

Circular S/IF/31/24

April 2024

To: The Examinations Officer

For circulation to: Head of Department and All Teachers of Moving Image Arts

GCSE, AS and A2 Moving Image Arts

Important Online Examination Update – Summer 2024

We wish to remind you of the procedure in relation to how centres will access the online examination instructions and the offline back-up examination itself.

Both will be available for download by the examinations officer from the SPCE Secure Portal.

Online Exam Instructions

Please note that the following **instructions booklets** for use in the running of the online examination will be available to download from the SPCE Secure Portal from **2nd May 2024**:

- GCSE / GCE AS / GCE A2 Summer 2024 Moving Image Arts - Instructions to Examinations Officers - Instructions for the Conduct of the Examination; and
- GCSE / GCE AS / GCE A2 Summer 2024 Moving Image Arts - Step by Step Instructions Guide for Technicians and Invigilators.

Please ensure that you have downloaded and read both booklets and have distributed copies of the Step-by-Step Instructions Guide in advance of the exam sitting to the Invigilator and to the Technician.

Back-up Offline Exam

**** PLEASE NOTE: As in previous years, the back-up offline exam is only for use in case of internet failure on the day of the examination.****

The **back-up offline exam** itself will be available for download from the SPCE Secure Portal **24 hours before** the live online examination is due to take place.

Once downloaded, the back-up offline exam must be transferred onto a **USB device** and moved to the centre's secure storage. Back-up exam download instructions are also provided.

The **back-up offline exam instructions** and **back-up exam download instructions** will also be available to download from the SPCE Secure Portal from **2nd May 2024**.

Online Exam Password (Hard Copy)

Please note that the secure online exam password/s for each level will still be sent out to centres in hard copy on 30th April 2024. As in previous years, when received, the password envelope should be transferred immediately to the centre's secure storage and should only be used on the morning of the live examination, as per the online exam instructions.

If you have any queries regarding the content of this circular, please contact:

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