9626 SUPERVISOR'S REPORT FOLDER (SRF)

Please read the instructions on page 4 before completing this form.

AS/A LEVEL INFORMATION TECHNOLOGY

Syllabus Code	Component (Please enter either 02 or 04)	Session (Please insert month)	Year
9626			2 0 1

Section A: Centre Details

Centre No.	Centre Name

Supervisor/Tutor Name	Position

Date of the Examination   No of Candidates

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 examination was conducted under the conditions required by the syllabus.

Signature of Supervisor   Date

Section D: Technical Problems Affecting Examination 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

CAMBRIDGE
International Examinations

9626 SRF

Report cont/d

Instructions for Completion of Supervisor's Report Folder

Section A

Enter the component number, session, year, Centre number, Centre name, supervisor's name, and supervisor's job title.

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

Section B

List the software and versions used by the candidates during the examination. This information will assist examiners when marking the papers.

Please note CIE does not prescribe which software a centre should use.

Section D

Indicate the type of technical problem that occurred during the examination 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 were given by CIE. These should comply with the "Procedures of Conducting Practical Tests", as outlined in the *Cambridge Exams Officer eNewsletter*.

Section E

If all candidates were affected by the technical problems then 'ALL' may be stated in the box. Otherwise, the candidate names and numbers of those affected must be listed

After the Examination

When the examination has been completed the front of the folder must be signed by the supervisor, who should be an IT specialist.

The Supervisor's Report Folder should be uploaded with the Candidates' files to the Cambridge Secure Exchange.