



Instructions for the Conduct of the Examination

International Advanced Level IT

WIT14

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

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June 2025

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1 Key Dates WIT14 – June 2026

Event	Date	Event information
Centre ExaminationSession Schedule (Pro forma)	26 May 2026	Centres to submit the schedule of their examination sessions using the form in Appendix 1
Release of examination files	2 June 2026	The files required for the examination will be released onto the Pearson Qualifications website.
Examination	09 June 2026	Day examination is to be sat by candidates.
Submit candidate work by	10 June 2026	Candidate evidence templates must be submitted onto Learner Work Transfer (LWT) platform 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 in sections 1-9 of this document using the sample assessment materials.
- 2.2 Candidates will require access to Microsoft Access, a text editor/spreadsheet and a word processor.
- 2.3 If, when using this material, you find issues with the running of the examination please contact the subject advisor using the link on page 2.

3 General Instructions

- 3.1 Pearson will set one question paper during the examination date.
- 3.2 No information relating to the content of this examination should be published, unless authorised by Pearson.
- 3.3 This 3-hour examination can be found in [Section 1 Key dates](#)
- 3.4 Teaching of the subject **must be suspended** on the day the candidates taking the examination.
- 3.5 The WIT14 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 (Pro Forma) showing the times of each examination session to be held. This schedule must be submitted to Pearson at ictschedules@pearson.com. Please see [Section 1 Key dates](#) for the deadline.
- 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 requires responses on the candidate evidence template.
- 5.2 Candidate responses should be added into the candidate evidence template, which is provided. The candidate evidence template 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 Only the work present in the candidate evidence template will 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 computer (desktop or laptop) 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 The secure files provided should be placed in the folder described above so each user would have the top level folder **12345_0123_SMITH_ADAM** and in that would be the database file, data file and candidate evidence template. These files should be downloaded and copied into candidates' secure examination user areas.
- 7.5 Candidates will require access to a Microsoft Access, Microsoft Excel and a text editor. The database supplied uses .accdb extension. The version of Microsoft Access used by the candidates in the examination must be compatible with this.
- 7.6 Candidates must **not** have access to the internet or communications software.
- 7.8 The **secure** files required for the examination 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 date to enable centres to load them into the candidates' examination user areas **and for no other purpose**.

- 7.10 It is **not** acceptable to store the secure files in a shared area or in a central location where anyone can access them.
- 7.11 Candidates must **not** be given access to the secure files except during the official time allocated to their examination.
- 7.12 Each user area must be allocated sufficient storage space to allow candidates to save their work.
- 7.13 Candidates must **not** be able to save files produced during the examination **except** in the folder in the candidate's examination user area.
- 7.14 Candidates must have sufficient physical workspace to allow them unrestricted access to the computer.
- 7.15 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. However, only work on the template will be marked. 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 Microsoft Access 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 All materials should be collected at the end of each examination session (e.g. rough work) and stored securely until the end of the examination date.

Centres must ensure that the candidate evidence template is saved securely using this naming convention:

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)

- 9.2 Candidate evidence templates (named according to 9.1) are to be submitted to the examiner via **Learner Work Transfer (LWT)** platform, accessible via Edexcel Online. Details of how to access and use the LWT can be found in Appendix 2. No files/folders should be posted to the examiner.
- 9.3 Centre copies of candidate evidence templates should be kept secure by the Centre's Examinations Officer. This should be safeguarded in case additional copies are requested.
- 9.4 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.
- 9.5 Candidates' user areas should be removed once an archive has been made.
- 9.6 After the examination, examiners employed by Pearson will mark all candidate responses.
- 9.7 If after submitting work onto LWT platform, centres establish that any of candidates' work was not uploaded, the centre should contact eportfolio@pearson as soon as possible.

10 Candidates with Special Requirements

- 10.1 Centres must write to Special Requirements Department please email access.arrangements@pearson.com
- 10.2 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

11 Contingency Planning

It is strongly recommended that:

- 11.1 Technical help is available during the examination to deal with computer crashes and other possible complications.
- 11.2 A number of spare computers are available during the examination so as to allow candidates to move to another machine if necessary.
- 11.3 Up-to-date virus prevention measures are in place.

12 Misconduct

- 12.1 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.
- 12.2 It is the centre's responsibility to inform Pearson's malpractice department of any breach of regulations at pqsmalpractice@pearson.com

13 Secure Files

- 13.1 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 date.
- 13.2 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 date.
- 13.3 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**.
- 13.4 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.
- 13.5 Centre staff should contact Pearson **by phone** (using the numbers on Page 2) **before** the end of the examination date if there are any issues about the secure files or the question paper.

14 APPENDIX 1: Examination Schedule Pro Forma



EXAMINATION SCHEDULE FORM International Advanced Level IT WIT14

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:

Centrenumber IAL WIT14 June 2026.

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

15 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?

- Candidate evidence template documents
- Files up to 8gb in size are accepted.
- 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 either have at least one file uploaded or are marked as absent.
- Check that all files uploaded have been accepted – any that show as rejected will need to be removed and replaced.
- If you have uploaded 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 files to the correct learners.