

SC 6233/X

WASSCE 2024  
INFORMATION &  
COMMUNICATIONS  
TECHNOLOGY (ELECTIVE) 3

3

Practical  
INSTRUCTIONS  
CONFIDENTIAL

**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**West African Senior School Certificate Examination**  
**for School Candidates**

SC 2024

INFORMATION AND COMMUNICATIONS TECHNOLOGY  
(ELECTIVE) 3  
PRACTICAL TEST

**INSTRUCTIONS TO SUPERVISORS/INVIGILATORS/  
TECHNICIANS**

- I. Owing to the nature of this practical examination, it is important to note that, even if candidates complete the examination early, they will **not** be permitted to leave the examination room until all the administrative functions associated with the examination have been finalized.
  - (a) Before candidates leave the examination hall at the end of the paper, they should ensure that they:
    - (1) **Save** all solutions into the folder they have created on the computer desktop;
    - (2) **Copy** the folder onto the pendrive provided by the invigilator/technician.
    - (3) **Sign the Verification Form** to confirm that their folders have been copied under the supervision of the invigilator and the technician on the pendrive provided by WAEC.



- (b) Mode of candidates copying their folders onto the pendrive under the supervision of the Technicians/Invigilators:
- (1) Ask the candidate to open the folder on the desktop that contains the solutions to the questions.
  - (2) Cross-check if the folder contains the candidate's work.
  - (3) Allow the candidate to close the folder.
  - (4) Let candidates copy the folder onto the pendrive provided by WAEC.
  - (5) Ensure that the candidate signs the verification form.
  - (6) Repeat instructions (2) to (6) for all the candidates present for the paper.
  - (7) Cross-check the total number of folders that have been copied onto the pendrive against candidates marked present on the Attendance Sheet.

**NOTE**

*Invigilators / Technicians should allow candidates to do independent work. If it is found that candidates were assisted during the examination, such candidates, invigilators and technicians will be severely penalized.*

2. Supervisors **must** ensure that candidates working on a network computer or thin client system **do not** have access to different computer interface.
3. It is important to ensure that there is **uninterruptible supply of power** at the centre during the practical test(s) / session(s) to ensure full and constant functioning of the computers and other equipment. There should therefore be a **standby generator**.
4. Check **each** computer and ensure that it is functioning properly. These checks should be done **two** weeks prior to the test. Also, **scan** all computers to be used ~~for~~ the examination to eliminate issues of virus infection <sup>of</sup> the computers and storage media being used during the testing period.

The number of computers should be enough to handle **not more than two sets** for the practical examination.

5. The speed and memory of the computer should be at least **1GHz** and **1GB** of RAM respectively.
6. Reserve at least **two computers** as standby for use by candidates whose computers may malfunction during the test.
7. Ensure that **each** computer has the following programs installed on it for the test:
  - (1) MS Windows XP (or newer version);
  - (2) MS Excel or OpenOffice Calc;
  - (3) MS Access or OpenOffice Base;
  - (4) MS Publisher.

*Contact the Council immediately if you face **any** problem with these installations before the day of the examination.*

8. The seating arrangement in the computer laboratory should be such that candidates **will not** be able to copy from each other's screen. Candidates should sit approximately **1.5 metres** apart.

At the end of **each** set of practical test, create a folder with the **centre/school number** and **set type** (e.g. 0012345 - SET 1) if more than **one set** is administered on the pendrive provided by WAEC and copy all candidates work onto the folder.

Ensure that **each** candidate signs the Verification Form **only after** completion of the practical test **not before** the test.

Complete the Report Form (SC 6233/Y) on the **1st day** indicating **any** difficulty encountered and stating exactly how it was solved.

The **Report Form** should be in a separate envelope marked "**CONFIDENTIAL**", and placed inside the script envelope before sending to the WAEC Depot.

Note that in solving **any** difficulty, care should be taken **not** to give undue advantage to **any** candidate.

9. Ensure that candidates **do not** receive **any** assistance from Invigilator(s) / Technician(s) that is/are **not** technical in nature.
10. Take a backup on the **two CD-Rs** provided by WAEC and place them with the **two pendrives** in the **two padded envelopes** before sending it to the WAEC Depot.

**NOTE:** *Any Supervisor who refuses to submit the backup CD-Rs of candidates will be penalized.*

11. **Delete** candidates' work saved on the computer as well as from the **Recycle Bin** before the start of the next set of candidates.
12. Note that the contents of the **Script Envelope** to be sent to the WAEC Depot must contain:
  - (1) **Two padded envelopes:**
    - (a) one padded envelope containing candidates' work that has been copied onto the pendrive and backup CD-R.
    - (b) the other padded envelope containing the **second** backup pendrive and **second** backup CD-R of the candidates;
  - (2) **Report Form(s);**
  - (3) **Signed Verification Form(s)** by candidates.

**END**

