



**COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY
2017 CHECKLIST**

CENTRE NAME: _____ **CENTRE NUMBER:** _____

Checklist to be signed and submitted to the examination section of the assessment body along with CDs/DVDs and information sheets after the CAT/IT practical examination.

To ensure the integrity of the national examinations, the instructions listed below for the preparation of computer laboratories and the retrieval of candidate files MUST be followed:

BEFORE THE EXAMINATION (CAT and IT)

	Action/Instruction	Yes	No
1	Local authorities informed of the examination dates and times.		
2	Workstations prepared in stand-alone mode.		
3	Separate and unique IDs and passwords created for candidates (must differ from those used during normal class work).		
4	Parents and candidates informed in writing about the respective times of their session, where two sessions will take place.		
5	Anti-virus software updated and installed on all workstations on the network.		
6	Internet and email messaging systems deactivated.		
7	CD received from the Examinations Administration Directorate and file accessibility checked.		
8	Read-only attributes removed from files, where applicable.		
9	At least 2 blank CDs received from the Directorate: Examinations Administration (if stand-alone workstations are used, schools are to provide flash drives to transfer data).		
10	Peer-to-peer networks disconnected.		
11	Back-up computers (at least 2) and printer made available (for each session).		
12	Examination folders created for each candidate and files copied to candidate folders on hard disk/server and stand-alone workstations.		
13	Dividers placed between workstations where there is visible access to adjacent workstations.		

ON THE DAY OF THE EXAMINATION:

COMPUTER APPLICATIONS TECHNOLOGY (Log-on process)

	Action/Instruction	Yes	No
1	Candidates issued with access cards and randomly placed at computers.		
2	Candidates taken through entering their user IDs and passwords (log-on process).		
3	Contents of candidate folders verified against that indicated on the question paper (teacher to read contents from examination paper).		
4	Files checked for accessibility.		
5	Candidates instructed to rename their folders as their respective EXAMINATION numbers (NOT centre number). The folder name MUST ONLY reflect the candidate's examination number.		
6	Candidates reminded to place a bar-coded sticker on the information sheet when the paper is received.		
7	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the upper left-hand side of the information sheet.		
8	Candidates reminded to save their work frequently and correctly.		
9	Candidates reminded not to log off or shut down their respective workstations.		
10	Examination papers ONLY issued once all candidates have completed the log-on process.		

ON THE DAY OF THE EXAMINATION:**INFORMATION TECHNOLOGY (Log-on process)**

	Action/Instruction	Yes	No
1	Candidates issued with access cards and randomly placed at computers.		
2	Candidates taken through entering their user IDs and passwords (log-on process).		
3	Checked that zipped folder is in candidate exam folder (DO NOT unzip yet – wait for password).		
4	Loading of Delphi environment. (Candidates not handed papers yet – in case of problems with logging on, Delphi or missing zipped files.)		
5	Issue examination papers ONLY when all candidates have completed the log-on process and Delphi has loaded.		
6	Correct exam paper verified, papers handed out and checked that everybody has a complete exam paper ("walk-through").		
7	Password on page 3 of the examination paper used to unzip folder.		
8	Candidates instructed to rename the <i>unzipped folder</i> as their respective EXAMINATION numbers (NOT centre number). The folder name MUST ONLY reflect the candidate's examination number. No other folders must be created (zipped folder can be used as a back-up).		
9	Contents of candidate folders checked against the contents indicated on the question paper. Teacher reads contents from examination paper, to verify that all files are correctly unzipped.		
10	Files checked to see if they can open in Delphi. Delphi and any other open folders on the desktop are minimised.		
11	Candidates reminded to place a bar-coded sticker on the information sheet when the paper is received.		
12	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the upper left-hand side of the information sheet.		
13	Candidates reminded to save their work frequently and correctly.		
14	Candidates reminded not to log off or shut down their respective workstations.		
15	Started 10 minutes of reading time. Invigilators checked that candidates do not open any files or start programming (empty desktop, everything minimised).		
16	10 minutes later – official exam started, candidates start programming.		

PREPARATIONS FOR SECOND SESSION (WHERE NECESSARY) (CAT and IT)

	Action/Instruction	Yes	No
1	Candidates writing the 1 st session kept in the examination room for the FULL DURATION of the session.		
2	Candidates for the 2 nd session invigilated in a secure place ONE HOUR BEFORE THE END of the first session.		
3	Candidates for the 2 nd session are not allowed to have cellphones or other communication tools (such as Internet) in the room.		
4	All candidate folders and files from 1 st session retrieved to one central point.		
5	All candidate folders and files from 1 st session checked for completeness and accessibility.		
6	Folders and files from 1 st session removed or accounts disabled. Computers "cleaned" if used in stand-alone mode after the 1 st session as well as Recycle Bin emptied on each computer.		
7	Exam folders for each candidate for the 2 nd session created.		
8	Files copied to candidate folders for 2 nd session.		

END OF SESSION (CAT and IT)

	Action/Instruction	Yes	No
Candidates			
1	All candidates labelled their electronic examination folder using their examination numbers.		
2	All candidates checked that all their files submitted for marking are stored in their examination folder.		
3	All candidates checked that the files submitted for marking can open (no shortcuts, damaged or missing files, etc.).		
4	All candidates completed and submitted the information sheet provided (bar-coded sticker and access card attached).		
CAT/IT teachers/Invigilators			
5	CAT/IT teacher checked that all the electronic candidate folders have been retrieved/collected from central computer.		
6	Invigilator(s) collected all information sheets from candidates after they were completed in full.		
7	CAT/IT teacher checked that the contents of each electronic folder or file corresponds with the information on the candidate's information sheet.		
8	CAT/IT teacher checked that all candidate folders or files can open from a central computer/folder (no shortcuts, damaged or missing files).		
9	Exam Scanner program run on the central folder to check for any irregularities. In the event of two sessions, two separate folders marked "Session 1" and "Session 2" must be created and scanned separately in the central folder on the hard drive.		

10	Irregularities shown in the Exam Scanner report rectified.		
11	CD with all the candidate folders and files, corresponding to the mark sheet, created.		
12	After the CD was created, it was checked for folders or files that could not open.		
13	Two CDs created, one to be sent to the Directorate: Examinations Administration and the other to be retained in a safe at the examination centre.		
14	CDs, attendance registers, mark sheets, information sheets, seating plan and reports packaged as per instructions.		
15	A report regarding any technical glitches/irregularities or deviations from instructions completed and submitted (if applicable).		
16	Checklist signed and submitted.		

PRINCIPAL

CHIEF INVIGILATOR

CAT/IT TEACHER

INVIGILATOR

DATE