SUPERVISOR'S REPORT FOLDER (SRF)

Please read the instructions on page 4 before completing this form.

Section A:

IGCSE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Syllabus Code (Please select)	Component Number	Session (Please insert month)	Year

Centre Details

Centre No.	Centre Name

Supervisor/Tutor Name	Position

Date of the Examination

No of Candidates

Section B: Software Used by Candidates

Software Product Name	Version

Section C: Supervisor's Declaration

I certify that the information given in this report is correct and that the examination was conducted under the conditions required by the syllabus.

Signature of Supervisor

Date

Section D: Technical Problems Affecting Examination Performance

Hardware
Failure ☐

Software/System
Failure ☐

Other ☐

Report outlining the problem and the actions taken

Continue overleaf if necessary

Section E: Candidates Affected

Candidate Number	Candidate Name

0417&0983 SRF

Report cont/d

Instructions for Completion of Supervisor's Report Folder

Section A

Enter the Component number (e.g. 02, 21, 32 etc.), Session, Year, Centre number, Centre name, Supervisor's name, and Supervisor's position.

Enter the date of the examination and the number of candidates who sat the paper. If there is more than one examination session, e.g. due to the number of candidates, please list the examination dates and candidate numbers for each session on a separate sheet of paper. Please note that any deviation from the timetabled examination date must be approved by Cambridge Assessment International Education prior to the examination date.

Section B

List the software and versions used by the candidates during the examination. This information will assist examiners when marking the papers.

Please note Cambridge International does not prescribe which software a centre should use.

Section D

Indicate the type of technical problem that occurred during the examination by placing a tick in the appropriate box

In the Report box you should include details of the problem, the actions taken and any instructions that were given by Cambridge International. These should comply with the "Procedures for Conducting Practical Tests", as outlined in the *Cambridge Exams Officer eNewsletter*.

Section E

If all candidates were affected by the technical problems then 'ALL' may be stated in the box. Otherwise, the candidate names and numbers of those affected must be listed

After the Examination

When the examination has been completed the front of the folder must be signed and dated by the supervisor (Section C), who should be an ICT specialist.

The Supervisor's Report Folder should be despatched with the Candidates scripts to the address on the supplied script label.

∗2963535490∗