Conducting Cambridge International AS & A Level Information Technology (9626) practical tests – March 2020

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 2020 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 Cambridge International AS & A Level Information Technology practical tests.

Paper	Test dates
9626/02	11 February 2020
9626/04	13 February 2020

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, refer to section 1.2.4 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 IT practical tests?

The following materials are required to conduct the practical tests:

Material	Method of delivery
Question Paper	Sent hard copy to centres
Source files	Available for centres to download from DFD
Supervisor's Report Folder (SRF)	Available for centres to download from DFD with source files.

If you do not have any of the materials listed above, please contact our Customer Services team at info@cambridgeinternational.org

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 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

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

The source files can contain files in various file formats, including: .rtf, .csv, .txt, .htm, .jpg, .mp3 and .mp4. 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 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 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 candidates do not have access to other candidates' 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.
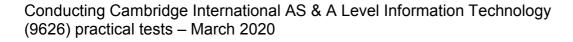
How many invigilators should there be for each test?

One invigilator must be present for every 20 candidates. There must always be at least one invigilator who has not been involved in the preparation of any of the candidates for the test.

In addition, a suitably experienced supervisor must be present in each test room to deal with any technical difficulties. The supervisor can have been involved in the preparation of candidates for the test. The supervisor must not be counted as an invigilator.

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 5.7.4 of the *Cambridge Handbook*, available to download from 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
- computers that have not been provided by the centre
- 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 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
- 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.

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 work area 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.

Cambridge Assessment

What should happen at the end of the test?

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

Keep all copies of the question paper under secure conditions until 24 hours after the end of the test window date.

Candidates are not allowed to keep:

- copies of the question papers
- any electronic files which form part of the test or that have been produced during the test.

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 reasonable time to compensate for the time lost whilst moving the candidate to a spare computer or fixing the equipment.

Where there is an equipment failure, details must be recorded in the Supervisor's Report Folder (SRF). This report must be uploaded along with the relevant candidates' work and must detail:

- the affected candidates
- the nature of the equipment failure
- the actions taken by the supervisor

If equipment failure makes it impossible to continue with the test on the test window day, you must contact Cambridge International immediately.

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

How do I submit candidates' work for marking?

All candidates' work must be submitted within five days of the exam.

Preparing 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
- 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 1GB. If your zip folder does exceed 1GB, divide your candidates between two zip folders, adding '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, then 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 appear in the trusted website list.

For Firefox:
- Select the Tools menu, then Options

Cambridge Assessment

- 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@cambridgeinternational.org 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 you are using. 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 successfully uploaded you will see a confirmation message.

You must securely store a copy of all candidates' 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 candidates' work, we may contact you to ask for a copy.

Cambridge Assessment