

Circular S/IF/24/22

April 2022

To: The Examinations Officer

For circulation to: Head of Department and All Teachers of CCEA GCSE Journalism in the Media and Communications Industry

GCSE Journalism in the Media and Communications Industry Important Online Examination Update – Summer 2022

We wish to inform you that there will be a slight change in procedure this year 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**.

Please see more details below.

Online Exam Instructions Booklets

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 **11th May 2022**:

- **GCSE Summer 2022 Journalism – Instructions to Examinations Officers** – Instructions for the Conduct of the Examination; and
- **GCSE Summer 2022 Journalism – 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

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 **11th May 2022**.

Online Exam Password (Hard Copy)

Please note that the secure online exam password will still be sent out to centres in hard copy on **11th May 2022**. 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.

Online Exam Part 1 and Part 2 Stimulus Inserts (Hard Copy)

Please note that the Part One Insert for use with Questions 10 & 12 and the Part Two Insert for use with Question 13 will still be sent out to centres in hard copy in the same package as the online exam password. These should be transferred to secure storage and distributed on the day of the exam as per the online exam instructions.

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

Ingrid Arthurs at CCEA iarthurs@ccea.org.uk