

Cambridge International AS & A Level Information Technology (9626) Supervisor's Report Folder (SRF)

Read the guidance notes at the end of this form before you fill it in.

Syllabus code	Component code	Exam series	Year
9626 (AS & A Level)			

Section A: Centre details

Centre number Centre name

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Supervisor/Tutor name

Job title

Date of the exam

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Number of
candidates

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Section B: Software used by candidates

Software product name	Version

Section C: Supervisor's declaration

I certify that the information given in this report is correct and that the exam was conducted under the conditions required by the syllabus.

Signature of
supervisor

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Date

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Section D: Technical problems affecting exam performance

Hardware
failure

☐

Software/System
failure

☐

Email/Internet
connection

☐

Other

☐

Report outlining the problem and the actions taken

Continue overleaf if necessary

Section E: Candidates affected

Candidate number	Candidate name

Guidance notes

Instructions for completing the Supervisor's Report Folder

Section A

Enter the component number, exam series, year, centre number, centre name, supervisor's name and supervisor's job title.

Enter the date of the exam and the number of candidates who sat the paper. If there is more than one exam session, e.g. due to the number of candidates, please list the exam dates and candidate numbers for each session on a separate sheet of paper.

Section B

List the software and versions the candidates used during the exam. This information will help examiners when marking the papers.

Please note, Cambridge does not specify which software a centre should use.

Section D

Indicate the type of technical problem that occurred during the exam by placing a tick in the appropriate box.

In the report box you should include details of the problem, the actions taken and any instructions that Cambridge gave. These should comply with the instructions for conducting Cambridge International AS & A Level Information Technology (9626) practical tests, available on our website: www.cambridgeinternational.org/beforetheexams

Section E

If all candidates were affected by the technical problems, write 'ALL' in the box. Otherwise, list the names and numbers of the candidates affected.

After the exam

After the exam, the front of the folder must be signed by the supervisor, who should be an IT specialist.

Returning this form

Upload the Supervisor's Report Folder with the candidates' files to Submit for Assessment through the My Cambridge site.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader, your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>