

Conducting Cambridge IGCSE ICT (0417) practical tests – March 2020

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 centre is offering Cambridge ICT practical tests during the March 2020 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 IGCSE ICT practical tests.

Paper	Test dates
0417/21	12 February 2020
0417/31	14 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 ICT practical tests?

The following materials are required to conduct the practical tests:

Material	Method of delivery
Question Paper	Sent hard copy to centres
Assessment Record Folder (ARF)	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 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. The computers used in the test must be provided by the centre. 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's 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 centre. **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. Once downloaded you must store all source files securely. 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 material contains files in the following formats: .rtf, .csv, .txt, .htm, .css, .jpg, .png 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 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 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.

Printing 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 before the end of the practical test.

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.

If the printer breaks down, you may extend the time specified for the test. If you do this, record it in the Supervisor's Report Folder (SRF).

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.

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.

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 authorised people can access the files.

What should happen at the end of each test?

Candidates must put their final printouts inside their ARF.

Candidates' work must not be hole punched or stapled. If an examiner is unable to see an item due to a hole punch, they will not be able to award associated marks. The ARFs containing candidates' printouts must be placed in the correct script packet for the component and sent to Cambridge International.

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 paper
- any printouts produced during the test
- 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 sent to us in the script packet 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 complete the test on the test window day, you must contact Cambridge International immediately.

Software use during the test

Details of the software used by the candidates for each paper must be recorded in the Supervisor's Report Folder (SRF). The SRF must be returned to Cambridge International in the script packet.