



Instructions for Examinations Officers

WJEC GCSE Computer Science Unit 2 (3500U20-1)

THURSDAY 14TH MAY - AFTERNOON

Exams Officers must share this information with technicians and Computer Science teaching staff, upon receipt.

WJEC GCSE Computer Science Unit 2 (3500U20-1) is an examination that requires the use of media files, a Question Paper and an Instruction Sheet.

1. Requirements for candidates

Each candidate will need:

- A dedicated examination account for this exam only which should be inactive until the examination starts
- 7-Zip pre-installed on each PC

This is free to download from <https://www.7-zip.org>

Alternatives for Apple users are available here

<https://www.cisdem.com/resource/7-zip-alternatives-for-mac-to-open-7z-files.html>

WJEC is unable to support centres that do not use the 7-zip program, centres using a solution for Apple computers are strongly advised to test their systems comprehensively prior to the examination.

- The encrypted media files pre-installed on each PC
- A pre-installed functional copy of Greenfoot (**version 2.4.2 only**)

This is free to download from https://www.greenfoot.org/download_old . Centres should scroll down and select the 2.4.2 package which is valid for their environment.

WJEC is unable to accept candidate material from centres that do not use the correct version of Greenfoot.

- 'Instructions for candidates' which contain the decryption password for the media files
- Access to a word processing package (e.g. *Microsoft Word*) to produce their candidate responses
- An 'empty' user area or storage device on which to save the work

NB: Without compromising the functioning of the workstation, candidates **must not** have access to the internet, any shared drives, virtual learning environments (VLEs) or email during the examination.

2. Encrypted media files

Encrypted media files will be available on the Surpass system from Monday 20th April. An administrative keycode will also be available on the Surpass system. This administrative keycode will enable centres to download the encrypted files and distribute to each candidate's examination account. The files will need to be downloaded and distributed to candidates' examination accounts by Friday 1st May. Further details are available in the 'Guidance on Surpass for Examinations Officers'.

As the examination is reliant upon candidates accessing and using the media files WJEC will be contacting those centres who have not downloaded the encrypted files.

Candidate keycodes, which will need to be used to upload each candidate's examination work after the examination has ended, will be available for exams officers to download via Surpass.

3. The Question Paper and Confidential Instructions for Candidates

These will be despatched by WJEC and must be kept in secure storage until the day of the examination, as with any other confidential assessment materials.

4. Instructions for technicians and/or invigilators

This is a non-confidential document and is available to centres via the secure website for use by centres in their preparation for the day of the examination. A copy of the "Instructions for technicians and/or invigilators" must be given to the relevant staff for use on the day of the examination.

5. Setting up the Examination Room

Prior to the examination commencing the setting up of the examination room may take up to an hour or more depending on the number of candidates involved.

A computer science teacher/ technician may be involved in the setting up of the examination room.

6. Persons permitted to be present in the Examination Room

In addition to the invigilator(s), a technician* or other suitably qualified person may be in attendance throughout the examination in order to help with issues related to the functioning of equipment. This person is not an invigilator and must not count as one when determining numbers of invigilators required to conduct the examination.

*the computer science teacher may undertake this role.

7. The Examination Room and its layout

The exam must be carried out under formal supervision, i.e. the candidates must be in direct sight of the invigilator at all times. Use of resources is tightly prescribed and interaction with other candidates and the Internet or any other digital resource is forbidden.

The JCQ "Instructions for conducting examinations" must be adhered to.

8. Decrypting the media files

Confidential Instructions for candidates (despatched with the question papers) must be opened on the afternoon of 14th May. These instructions will contain the decryption password.

Centres will be required to download the free 7-Zip software onto each PC to be used for the examination. This will enable candidates to use the password to access the media files during the examination.

9. After the examination has ended

Candidates will be required to zip all their work into one file using the 7-Zip program.

10. Uploading each candidate's work

The invigilator/ technician will be required to upload each candidate's file using the candidate keycodes (one for each candidate) available via the Surpass system. All work must be uploaded on the day of the examination.

11. Retaining a copy of each candidate's work

Each centre must keep an electronic copy of each candidate's work in a secure location in case of loss or damage to the original submission.

Turn Over

Centre Checklist

Use the following checklist to ensure that your centre is ready for the examination.

Prior to the examination	Ensured access to your Surpass account.	<input type="checkbox"/>
	Ensured there are secure examination accounts for all candidates with no access to the Internet, VLEs or shared folders.	<input type="checkbox"/>
	Ensured that all the correct software is available to candidates including the correct version of Greenfoot (2.4.2) and a copy of 7-Zip.	<input type="checkbox"/>
	Access the administrative keycodes and the candidate keycodes on Surpass.	<input type="checkbox"/>
	Downloaded the encrypted media files using the administrative keycode.	<input type="checkbox"/>
	Distributed the encrypted media file to each candidate's examination work area.	<input type="checkbox"/>
	Received examination papers, instructions for candidates, and instructions for invigilators for use on the day of the examination.	<input type="checkbox"/>
	Have sufficient invigilators and technical assistance available for the examination.	<input type="checkbox"/>
After the examination	Uploaded the zip files created by the candidates to Surpass using the candidate keycodes.	<input type="checkbox"/>
	Secured the candidates' work post-examination.	<input type="checkbox"/>