Instructions for the Conduct of the Examination

International Advanced Level IT

WIT12

June 2026

EXAMINATION SECURITY

Due to the nature of this examination, it is necessary to release confidential material to centre staff prior to the examination window. It is therefore essential that centre staff read these instructions for the conduct of the examination before releasing ANY material to candidates, to ensure that the integrity of the examination is not inadvertently breached.

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www.edexcel.com/contactus

If you have any subject specific questions about this specification that require the help of a subject specialist, you may find our Ask the Expert email service helpful.

Ask the Expert can be accessed online at the following link:

Subject advisor Computer Science and ICT Subject Advisor

Email: TeachingICT@pearson.com

http://qualifications.pearson.com/en/support/support-for- you/teachers/contactus.html

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1 Key Dates WIT12 – June 2026

Event	Date	Event information
Pro forma sent in by	04 May 2026	Centres must produce a schedule showing the times of each examination session.
Release of coding files	11 May 2026	The question folder required for the exam will be released onto the Pearson Qualifications website.
Examination	18 May 2026	Day examination is to be sat by candidates.
Upload candidates work to LWT	19 May 2026	Candidates' computer-based work must be uploaded to LWT by this date. If you are unable to submit the work digitally contact the subject team via Pearson's customer Support Portal.
Post completed question paper	20 May 2026	Question paper must also be sent to Hellaby by this date.
Results day	20 August 2026	Results of the examination are given to students.

2 Advisory Section for Mock Exams

2.1 Centres are advised to run mock exams in accordance with the instructions outlined below insections 1-9 of this document using the sample assessment materials.

2.2 Candidates will require access to a code editor (e.g. Microsoft Notepad, an IDE such as Visual Studio Code), directory explorer software (e.g. Microsoft Windows Explorer) and a web browser.

2.3 If, when using this material, you find issues with the running of the examination pleasecontact the Subject team in section 1using the link on page 2.

3 General Instructions

3.1 Pearson will set one question paper during the examination window.

3.2 No information relating to the content of this examination should be published, unless authorised by Pearson.

3.3 This 3-hour examination date is specified in Section 1 key dates.

3.4 Teaching of the subject **must be suspended** on the date of the examination.

3.5 The WIT12 examination is scheduled in the afternoon.

3.6 There will be one attendance register for the entire cohort.

3.7 Where more than one examination session is held, centres must keep an accurate record of candidates present at each session.

3.8 Centres must produce a schedule showing the times of each examination session, the date is specified in Section 1 key dates. This schedule must be submitted to Pearson at ictschedules@pearson.com.

3.9 A form for the schedule is available to centres to download on the IAL IT webpage and in Appendix 1 of this document.

3.10 It is the responsibility of the centre to inform candidates of the date and time for their examination.

4 Time allowed

4.1 The exam is 3 hours.

4.2 No scheduled breaks are allowed during the examination.

4.3 It is the responsibility of the centre to ensure that appropriate hardware and software is available to candidates (see section 7 for details of software).

4.4 Candidates **must not** have access to printing facilities during the examination.

4.5 No extra time can be allowed for slow machines or networks that run slowly.

4.6 If unforeseen technical difficulties occur, the centre may use its discretion on extending the time limit for candidates, including suspending the examination for a period of time to address technical issues during which time candidates must remain supervised and examination conditions maintained.

5 The Form of the Examination

5.1 The examination is a combination of written and computer-based responses and candidates should attempt to answer all parts.

5.2 Each candidate's computer-based work will be saved in a folder in their examination user area. Detailed instructions for setting up the user area and folder are in section 7.

5.3 Candidates will be told in the question paper what file names to use for modified pieces of code. It is essential that these instructions are followed as stated in the question paper.

5.4 Any files that cannot be accessed/opened by the Pearson examiner will not be marked.

6 General Administration of the Examination

6.1 The normal procedures relating to practical exams will apply and every effort must be made to ensure the confidentiality of the paper.

6.2 Candidates **must not** have access to the internet. It is the invigilator's responsibility to ensure that candidates do not access the internet at any time during the examination.

6.3 Each candidate will require exclusive access to a centre PC (desktop or laptop) for the examination. Details for the setup of the PC are in Section 7.

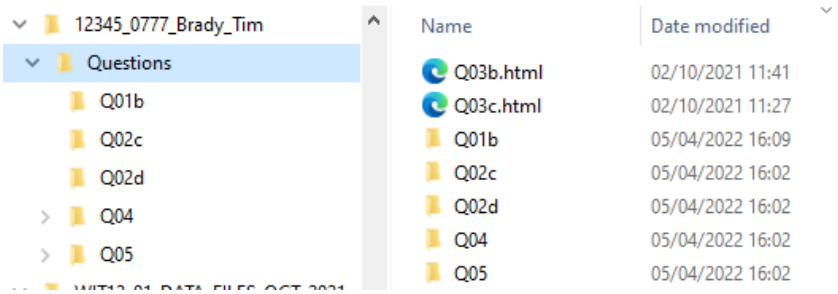
7 Before the Examination

7.1 A desktop or laptop computer must be made available to each candidate on a 1:1 basis.

7.2 Centres must create a separate secure user area for each candidate sitting the examination. These user areas must not be accessible to candidates at any time other than during the examination time itself.

7.3 In each examination user area, a folder should be created named:
CENTRE NUMBER_CANDIDATE NUMBER_SURNAME_FORENAME e.g. **12345_0123_SMITH_ADAM**
(names may be shortened if necessary but should still be unique
e.g. SMITH_A)

7.4 In this folder e.g. **12345_0123_SMITH_ADAM** you should have a sub folder called Questions where the secure assets should be unzipped as shown below.



7.5 Candidates will require access to a code editor (e.g. Microsoft Notepad, an IDE such as Visual Studio Code), directory explorer software (e.g. Microsoft Windows Explorer) and a web browser.

7.6 Candidates must **not** use any type of WYSIWYG website design software e.g. Dreamweaver, FrontPage etc in order to complete the questions.

7.7 Candidates must **not** have access to the internet or communications software, or shared disk spaces normally accessible during teaching and learning sessions.

7.8 The **secure** files required for the exam will be made available on the Pearson website on the date specified in Section 1 key dates

7.9 The **secure** files are released to centres earlier than the examination window to enable centres to load them into the candidates' examination user areas **and for no other purpose**. It is **not** acceptable to store the secure files in a shared area or in a central location where anyone can access the files.

7.10 Candidates must **not** be given access to the Questions folder except during the official time allocated to their examination.

7.11 Centres must **not** print out any of the HTML, CSS or JavaScript code for candidates.

7.12 Each user area must be allocated sufficient storage space to allow candidates to save theirwork. (1GB will be sufficient)

7.13 Candidates must **not** be able to save files produced during the examination **except** in the folder as referred to in section 7.3.

7.14 Candidates must ensure they save their **FINISHED** files in the same folder as the original question. This will ensure assets referred to in the path can be viewed by the examiner.

7.15 Candidates must have sufficient physical workspace to allow them unrestricted access to the computer and to carry out non-computer activities such as completing the question paper.

7.16 The workspaces used by the candidates should be arranged to prevent candidates viewing each other's work. Each candidate workspace must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one workspace to the next.

8 During the Examination

8.1 At least one invigilator should be conversant with the software and system to be used by candidates to deal with technical difficulties that may arise. This may be the information technology teacher. However, **they must not be the sole invigilator**. Alternatively, the information technology teacher may be on call should they be needed in the room.

8.2 Candidates may take only normal writing items (pen, pencil, ruler etc.) into the examination. They must **not** take in digital devices, for example, smart watches, wrist watches with a data storage device, MP3 or MP4 devices, iPods, mobile phones, tablets, portable storage media, calculators.

8.3 Candidates are **not** allowed to refer to textbooks or centre-prepared manuals during the examination. They may use the help facilities within the text/code editor providing these do not require internet access.

8.4 Display material (e.g. maps, diagrams, wall charts and projected images) must be removed or covered.

8.5 Communication between candidates is **not** allowed at any time during the examination.

9 After the Examination

9.1 Centres must ensure that all candidates' work saved securely according to the requirements outlined in this document.

9.2 It is the responsibility of the Centre to ensure that candidate folders are named according to the instructions outlined in this document. (Section 7).

9.3 The student's folder **must** be zipped. This **must** be named as defined in section 7.3 (e.g. 12345_0123_SMITH_ADAM.zip).

9.4 Once the student's folder has been zipped it should be uploaded into Learner Work Transfer (LWT) for each candidate.

9.5 The centre **must** retain copies of the zipped files uploaded to LWT in case of any issues.

9.6 We strongly advise centres to archive the examination user areas in their final form and store these securely until the end of the appeals period.

9.7 Candidates' user areas should be removed or made inaccessible once the zipped files have been created.

9.8 Question papers will need to be submitted via post.

9.9 Centres will receive pre-printed address labels (in the same pack as the attendance registers) to send the candidates' question papers only to our centre in Hellaby address:

Hellaby Industrial Estate, Fretwell Road Hellaby,
Bramley, Rotherham
S66 8HN
UK

9.10 Centres will have to arrange and pay for the posting services themselves.

9.11 After the examination, examiners employed by Pearson will mark all candidate responses both those on the question paper and in electronic format.

10 LWT support information

10.1 For further technical information and instructions about using LWT for submissions, please refer to our Learner Work Transfer (LWT) web page. Please refer to the sections called Examinations/Moderation.

10.2 Note: If you are unable to submit the work digitally, please contact the Subject team via Pearson's Customer Support Portal by checking the Section 1 key dates and we will advise you of the appropriate steps to take. Please choose the dropdowns to ensure your enquiry goes directly to the International A Level Information Technology Subject team.

***Issue Type**

Exam Administration

***Category Type**

Exam Papers

***Subcategory Type**

Guidance

***Qualification**

International A Level

***Qualification Subject**

Information Technology

11 Candidates with Special Requirements

11.1 Centres must write to Special Requirements Department please email access.arrangements@pearson.com

11.2 In some circumstances, candidates with particular requirements may be given additional time to complete the examination. In this case, the examination may be split into two parts so that candidates may have a supervised rest.

12 Contingency Planning

It is strongly recommended that:

12.1 Technical help is available during the examination to deal with computer crashes and other possible complications.

12.2 A number of spare computers are available during the examination so as to allow candidates to move to another machine if necessary.

12.3 Up-to-date virus prevention measures are in place.

13 Misconduct

13.1 This type of examination relies heavily on the integrity of the candidates. In those cases where misconduct occurs, or is thought to have occurred, this will be investigated, and candidates may have their result withheld.

13.2 It is the centre's responsibility to inform Pearson's malpractice department of any breach of regulations at pqsmalpractice@pearson.com

13.3 **Restricted Access:** Access to secure data assets is strictly limited to authorised personnel only. These assets are confidential and should only be used for the purposes for the examination.

13.4 **No Sharing of Data:** Candidates are not permitted to share any information, content, or details from these secure data files with any external parties. Sharing or unauthorised distribution of this data is prohibited.

13.5 **Compliance:** Centres are responsible for ensuring that all personnel adhere to these guidelines. Any breach of this policy will be taken seriously. Investigations will be conducted, and appropriate actions will be taken if any breaches occur.

14 Secure Files

14.1 Candidates **must only** have access to the **secure files** during their examination session. Centres are **not** permitted to allow candidates access to these files at any other time before the end of the examination window.

14.2 Centre staff should **not** attempt to examine the secure files before the end of the examination and should not discuss the contents of the files with any unauthorised person before the end of the examination window.

14.3 Secure files are released to centres earlier than the examination date to enable centres to load them onto the secure examination user areas and **for no other purpose**.

14.4 Centre staff who have access to these files must **not** use this knowledge to advantage any candidates by divulging the contents to any unauthorised person.

14.5 Centre staff should contact Pearson **by phone** (using the numbers on Page 2) **before** the end of the examination if there are any issues about the secure files or the question paper.

15 APPENDIX 1: Examination Schedule Pro Forma

EXAMINATION SCHEDULE FORM

International Advanced Level IT WIT12

PLEASE RETURN THE COMPLETED FORM TO ICTSCHEDULES@PEARSON.COM

EXAMINATION JUNE 2026

Centre No	
Centre Name	
Centre Address	
Country	

Year Group	Start Time	Number of Candidates	Room

NAME (block capitals)	
Job Title	
Signed	

Please return your form to: ictschedules@pearson.com using the subject heading:

Centre number IAL WIT12 June 2026

Please ensure that you replace 'centre number' with your own centre number.

16 APPENDIX 2: Learner Work Transfer (LWT) FAQs

About Learner Work Transfer

This portal allows users to securely transfer digital evidence required for assessment. Evidence is transferred via a request, and this is created at paper/unit level.

Users must have:

- A verified Edexcel Online (EOL) username and password
- An unlocked EOL account
- The following profile assigned to their EOL account if they are an external user:

  Basic Access

How do I access Learner Work Transfer?

- Access is via Edexcel Online (EOL)

I am trying to log in, but get an Access Denied message

- You need the Basic Access profile on your EOL account to access Learner Work Transfer – please check with your administrator that you have this profile ticked.

What files are accepted?

- We support a range of common file types, which are listed **here.**
- Zipped files up to 8gb (per candidate) in size are accepted.
- Zipped files must not be password protected – the system is secure, so password protection is not required.

I can't see all the learners for a subject on Learner Work Transfer

- Any late entries will show on Learner Work Transfer within 24 hours of being entered.
- Where late changes to entries were made, there may be two requests on your dashboard for the same subject. Please check both requests for the learners.

A learner I have withdrawn is still showing on Learner Work Transfer

- Please use the Status dropdown to mark the learner as absent on Learner Work Transfer.

I cannot submit the learner work I have uploaded

- Check that all learners have a zipped file uploaded or are marked as absent.
- Check that all zipped files uploaded have been accepted – any that show as rejected will need to be removed and replaced.
- If you have uploaded zipped files using the Shared Files option, ensure that you have clicked on the Manage Shared Files option (accessed by the menu button on the right of the Shared Files box and linked the zipped files to the correct learners.