Oxford Cambridge and RSA

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GCSE BUSINESS AND COMMUNICATION SYSTEMS

A267/01/IT ICT Skills for Business Communication Systems

INSTRUCTIONS FOR TEACHERS/HEADS OF CENTRES
AND EXAMINATIONS OFFICERS

JUNE 2016

INFORMATION FOR CENTRES

- This document has been available permanently on the OCR website (www.ocr.org.uk) since September 2013.
- It is for use by the Head of Centre in respect of administering this practical examination and also for use by the Business and Communication Systems teacher and/or the technician who will carry out the preparations for this practical examination.
- Approximately **10** days before the examination date, centres will receive:
  - a despatch of confidential Question Papers in hardcopy; and,
  - confidential electronic data files through OCR Interchange.
- After this point in time the Business and Communication Systems teacher and/or the technician is strongly advised to contact OCR in advance of the date of the examination if there are difficulties locating and/or downloading the electronic data files on OCR Interchange.
- Great care should be taken to ensure that all confidential materials are kept securely until the examination.
- Please remember that OCR will mark candidates' print-outs of work.
- This document consists of **8** pages. Any blank pages are indicated.

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CENTRE REQUIREMENTS

This information should be used by centres to ensure that they have the technical capability to administer the computer based practical examination required for this specification in line with OCR and Joint Council for Qualifications (JCQ) regulations.

Please note that it is the responsibility of the Head of Centre to ensure that the centre is appropriately equipped to administer these examinations in terms of technical and venue requirements.

The Examinations Officer within the centre is responsible for the conduct of this computer based practical examination within the bounds of the current JCQ *Instructions for Conducting Examinations* booklet.

Before starting teaching the specification it is essential that centres ensure they are capable of administering this computer based practical examination.

Centres must:

- ensure that the Head of Centre, Examinations Officer, Systems Manager/Technician, subject teacher and SENCO (if appropriate) are clear about what is involved;
- check that the centre can meet the technical and venue requirements; and,
- ensure that the centre has a valid and active OCR Interchange account through which the data files will be accessed.

Access arrangements are made prior to an examination series to enable candidates with particular requirements to demonstrate attainment. Centres should consider the nature of the assessment being undertaken. Detailed information about access arrangements can be found in the current JCQ *Access Arrangements, Reasonable Adjustments and Special Consideration* booklet.

Access arrangements should be applied for as soon as possible after the course has begun. Further information is published by JCQ.

SOFTWARE REQUIREMENTS

The minimum software requirement for centres to be able to administer this practical examination is Microsoft Office 2003, which must include Access, Excel, PowerPoint and Word.

It is the responsibility of each centre to ensure that:

- this software is available to all candidates on the day of the timetabled examination; and,
- all software is functioning prior to the examination window.

OCR will not make allowances for software which does not allow candidates to fulfil the assessment requirements.

Approximately 10 days before the date of each examination, centres will be able to access a Contents List and data files of resources through OCR Interchange for use in this practical examination. The Contents List lists the data files which should be present. The data files are specific to that particular examination series. The data files will be distributed in their original software format, eg not CSV. The data files must be loaded onto a secure shared area on each centre's network prior to the examination date and tested by the Examinations Officer/Systems Manager/Business and Communication Systems teacher to ensure their functionality. The data files must **not** be made available to candidates prior to the examination. Candidates must be instructed where to find the data files at the start of the examination.

THE EXAMINATION

Timetabling

Centres should refer to the current *OCR Admin Guide and Entry Codes (for 14-19 qualifications)* booklet. Timetables are agreed between awarding bodies via the JCQ. Provisional copies of the timetables are found on the OCR website. Copies of the final timetables will also be available on the OCR website. The published start times for examinations are 9.00 am and 1.30 pm. Candidates are not permitted to take an examination **before** the date shown on the timetable. Any clashes of OCR examinations will be reported on a *Timetable Clash Report.*

VERY IMPORTANT

When the number of candidates entered by a centre for the practical examination is larger than can be accommodated by that centre at any one time, the candidates must be divided into two or more groups. All groups must sit the examination on the timetabled date and careful arrangements must be made to maintain the security of the examination.

For guidance on how to manage timetable variations, please refer to the current JCQ *Instructions for Conducting Examinations* booklet. Many variations can be managed by centres, providing that appropriate supervision is maintained and all guidelines laid down in the guidance are followed. If overnight supervision is to be undertaken by anyone other than centre staff, prior approval must be obtained from OCR.

For unplanned situations or circumstances not specifically outlined in the current JCQ *Instructions for Conducting Examinations* booklet, including supervision by a parent or carer, a separate application form must be completed for each timetable variation. Each form must be signed by the Head of Centre or by the Examinations Officer. All applications must be received by OCR's set deadlines as stated in the current *OCR Admin Guide and Entry Codes (for 14-19 qualifications)* booklet.

Prior to the examination

A secure place must be available for the storing of live assessment material in advance of the examination, this includes the data files. Candidates must **not** have access to the data files for each live assessment until the time of the examination.

Candidates must **not** have access to their own user area during the live examination. They should **not** have access to a shared area where they are able to access other candidates' work or any templates or pre-prepared documents. Centres **must** set up special temporary examination users' areas for use in the live examination. It is essential that the candidates do **not** have access to any files other than those supplied by OCR for the live practical examination.

Suitable accommodation must be provided for the candidates to sit this examination. The examination must be sat under examination conditions according to the current JCQ *Instructions for Conducting Examinations* booklet. At the time of printing (September 2015) candidates must be the required distance of at least 1.25 metres from each other to prevent overlooking the work of others. This distance is measured from the nearest outer edge of one monitor to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens. In some circumstances, 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. The principal objective is to ensure that no candidate's work can be overseen by other candidates. Examinations Officers must take appropriate steps to ensure that this can be achieved. Centres are reminded of the need to display the relevant JCQ notices.

Due to the required seating arrangements, it is important that the examination is planned out in **advance** as the number of candidates taking the examination in any one room may be less than those allowed for normal teaching purposes. This may be an issue for larger centres and careful planning will be needed in order to seat all candidates on the day of the examination.

Equipment

Centres which have insufficient equipment to enable all their candidates to take this practical examination at the same time, may arrange with OCR for one or more additional sessions – as long as the normal security arrangements are applied. Accurate seating plans and attendance records must be kept and may be asked for by OCR at any time up to the Enquiries about Results deadline (refer to relevant JCQ post results services documentation or the current *OCR Admin Guide and Entry Codes (for 14-19 qualifications)* booklet).

During the examination

A suitably competent invigilator(s) **must** be present throughout to supervise the live practical examination. Appropriate technical support **must** also be available. As stated previously, the examination **must** be sat under examination conditions according to the current JCQ *Instructions for Conducting Examinations* booklet.

Each candidate **must** have individual access to a computer. Ideally, there should be at least one replacement computer and printer available in each examination room. Candidates must **not** have access to the Internet or email; these applications are not necessary for the examination, and access should be restricted, if necessary.

Printing

It is expected that a good quality printer is used by all candidates as it will not be possible to mark print-outs which are illegible. It is necessary to print onto white A4 paper.

Candidates will be expected to print several documents during the practical examination. It is imperative that each candidate has their candidate name **printed** on each document produced. Clear instructions will be given to candidates in the examination paper when to do this; however, it is good practice for subject teachers to explain the importance of this and to demonstrate how to do this prior to the examination, whichever software is being used. This may include taking screen shots and pasting into other applications, eg Microsoft Word. The candidates must then write other identification details such as task and print-out reference (eg Task 1 a+b), candidate number and centre number onto the printed document (or the candidates can add these to the document prior to printing).

Documents without the candidate's **printed name** will **not** be marked by the examiner as it cannot be guaranteed that it is the candidate's own work. Candidates will **not** be permitted to leave their seats during the examination; an invigilator must collect work and hand it back to candidates in order for them to add the further identification details.

Based on entries, OCR will provide centres with a Working Mark Sheet folder for each candidate in which they will insert the print-outs of their work. Candidates must only submit one piece of work for each task or sub-task, otherwise the print-out appearing uppermost in their folder will be marked and all subsequent print-outs for the same task will **not** be considered or marked.

Centres **must** ensure candidates are **not** allowed to have access to the print-outs of any other candidates during or after the examination.

AFTER THE EXAMINATION

After the examination time has finished, any further printing is **not** permitted. Teachers, technicians or invigilators are **not** permitted to print candidate work during or after the examination time. Any print-outs which come out of the printer after the time, which may have been caught up in printer queues, are permitted to be entered into the candidate's Working Mark Sheet folder at the invigilator's discretion.

Please remember that OCR will only mark candidates' print-outs of work. Examination scripts (ie print-outs of each candidate's work contained in the Working Mark Sheet folder) should be sent to the allocated examiner, together with the completed attendance register, on the same day as the examination. If this is not possible, please keep them securely overnight and send them within one working day.

It is presumed that centres may want to delete or reuse the temporary user areas set up for the purpose of the examinations; however, it is necessary that centres retain copies of candidates' work for up to one year in the event of Enquiries about Results, Appeals or Malpractice. Therefore, it is suggested that centres save the candidates' work in an accessible location for the specified time; **only** the Examinations Officer is permitted to access the candidates' work.

ADDITIONAL QUERIES

Additional queries should be referred to the OCR Customer Contact Centre:
Email: general.qualifications@ocr.org.uk
Tel: 01223 553998

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