



Cambridge International AS & A Level Information Technology (9626) practical tests

These instructions are for exams officers or supervisors responsible for administering Cambridge International AS & A Level Information Technology (9626) practical tests.

Who is responsible for administering 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 preparing 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.

The dates of the practical tests are published on our website:

- www.cambridgeinternational.org/timetables
- www.cambridgeinternational.org/beforetheexams

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, see section 1.2.4 of the Cambridge Handbook.

When arranging the tests, consider 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?

You need these materials to conduct the practical tests:

Material	Method of delivery
Question paper	We send you printed copies
Source files	You download from Digital File Despatch
Supervisor's Report Folder (SRF)	You download from Digital File Despatch

If you do not have all the materials listed above, please contact us:
info@cambridgeinternational.org

There are several 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 tests must be in full working order to allow them to meet all the performance criteria set out in the syllabus. You must provide the computers used in the tests. We cannot take into account errors resulting from faulty software or hardware when marking candidates' work. Therefore, it is important for the supervisor to work through a past or specimen paper, using the hardware and software the candidates will be using, before any of the tests.

Include any system errors, irregularities or issues in the Supervisor's Report Folder (SRF). You no longer need to send us a worked copy of a past paper (Supervisor Worked Copy). You must attempt to resolve any technical issues in your centre before the test because we do not consider these to be valid reasons for special consideration.

You must make sure that your chosen software package can save or convert files to the required generic formats (e.g., mp3, mp4, wav, avi, m4a). If needed, access to file conversion software may be required so that audio and video files can be converted to the required generic file formats.

Access to the internet during the practical test is not allowed. Therefore, the conversion software must be installed on your computers **before** the test takes place.

You must make sure the date and time settings are correct on each computer before candidates start the test. The settings should be locked to prevent candidates from changing them. If your computers are not maintaining the correct date and time due to faulty CMOS batteries, replace them before the test. If any computers are receiving an incorrect date and time from a time signal device, such as a router on the network, you must update the time signal device so that it is correct.

Question papers

We send printed question papers to your centre. **Do not open the question paper packets before the start of the test.**

Source files

You must download the required source files from [Digital File Despatch](#). You must store all source files securely once they have downloaded. Files 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 contact us: info@cambridgeinternational.org

Spare equipment in case of hardware failure during a test

You must have enough spare computers available in case there is a hardware failure during a test.

Secure set-up

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 preparing 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 be someone who was involved in preparing candidates for the test. The supervisor must not be counted as an invigilator.

It is your responsibility to appoint suitable personnel, but we encourage you to have an extra technician available, in addition to the invigilators and supervisor.

See our invigilation regulations in sections 4.6 and 5.7.4 of the Cambridge Handbook:
www.cambridgeinternational.org/exams/officersguide

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 you must also refer to sections 5.1.7 and 5.1.8 of the Cambridge Handbook.

Candidates are allowed to use the following items during the test, **as long as these do not use 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. Headphones must be wired directly into each candidate's computer. Wireless headphones, or headphones wired into any other device, must not be used.

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?

Check all candidates have saved their work to their test folder using the naming convention given in the question paper **before** they 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 paper
- any electronic files which form part of the test or that have been produced during the test.

What if we experience technical problems during a test?

If there is a technical issue, you must respond in a way which does not put the integrity or 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 you can fix equipment or software, you should do this. It is at the discretion of your centre to give the candidate reasonable time to compensate for the time lost while moving them to a spare computer or fixing the equipment.

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

- 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 us immediately.

You must attempt to resolve any technical issues in your centre before the test because we do not consider these to be valid reasons for special consideration.

How do I submit candidates' work for marking?

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

Preparing your candidates' work for submission

Before the test

Set up a candidate folder for each candidate using the following naming convention:

Series_SyllabusNumber_ComponentNumber_CentreNumber_CandidateNumber_ComponentSection

- For Paper 02, the ComponentSection is Practical.
- For Paper 04, the ComponentSection is Advanced Practical.

For example: March 2024_9626_04_AB123_0001_Advanced Practical

During the test

Candidates must save all the files they want to submit for marking in their candidate folder. They must use the file names shown in the question paper.

At the end of the test

Use Submit for Assessment (accessed via My Cambridge) to upload your candidates' work. You must only upload one ZIP file per candidate to the 'Practical' (9626/02) or 'Advanced practical' (9626/04) learner sections of Submit for Assessment; you cannot upload individual documents.

You must also download and complete the latest version of the Supervisor's Report Form (SRF) in Microsoft Word format. This is available from [Digital File Despatch](#) – please do not edit a version you have from any past series. You must upload your Supervisor Report Form to the 'Supervisor Report Form' section, a new area in Submit for Assessment. After you have uploaded your Supervisor Report Form, you can tick a box to link the form to all candidates in that submission. This means you only need to upload the Supervisor Report Form once per submission.

Submitting candidates' work through Submit for Assessment

For guidance on how to submit work through Submit for Assessment, see the Submit for Assessment Administrative Guide and our FAQs, available on our website:

www.cambridgeinternational.org/submit-for-assessment

You must securely store a copy of all candidates' work until the end of the enquiry about results period in case we need it. For example, if any issues occur when we are marking your candidates' work, we may contact you to ask for a copy.