

## GCE Computing

### June 2010 examination

## COMP1: Problem Solving, Programming, Data Representation and Practical Exercise

### Advice on using the COMP1 Electronic Answer Document<sup>1</sup> (EAD)

Centres may give candidates a copy of this Advice document to candidates at any time, including during the examination.

The Electronic Answer Document is provided by AQA to centres as a Microsoft® Word (2003) document. Candidates must type their answers to the COMP1 question paper into the EAD on-screen.

#### A In advance of the examination

- The COMP1 examination is not a test of candidates' typing or word processing skills, but centres are strongly encouraged to ensure that their candidates are familiar with the EAD before the examination. Candidates are free to practice using it before the examination.
- The EAD for use in the examination will be sent to centres by 1 April. Candidates' details on the front cover and in the footer of page 2 (and therefore any subsequent pages they may use) may be completed in advance of the examination and saved to the individual candidate's user area of the secure server. If candidates are to complete the EAD in this way, the centre is responsible for ensuring that no other information is typed into the EAD in advance of the examination.
- In advance of the examination, centres must ensure that candidates know:
  - where they are to save the work they do during the examination
  - what file format to use
  - the name format in which to save their work
  - about the role of the Print Monitor.

#### B What to do if the EAD fails for any reason

- In the event of a problem using the EAD or if your centre's word processing software is not compatible with Microsoft® Word (2003), centres should ask candidates to type their answers into a blank document ensuring that the **front page prominently** carries the following information:
  - GCE Computing, COMP1 examination, Summer + year of examination
  - Centre Number
  - Candidate Name
  - Candidate Number

<sup>1</sup> Taken from Appendix 1 of the Teachers' Notes (COMP1/TN).

- and, at the end of the examination, the candidate's signature.
- **Each subsequent page must also** carry the following personal information of the candidate in a footer (either typed in or written by hand):
  - Centre Number
  - Candidate Name
  - Candidate Number.
- Each answer must be clearly numbered. All pages must be securely attached together with a staple or tie in the top left hand corner.
- Do not be concerned if the AQA logo does not appear when the EAD is printed out.

### **C Using screen dumps in the EAD**

- Paste the screen dump into a cell of the EAD.
- If only part of the dump shows up in the cell:
  1. select the cell in which the screen dump appears
  2. double click to bring up the picture editor dialogue box called 'Format Picture'
  3. select the 'Layout' tab
  4. select the 'In Front of Text option'
  5. press 'OK' and go back to your EAD cell
  6. expand the cell in the EAD by pressing the return key on your keyboard enough times until the cell is big enough to show the whole screen dump. Crop the screen dump if necessary.
- If the above should fail, candidates should be advised to:
  1. paste any screen dumps into a blank Word document
  2. print this document with a footer containing the Centre Number, Candidate Name and Candidate Number (or write them on by hand after printing)
  3. insert the question part number in each case
  4. attach to the printed EAD in the relevant place leaving a reference in the corresponding cell of the EAD to advise the examiner to look for a supplementary handout containing a screen shot.