

Edexcel Functional Skills

Functional Information and Communication Technology

Instructions for the Conduct of the Test (ICE)

This document covers the requirements for the following units for the **June 2008** series only:

FT101/01
FT201/01

TEST SECURITY

Due to the nature of these tests, it is necessary to release confidential material to centre staff prior to the test window. It is therefore essential that centre staff read the instructions for the conduct of the test carefully before releasing ANY material to candidates, to ensure that the integrity of the test is not inadvertently breached.

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KEY DATES

Secure data files	19 May 2008	These must only be issued to candidates at start of the test
Test Date and Time	11 June 2008 9.30 am	

1 GENERAL INSTRUCTIONS for FT101/01 and FT201/01

- 1.1 Candidates must sit the test on 11 June 2008. The scheduled start time is 9.30am, candidates are allowed 2 hours, to include printing and collating.
- 1.2 It is permissible to timetable a number of different groups of candidates back-to-back on the same morning.
- 1.3 It is recommended that the ratio of candidates to printers is no more than 10:1.
- 1.4 There will be one attendance register for the entire cohort. Where more than one test session is held, centres must keep an accurate record of candidates present at each session.
- 1.5 No information relating to the content of these tests should be published, unless authorised by Edexcel.
- 1.6 It is permissible for candidates sitting Level 1 and Level 2 tests to do so in the same room.

Time Allowed

- 1.7 The test is 2 hours **inclusive of printing and collating**.
- 1.8 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.
- 1.9 If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates.

2 THE FORM OF THE PAPERS

- 2.1 The test is computer-based.
- 2.2 There is no choice of questions in either paper at Level 1 or 2.
- 2.3 Candidates' work will 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. Any printout not clearly identified as instructed will not be marked.
- 2.4 All printouts must be collected together in the correct order. Printouts must be punched in the top left corner, printed side up, starting with the first task. 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.

- 2.5 There is no limit to the number of times candidates can print, although only final versions of candidates' printouts should be submitted.
- 2.6 Printouts must NOT be submitted in plastic wallets.
- 2.7 Other forms of output e.g. computer files must NOT be submitted.

3 GENERAL ADMINISTRATION OF THE TESTS

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

Before the Tests

- 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 as detailed in the Functional Skills standards available on the QCA website (www.QCA.org.uk).
- 3.3 Centres should ensure that the software available to candidates will allow them to meet the requirements of the test.
- 3.4 Centres must set up a separate user area (on computers or servers used by candidates) for each candidate sitting the test. These user areas must **not** be accessible to candidates at any time other than during the test time/session itself.
- 3.5 The secure data files required for the unit will be made available on the Edexcel website(www.edexcel.org.uk).
- 3.6 Centres must ensure that data files are in a format accessible to each candidate. The files should be downloaded, tested for compatibility with the software to be used by candidates and then copied into candidates' secure test user areas. If necessary the secure data files must be converted.
- 3.7 It is **not** acceptable to store secure data files in a shared area or in a central location where anyone can access them.
- 3.8 Candidates must **not** be given access to data files prior to, or at any time outside the official time allocated to the test.
- 3.9 Each user area must be allocated sufficient storage space to allow candidates to save their work.
- 3.10 Candidates must **not** be able to save files produced during the test in a central location where anyone can access them.
- 3.11 Candidates must have sufficient workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as checking and collating their printouts.
- 3.12 The workstations should be arranged to prevent candidates viewing each other's work.
- 3.13 Candidates may bring a dictionary, pencil and ruler with them into the test. Candidates must **not** take copies of any other materials into the room.

- 3.14 Candidates desktops should be 'locked down' to ensure that they can not access email, internet or intranet.
- 3.15 Candidates may not access any saved work they may have created prior to the test.

During the Tests

- 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 Functional 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 Functional ICT teacher may be on call should they be needed in the room.
- 3.17 Candidates may not bring portable storage media (e.g. memory sticks, CDs, etc) in to the test.
- 3.18 Candidates must **not** have access to pre-prepared templates or other files during the test. However, they may use software-specific wizards.
- 3.19 Candidates may use dictionaries (English or bilingual only) during the test.
- 3.20 Candidates are **not** allowed to refer to textbooks or centre-prepared manuals during the test, but may use software-specific help facilities, or manufacturer's computer manuals (providing these do not require internet access). 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 Para 5.4 of the Instructions for Conducting Examinations issued by the JCQ.
- 3.22 Candidates must **not** take copies of any materials into the test except those stipulated in 3.13 above.
- 3.23 A seating plan for each session must be kept.
- 3.24 Candidates may move from their workstation to collect their printouts from the printer.
- 3.25 Communication between students is **not** allowed at any time during the test.

Instructions for Labelling

- 3.26 Candidates **MUST** enter their details **ON ALL TASKS BEFORE PRINTING** as specified in the test 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

- 3.27 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 candidates. The candidates may **not** collect printouts from another room, nor must the invigilator become involved in the collection of printouts from another room.
- 3.28 It is the responsibility of the centre to ensure correct ownership of each printout.

- 3.29 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).
- 3.30 If printouts are on continuous stationery, the pages must be separated and sprocket holes removed.
- 3.31 In the event of a printer breakdown, the centre may use its discretion on extending the time allowed.
- 3.32 It is the invigilator's responsibility to ensure that these regulations are adhered to.

After the Tests

- 3.33 Centres must ensure that all the candidates' work is saved and secure from unauthorised access. Centres should safeguard this work in case it is required to be reprinted. After the test the candidates' work should be copied to a storage medium and kept secure by the tests officer.
- 3.34 Final printouts should be collated, parcelled up and stored securely until the final test session has been held and then sent to the designated examiner.
- 3.35 If more than one session is held, any common user areas accessible to candidates must be cleared of all work saved during the test immediately after each session.
- 3.36 Candidates' user areas should be removed at the end of the test.

Candidates with Special Requirements

- 3.37 In some circumstances candidates with particular requirements may be given additional time (up to a maximum of 40 minutes) to complete the test. In this case, the test should be split into two parts so that candidates have a supervised rest break.
- 3.38 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 Technical help is available during the test to deal with 'computer crashes', printer problems and other possible complications.
- 4.2 A number of 'spare' computers are available during the test so as to allow candidates to move to another machine if necessary.
- 4.3 Alternative printing facilities are available for use if necessary.
- 4.4 Up-to-date virus prevention measures are in place.

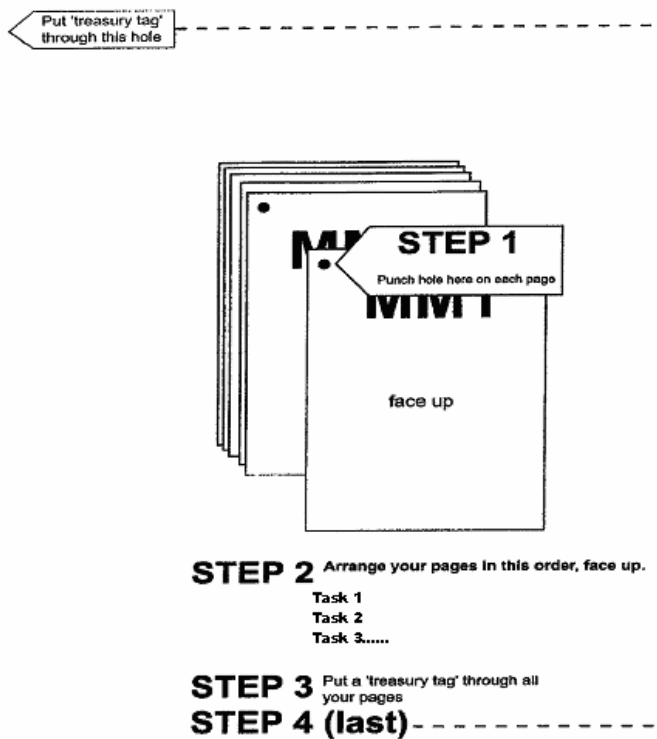
5 MISCONDUCT

- 5.1 This type of test relies heavily on the integrity of the candidates. Some centres have experienced difficulties with practical tests 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 result withheld.

6 COVER SHEET

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



8 SECURE DATA FILES

- 8.1 The secure test data files will be released on **Monday 19 May 2008**. They will be available from the Functional Skills area of the Edexcel Website (www.edexcel.org.uk) . 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 test.
- 8.5 The secure data files will be formatted as *.rtf, *.txt or *.jpg for the June 2008 series.
- 8.7 Secure data files are released to centres earlier than the test window to enable centres to load them onto the secure workspace and for **no** other purpose.
- 8.8 There is no pre-release scenario for this test paper. A brief scenario setting the scene for the tasks is given in the test paper itself.