carry marks.

7.4 The examination builds upon, but does not repeat, the activities in the Activity Booklet.

7.5 Centres MUST download the Activity Booklet and Teacher Guidance Notes from the Edexcel website at www.edexcel.com .

7.6 The Smarts Leisure Park website can be accessed via a link from the Edexcel site or directly at www.smartsleisure.co.uk.

7.7 The website is an integral part of the scenario and is updated regularly.

7.8 The Smarts Leisure Park scenario will continue to be used as the context for the examinations.

7.9 Candidates must NOT take copies of the Activity Booklet or any printouts resulting from their work on the booklet into the examination.

8. Data Files Required for the Examination

8.1 The **secure** examination data files will be released on **Wednesday 27th April 2011**. This will be available from the Edexcel Website (www.edexcel.com). You will need to ensure that you have your Edexcel Online password to access these files.

8.3 The secure data files will **only** be accessible on the Edexcel website to registered Edexcel Online users at authorised centres. If you are not registered for Edexcel Online, details can be found on the main Edexcel website.

8.4 The **secure** data files must only be made available to candidates at the beginning of the scheduled examination.

8.5 The secure data files will be supplied in Office 97, Office 2003 and Office 2007 formats. In addition, a Non-Office format (CSV and RTF) is provided along with instructions of how to create the data files to look the same as the Office versions. The instructions for creating the files are in the document "Notes for Centres". Only the versions of the data files compatible with the centre's software should be made available to candidates.

8.6 Secure data files are released to centres earlier than the examination window to enable centres to load them onto the secure workspace and for no other purpose. The contents of the data files must not be disclosed to candidates before their examination session and must not be discussed with candidates before the end of the examination window.

9. The Examination

9.1 Candidates are not allowed to take their copy of the preparation work, or any other notes, into the examination.

9.2 Candidates will require access to the **secure examination** file(s), and may **only** have access to these during their examination session. Centres are **not** permitted to give candidates access to the secure data files prior to the scheduled examination.

9.4 Candidates are **not** allowed access to any work they may have created prior to the examination.

9.5 Candidates may **not** have access to email or Internet during the examination.

9.6 Communication between students is **not** allowed at any time during the examination.

EXAMINATION SCHEDULE PRO FORMA

GCSE APPLIED ICT

Unit 1: ICT Tools and Applications 5331

EXAMINATION SCHEDULE

Monday 16th May 2011 – Friday 20th May 2011

Centre No				
Centre Name				
Centre Address				
Post Code				
Date	Year Group	Am (time)	Pm (time)	Room	Total number of candidates
NAME (in block capitals)				
Job Title				
Signed				
Please return your form by Friday 15th April 2011 to: ICTschedules@edexcel.com using the subject heading: "Centre number_5331_Jun2011". Please ensure that you replace 'centre number' with your own centre number.				

Key Dates

Unit 1 – ICT Tools and Applications (5331)

These dates relate to sections 1, 7 & 8 of this document. Please ensure all details within these sections are read.

Examination schedule Pro-forma completed	15th April 2011	Details of exam schedule received by Edexcel
Pre-released scenario	Activity book available from www.edexcel.com and www.smartsleisure.co.uk	Candidates may view this at any time
Secure data files	27th April 2011	These must only be issued to candidates at the exam
Examination Window	16th May 2011 – 20th May 2011	

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