MEMORANDUM A02 OF 2013

To: Heads of Examinations and Assessment
        National, Provincial, District, Regional and Circuit AET Examination Officials
        Umalusi

GUIDELINES FOR THE INFORMATION COMMUNICATION TECHNOLOGY LEARNING AREA EXAMINATION SCHEDULED FOR 01 NOVEMBER 2012

1.   Each candidate must be given a copy of the question paper in the language of instruction.

2.   There is no data files for this examination, therefore treat the learning area just like the other learning areas.

3.   Section A must be answered in the PED supplied answer book while Sections B and C are to be answered using the computers as stated in the question paper instructions.

4.   Local authorities should be informed about the examination timetable to ensure that load shedding is not applicable.

5.   **The following measures must be taken during the computer laboratory certification process:**

        a)   All electronic equipment at the centre should be inspected prior to the examinations to ensure that it is in good condition and that the electricity cables and wall connections are in good working order.

        b)   The Information Communication Technology educator must ensure that all computers are "clean". No programmes or documents, hidden files and/or examples of any kind may be stored on the hard disks or the network.

        c)   E-mails, internet messaging systems must be de-activated during the examination.

d) Security should be in place to prevent candidates from accessing other computers, folders and/or documents.

e) If an examination is conducted in two sessions, invigilators must ensure that all computers are clean when the second session starts. Candidates from two sessions should not make contact. This includes emptying the recycle bin.

f) Ensure that the South African settings for date and time in each computer are correct.

g) Learning centres must submit all candidates' files on CDs. One backup CD must be submitted and one kept at the centre.

h) The use of peer-to-peer networks is discouraged and learning centres should disconnect them for the duration of the examination and use the computers as stand-alone machines.

i) If learning centres use network facilities to conduct practical examinations, the following steps must be taken to prevent possible copying of files by candidates:

   i. Separate folders must be created for each candidate on the appropriate network drive. The folder should be labelled with the candidate's EXAMINATION NUMBER.

   ii. A separate user ID and password must be created for each candidate and these must be linked to a specific folder.

   iii. The user ID and password must differ from those used by the candidates during the normal course of their practical work.

   iv. E-mail and messaging systems between work stations must be deactivated during the examination, so that candidates are not able to send messages or files from one work station to another.

j) There should be at least two additional computers and printers available as backup.

k) An experienced Information Communication Technology educator/computer specialist assistant must be present during all practical sessions, so that he or she can provide the necessary assistance if computers are faulty.

l) A minimum of two invigilators must be present at each centre during the examination of Information Communication Technology as specified in the table below:

Number of candidates	Information Communication Technology educator	Invigilators	End-of-session assistance	Total number of invigilators during the end of the session
Less than 10	1	1	1	3
10 – 25	1	2	2	5
26 – 40	1	3	3	7
More than 40	2	4	4	10

m) Learning centres will be permitted to run a maximum of two consecutive sessions of computer practical examinations per day.

n) No cell phones, manuals and/or electronic documents are allowed inside the examination centre, unless otherwise specified by the Department of Higher Education and Training and the assessment body.

6. Procedure during the examination session

a) Invigilators must play a vital role in ensuring that no copying of any kind takes place.

b) The additional assistant(s) used at the end of the session (last 30 minutes of the session) must assist with verifying that candidates' files are written to CDs and that the CDs can open. Invigilators must ensure that no editing or keying in takes place after the examination time has elapsed.

c) Candidates should be reminded to save their work at regular intervals, for example, every 10 minutes.

7. If a power failure occurs during the examination, the following procedure should be followed:

a) Candidates are to remain in the computer room until the power supply has been restored.

b) Candidates may not communicate with each other while waiting for the power supply to be restored.

c) The time lost during the power failure should be allowed as additional examination time.

d) If, after two hours, the power supply has not been restored yet, the examination should be rescheduled.

e) The Department of Higher Education and Training and the assessment body should be informed of the power failure immediately.

f) When a power failure occurs, the centre manager should inform the local authorities immediately. He or she should also ascertain, if possible, how long the power failure is likely to last.

g) In the case of an examination being cancelled due to a power failure, the candidates should write the backup examination question paper on another date.
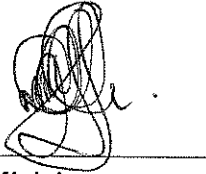
h) In the event where two examination sessions are scheduled during an examination, namely in the morning and afternoon, the above procedure applies to both sessions.

8. **In the event of a computer breakdown during the examination, the following procedure should be followed:**

   a) Candidates must be moved to backup equipment immediately, and appropriate additional time must be provided to the candidates concerned. A period of 10 minutes must be provided in cases where the work has not been saved by the candidate.

   b) No additional time will be allowed for work lost that was not correctly saved.

   c) Candidates must complete the examination question paper within the set time.

9. **In the event where two sittings per day take place, the following procedure must be followed:**

   a) The responsible educator will divide the candidates into two groups.

   b) Group 1 will complete the examination during the first sitting and Group 2 will complete it during the second sitting.

   c) Candidates in Group 2 must meet at least one hour before the end of the first sitting. They will be invigilated and escorted to the computer room before the start of the second sitting and after all the candidates from the first sitting have left the computer room.

   d) No candidate may leave the examination room before the end of the examination session.

   e) No contact between the two groups is permitted during either of the two sessions.

10. **Responsibilities of candidates**

   a) Each candidate must complete the answer book to be used for SECTION A and follow the instructions in the examination question paper to answer SECTIONS B and C, including to complete his or her EXAMINATION NUMBER, the EXAMINATION CENTRE NUMBER.

   b) After completion of the examination, the candidates must make sure that each file stored opens and the invigilators have saved their work on a CD.

11. After the practical examination session, the following procedure must be followed:

(1) The responsible educator/ computer specialist assistant/ invigilator must write TWO CDs of candidates' work. One CD must be send with the answer books for SECTION A and the second CD must be kept at the centre in a safe to be used as back-up.

Your cooperation in this examination processes will be highly applauded.

Yours sincerely

NL Mjajubana
Chief Director: National Examinations and Assessment
Date: 22 October 2012