WESTERN CAPE EDUCATION DEPARTMENT

COMPUTER STUDIES HG/SG AND COMPUTYPING SG
EXTERNAL PRACTICAL EXAMINATIONS

The precautions provided in Examination Circular Minute 0035/2005 have been read and communicated to the chief invigilator and the educator setting up the network for the examination.

Number of centre		Name of centre	

_____   _____   _____

Chief Invigilator   Educator in charge   Principal

Date: Date: Date:

Fax a copy of the completed form to Mr AP Clausen, Director: Examination Administration, at (021) 4615637 to reach him by no later than 23 September 2005.

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SECURITY PRECAUTIONS TO BE TAKEN IN PREPARATION FOR AND DURING COMPUTER STUDIES AND COMPUTYPING PRACTICAL EXAMINATIONS

In order to minimize the copying of files between learners during or immediately after practical examinations you are requested to adhere to the following security measures.

STAND-ALONE COMPUTERS

1.   Learners MUST answer the questions on the stiffy disk that has been provided to them. As stiffy disks often give problems it is strongly suggested that, where available, learners also store their files on the local hard drive. In the event of a problem with a stiffy disk the backup copy on the hard drive can be used.

2.   Should it be necessary to have two or more examination sessions, ensure that

2.1   the "Recycle Bin" on each computer is emptied between the sessions

2.2   if learners have used the hard drive for storing their files these files must be carefully copied onto another medium and then deleted from the hard drive

2.3   no user files have been surreptitiously left somewhere on the hard drive of any computer. This can be best done by "searching" each hard drive looking for files that were changed in the previous 2/3 hours and, if they are user files, deleting them.

3.   Computers **MUST**, as far as possible, be allocated to learners on a random basis. This is best done by giving each computer a code, writing these codes on a card and then giving each learner a card as he or she enters the computer room. The card must make provision for the learner's name and examination number and must be handed in upon completion of the examination.

4.   The statistical data associated with each file created in MS-Office is of considerable value as it contains, *inter alia*, information detailing when files were created. You are requested to make sure that the system date and time of all the workstations are correct before the examination starts and that you do not change the files in any way once the examination has been completed. It is strongly recommended that you make copies (if possible on a CD ROM) of the files and keep the original files in a safe place.

NETWORKED COMPUTERS

Peer-to-peer networks (such as Windows 98 and XP) do not provide the same level of security as server-based networks (such as Windows NT and 2000 Server and Novell). The use of peer-to-peer networks is therefore discouraged and schools are requested, where possible, to dismantle them for the duration of the examination and to use the computers in stand-alone mode.

If the school uses network facilities for conducting the practical examination, the following steps MUST be taken to prevent possible copying of files by learners:

1.   Separate folders must be created for each learner on the appropriate network drive. The data files required by each learner must be copied into each folder. It must not be possible for the learner to access any other data folders on the network.

2.   A separate user-id and password **MUST** be created for each learner and these must be linked to a specific folder. The user-id and password must differ from those used by the learners in the normal course of their practical work. These access codes should preferably be randomly generated, e.g. user-id: AxCyfDT, password: ShwOfT.

3.   Computers MUST, as far as possible, be allocated to learners on a random basis. This is best done by giving each computer a code, writing this code and the folder and access codes (indicated in 2 above) on a card and then giving each learner a card as he or she enters the computer room. The card must also make provision for the learner's name and examination number. They must write their details on the card immediately. On completion of the examination the cards must be returned to the invigilator and the access codes must be de-activated.

4. e-Mail and messaging systems between workstations MUST be de-activated for the duration of the examination so that learners will not be able to send messages or files from one workstation to another.

5. On some networks it is possible for a log to be kept of who has accessed which folders. If your network has this facility it must be activated during the examination and then retained after the completion of the examination in case queries concerning irregularities arise.

6. The statistical data associated with each file created in MS-Office is of considerable value as it contains, *inter alia*, information detailing when files were created. You are requested to make sure that the system date and time of all the workstations are correct before the examination starts and not to change the files in any way once the examination has been completed. It is strongly recommended that you make copies (if possible on a CD-ROM) of the files and keep the original files in a safe place.

7. Should it be necessary to have two or more examination sessions, ensure that

7.1 the "Recycle Bin" on each computer is emptied between the sessions

7.2 no user files have been surreptitiously left somewhere on the hard drive of any computer. This can be best done by "searching" each hard drive looking for files that were changed in the previous 2/3 hours and, if they are user files, deleting them.

SUPERVISORY REQUIREMENTS

In addition to the above security measures, principals are reminded of the following:

For Computyping SG there must be one invigilator for every ten learners with a minimum of two invigilators present at all times. The Computyping educator must also remain in the examination room for the duration of the examination. The Computyping educator must administer the speed accuracy test (Question 1) and assist in the event of any technical problems.

For Computer Studies HG/SG there must be at least two invigilators in the room at all times. The Computer Studies educator must also be available in order to resolve any technical difficulties that might arise.

Invigilators play a vital role in ensuring that no copying whatsoever takes place. It is therefore crucial that the minimum supervisory requirements are strictly adhered to.

WARNING TO LEARNERS

Prior to the commencement of the examination all learners must be informed by way of a general announcement that if they are found copying files or saving files to places other than those indicated by the invigilator, they could have their results for the subject declared null and void and be barred from re-writing the subject for a period of TWO years. This may be detrimental to their futures.

The exact wording to be used by the chief invigilator when making the announcement will be provided in the envelope along with the question papers.