

Frequently Asked Questions

Cambridge International Diploma in IT Skills (8932)

includes Foundation Level (8931)

How many modules do I need for the full award?

All Core modules (4) and one optional module, chosen from Databases or Presentations.

When does Assessment of Cambridge International Diploma in IT Skills take place?

The assessments are available on-demand within a centre. This means that centres can allocate assessments to students for them to sit whenever they wish and it is convenient for them. It is up to centres to schedule the timing of the assessments and inform candidates accordingly. Centres will organise the purchase of tests before they are actually needed, in order that they have sufficient entries to allocate to candidates when needed.

What are the differences between Version 1, Version 2 and Version 3?

Version 2 gives the following additional functionality:

Windows 2000 Office 2000 PowerPoint 97 PowerPoint 2000

Version 3 gives the following additional functionality:

Windows XP and Office XP

Can we still use Office 97 for our IT Skills tests?

Yes, with Version 3 you can choose to work with Office 97, Office 2000 or Office XP. If you have a networked environment you can also use a mix of Office 97/Office 2000/Office XP workstations and allocate tests accordingly.

Does Version 3 still work on Windows 95 and/or Windows 98?

Yes, it does, although Windows 95 is no longer supported. We would recommend that Centres use IT Skills with either Windows 2000 or Windows XP.

Are certificates for individual modules available?

This depends on whether you opt for the Standard or Premier Service. The Standard Service offers one final certificate for the full Diploma. The Premier Service includes a certificate for each individual module.

How do centres return the data to CIE once the candidates have taken their tests?

This is done via e-mail. Every month, centres submit a report to CIE giving details of the candidates taking IT Skills tests. This process is largely automated from within the Administration software that is supplied on CD-ROM. Once every three months centres then download the entire testing database to CIE for checking.

As Cambridge updates its records each month, a check is made to discover which students have completed all Diploma modules successfully. Any such candidates have their Diploma Certificate issued by Cambridge and sent to you. It takes an average 4 weeks from receipt of the database in Cambridge to receipt of Certificates in centres.

How can I register for IT Skills?

If you are already a CIE centre you need only notify us in writing that you wish to add IT Skills to the list of courses you are eligible to run. You will automatically be sent an information pack, including Provisional Entry Forms, once you have been registered.

If you are not an existing University of Cambridge International Examinations (CIE) centre you will need to contact CIE Customer Support in the first instance. We will send you a centre registration pack. Subject to a centre inspection and satisfaction of our centre status criteria, you will be allocated a centre number and you will automatically be sent entry documentation.

Please note registration can take some time so we advise you contact us at least 3 months prior to offering your first course

Once I am registered, how do I enter candidates for the CID in IT Skills?

There is no pre-registration with Cambridge needed for candidates taking the Cambridge International Diploma in IT Skills. Entry is made within a centre as described in the responses to "When does Assessment of IT Skills take place?" above.

How long does it take from dispatch of the database until we receive certificates?

It takes on average 4 weeks from receipt of the database in Cambridge to receipt of Certificates in centres.

What is the difference between the standard service and the premier service?

Candidates will be issued their Diploma Certificate as part of the standard service offered by University of Cambridge International Examinations on successful completion of all five modules of the Diploma.

The premier service is available on request only for centres that choose to offer certification on completion of each application module. Centres will be charged a small additional fee for this service.

What is the difference between ICT Starters, the CID in ICT and the CID in IT Skills?

The ICT Starters are aimed at primary and secondary school children. Assessments can be designed by the centre and marked internally, with moderation by CIE.

ICT and IT Skills are intended for older teenagers and adults. The main differences between these two Diplomas are outlined below.

ICT

Any software can be used
Available at Foundation, Standard and Advanced Level
Practical Assessment
Wider choice of modules
Focus on the application of ICT in the workplace

IT

Uses Microsoft Office software
Available at Foundation and Standard Level
Computer-based assessment
Instant results
Focus on IT skills