

Cambridge International Diploma  
Standard Level

**Syllabus**

IT SKILLS

For assessment in 2009

CIE provides syllabuses, past papers, examiner reports, mark schemes and more on the internet. We also offer teacher professional development for many syllabuses. Learn more at [www.cie.org.uk](http://www.cie.org.uk)



# CONTENTS

---

	Page
Section 1: Introduction	1
Section 2: Overview of the Diploma	3
Section 3: Syllabus Structure and Content	7
Application Module 1: Using the Computer and Managing Files	9
Application Module 2: Word Processing	10
Application Module 3: Spreadsheets	12
Application Module 4: Databases	13
Application Module 5: Electronic Communication	14
Application Module 6: Presentations	15
Section 4: Administration Procedures	16



## **SECTION 1: INTRODUCTION**

### **1.0 Cambridge International Diploma in Information Technology**

Information Technology (IT) influences the lives of everyone, wherever we live or work in the world. Almost every aspect of our daily lives now involves using IT skills. In the increasingly dynamic world of work, people need to be able to work effectively with IT, to develop transferable IT skills and to apply those skills across different contexts and software packages. With advances in technology, people are also keen to ensure that their IT skills are kept up to date to make themselves competent, capable and competitive in today's employment markets.

The Cambridge International Diplomas in IT recognise achievement in a range of skills which are required to use effectively a number of IT applications. These skills are assessed on the computer in the context of practical tasks.

Assessments for the Cambridge International Diplomas in IT are available on demand throughout the year to complement flexible training patterns and learning needs. The assessments use the latest developments in computer-based technology to assess a candidate's ability to use software-specific applications and to develop IT skills. All assessment is carried out on-screen and the immediate feedback of results to candidates is a central feature of these diplomas. The Standard Level Diploma provides a framework for developing practical IT skills and knowledge in a range of IT applications and functions, and builds upon the broad introduction to IT skills provided by the Foundation Level Diploma. The Diploma has been developed specifically for the international market, recognising the growing importance of employees working across geographic and cultural borders.

There are no formal candidate entry requirements for the Standard Level Diploma. It is, however, expected that Centres will have the appropriate range of equipment and software needed to train and assess candidates.

## 1.1 The International Dimension

Cambridge International Diplomas in IT embody performance standards valued in countries around the world. The use of IT is a transferable skill and can be demonstrated regardless of place, system or culture. The syllabus and assessments provide a framework through which candidates, wherever they might be, can be assessed reliably and validly against the performance standards set in a software-specific context. However, candidates should be aware that, with the use of an appropriate manual and sufficient practice, the IT skills acquired can be used across a variety of manufacturers' software.

The syllabus and assessments are available in English and Spanish. The assessments do not directly assess language skills, but are designed to give candidates the opportunity to show they can apply the skills specified in the syllabus.

## SECTION 2: OVERVIEW OF THE DIPLOMA

### 2.0 Aim

The aim of the Standard Level Diploma is to assess a candidate's ability to use Information Technology effectively when using specific software applications.

Within each application area, candidates will be required to enter and manipulate data, work closely to given specifications and successfully complete a range of tasks as specified. During the assessments, they will be required to edit, copy, save and/or print the data on which they are working as appropriate.

### 2.1 Target Group

The Standard Level Diploma is designed for anyone who has already gained a broad introduction to work-related IT skills and wishes further to develop competence in specific IT applications.

It is suitable for students, employees and trainees who wish to develop practical IT skills and for those who wish to receive recognition for IT competence that they may already possess.

Basic competence in keyboarding skills, the use of a mouse and the ability to load an application are assumed. A knowledge of general principles and procedures in the use of IT hardware and software is encouraged to be taught alongside the practical IT skills. Further guidance on these principles and procedures is given in Section 3.1.

### 2.2 Diploma structure

The Application Modules available in the Cambridge International Diploma in IT at Standard Level are as shown below:

Application Module	Status	Form of Assessment
Using the Computer and Managing Files	Core Module	45 minute practical task
Word Processing	Core Module	45 minute practical task
Spreadsheets	Core Module	45 minute practical task
Electronic Communication	Core Module	45 minute practical task
Databases	Optional Module	45 minute practical task
Presentations	Optional Module	45 minute practical task

Each skill area can be tested separately as and when a candidate is ready and when the centre is able to schedule and accommodate the assessment process. All candidates will receive immediate feedback of results indicating how well they have performed and whether or not they have passed the module assessment. Successful candidates can receive a Statement of Results that is issued locally by the Registered Centre (see Section 2.8 below).

To achieve the Cambridge International Diploma in IT at Standard Level, candidates must successfully complete all Core Modules and at least **one** from a choice of Optional Modules. When the five Application Modules have been completed successfully, a candidate will receive a full Cambridge IT International Diploma certificate.

### **2.3 Learning Hours and Course Structures**

There is no fixed guide to the learning hours required for the individual modules or for the full Diploma. It is, however, expected that about 12 hours per module, or about 60 hours for the full diploma, will be sufficient for most students who start with a Foundation level competence in IT skills. This figure is a guideline only as different students will often progress at different rates and will generally start the course with a range of prior knowledge and experience. Centres should plan the duration and delivery of courses based on an understanding of candidates' prior qualifications and experience.

CIE considers that there are various effective methods of developing IT skills, including tutorials spread over a period of weeks or months, intensive training programmes, on-the-job training or other supervised work experience, and distance learning. There is, therefore, no single prescribed course structure leading to the Cambridge International Diplomas in IT.

Centres and students may wish to start with the 'Using the Computer and Managing Files' module although there is no set route through the modules. It is possible for students to start with any module. For example, a student who is particularly interested in one of the applications covered may choose to begin with this Application Module. Success in this module may well encourage interest in and take up of the other modules in the Award. Centres may identify demand for courses linked to particular modules or need to provide for particular groups or organisations that need to develop or update specific skills. These are just two examples of the flexibility of provision that the diploma structure supports.

Generally, whatever the method of skills development, students are first taught the skills required by particular processes (e.g. Word Processing) through the medium of appropriate application packages. Centres should note, however, that the IT assessment software is application software-specific. Attention should be given to familiarise candidates who have developed IT skills using other software packages with those used in the assessment. Centres are free to decide when to assess in terms of their own and the candidates' readiness.

### **2.4 Learning Support Materials**

CIE provides a range of support materials that will aid both tutors in preparing for the delivery of their courses and candidates in their learning. These materials will contain exercises to be completed on the PC using data files provided as well as information to be read, learned and understood. The aim in providing these materials is not simply to provide a pre-packaged course but to help provide a suitable learning environment for candidates.

Details of these materials, which consist of Candidate and Tutor Support Guides, are available from CIE Customer Services.



## 2.5 Resources

Students will require frequent access to appropriate IT facilities to develop their skills. Centres will therefore need to have sufficient, appropriate facilities available to allow students access as necessary. The scale of this provision will clearly depend on the number of candidates likely to enter for the assessments over a given period and the nature of the course and its method of delivery.

The Cambridge IT International Diplomas are software specific and **only** suitable for use on PCs that operate using **Windows 98, Windows 2000, Windows Millennium** or **Windows XP**. Please note that the software is not compatible with **Windows NT**.

PCs running either the Administrator or Testing software will need access to a full installation of **Microsoft Office 2000, Microsoft Office XP** or **Microsoft Office 2003**.

The minimum specification for the PC running the Administrator software is:

Pentium III, 64 Mb RAM, 1 Gb hard disk space available, a network card (10/100 Mbps), 800x600 resolution and an internet connection at least ISDN 64.

The minimum specification for the PC running the Testing software is:

Pentium III, 64 Mb RAM, 1 Gb hard disk space available, a network card (10/100Mbps) and 800x600 resolution.

Assessment for four of the five Application Modules is built on Microsoft products. For these four modules, students will be assessed using the particular software packages. Students should, however, be encouraged to realise that, with the aid of a manual, they can learn the necessary skills and easily transfer their skills to a variety of products and other packages, should they need to do so.

## 2.6 Method of Assessment

At the end of a period of study, or when they are ready, candidates take a CIE-set assessment. These assessments are computer-based and are available on demand. Centres enter candidates for the assessments using the software supplied by CIE on a CD-ROM. The Centre Administrator (using the software supplied) generates the test exercises following the guidelines issued by CIE. Candidates then take the assessment on a computer, using the on-screen exercise instructions to navigate through the actual assessment.

Candidate Instructions for taking the IT assessments are available on the CD-ROM. These are printed and distributed by the Centre to candidates prior to the test.

Each Application Module in the Diploma is assessed separately and distinctly, with assessments comprising a number of tasks being taken under controlled conditions at the Registered Centre. For the four Application Modules of Word Processing, Databases, Spreadsheets and Presentations, the assessment is divided into three 'separate' exercises. Each exercise has a set of on-screen instructions which the Centre Administrator can print out and distribute to candidates who wish to follow instructions on paper, prior to the test commencing.

The Application Module in Using the Computer and Managing Files comprises a single exercise with several sets of instructions involving manipulation of a number of files across a number of directories and associated file management activities.

The Electronic Communication module is assessed by a combination of two 'separate' practical exercises. The practical tasks test candidates' skills in managing email and also in basic internet skills. Both email and internet tasks have been designed without actual access to the Internet, so that candidates from centres without internet connection can undertake this module.

The assessments for these modules focus on the candidate's ability to carry out practical tasks rather than to explain the theory of how the tasks are completed. Candidates are assessed on their performance of these tasks.

Each Application Module assessment is designed to be completed in 45 minutes or less. Candidates are shown the time remaining for the assessment by an on-screen clock. At the end of 45 minutes the test will automatically end and begin to mark the tasks carried out by the candidate.

## **2.7 Availability**

Assessments for the Cambridge International Diplomas in IT are available at any time throughout the year. Centres must be registered with, and approved by, CIE before the Administration and Assessment software is issued. A Registered Centre is then issued with a CD-ROM containing the software that is licensed to the Centre for use as intended. This software allows Centres to offer assessments as required to fit in with the delivery of training.

Assessments may be taken at the end of the course of study or they may be taken at intervals over the length of the course as an aid to learning. Centres can decide when the assessment takes place, as there is no fixed timetable.

The Administrator software system allows assessments to be selected for candidates and a number of reports on an individual's performance can be generated. Centres purchase in advance, and are assigned, blocks of tests covering all the Application Modules, on obtaining the security codes from CIE (see Section 4).

## **2.8 Quality Control and Assurance – Protecting Cambridge International Diploma Standards**

CIE has to ensure the integrity of its assessment procedures, so that everyone can have full confidence in the standards issued by CIE. In applying for Registered Centre status, Centre staff acknowledge that they will follow the requirements of the award, to the standards described in the syllabus and guidelines.

CIE will assess the suitability of staff, premises, resources, and procedures, before allowing Centres to operate the IT Diplomas, or other, Diplomas. As this may involve a visit by CIE personnel to a Centre, Centres are advised to apply for the status of 'Registered Centre' well before the intended start of the course in order to allow time to arrange such an inspection. CIE reserves the right to inspect a Centre and its facilities at any time.

As a further guarantee that standards are upheld, Centre Registration is granted for one year only from the date of approval of an application. Centres must apply for re-Registration each year and be prepared to undergo inspection if necessary. If CIE has reason to doubt the quality assurance procedures within a Centre, a CIE representative will be sent to review the practice of the Centre.

These procedures are vital to protect the value of the CIE qualifications.

## SECTION 3: SYLLABUS STRUCTURE AND CONTENT

### 3.0 Assessment Objectives and Performance Criteria

There follow details of the Application Modules, five of which (four Core and at least one Optional) need to be completed for a candidate to gain a Cambridge International Diploma in IT at Standard Level.

For each module, the relevant **Assessment Objectives** are specified, the **Performance Criteria** that are assessed are given and the **Skills to be tested** are listed.

*Assessment Objectives* define the specific skills that must be demonstrated for the award of that module. Each Assessment Objective is sub-divided into Performance Criteria.

*Performance Criteria* define the tasks or knowledge requirements which candidates are actually required to demonstrate to achieve the Assessment Objective.

*Skills to be tested* detail the performance criteria further and specify exactly what candidates will need to be able to do in the test.

To be prepared fully for the assessments provided, candidates must be able to meet all Assessment Objectives. In any given module assessment, however, not all Performance Criteria may be directly assessed.

Candidates are expected to possess basic computer keyboard and mouse skills. These skills are not assessed specifically as part of the diplomas as they are fundamental to all operations using a Personal Computer. It is also expected that candidates trained on word processing, database, spreadsheet and presentation applications other than those from Microsoft will have had some opportunity to try these products before being assessed.

**Important note: As described at the beginning of the individual modules candidates are expected to know and do all the assessment objectives from the Foundation level syllabus. Standard level tests will test assessment objectives from both Foundation and Standard level syllabuses.**

### 3.1 General Principles and Procedures

The International Diploma in IT focuses on the acquisition of software and application-specific knowledge and skills. It is assumed that, during a course of study leading to the Diploma, candidates will be introduced to and given opportunity to learn general principles and procedures for using the computer safely and effectively. An awareness of best practice in the management of IT and its appropriate use should be encouraged.

The fundamental principles and procedures which underpin this qualification, and of which candidates should be aware, are:

#### General Principles

- Health and safety aspects
- Good working conditions
- Taking care of equipment

#### Basic Functions

- Turning the computer on and off
- Opening and exiting the operating system
- Opening and closing application

- Handling passwords (adding/changing the password, logging in etc.)
- Switching between applications
- Mouse operations (i.e. how the mouse can be used to accomplish operations such as opening menus, moving, selecting, use of the right mouse button for shortcut menus etc.)
- Menus (what the different menus and sub-menus contain, available and unavailable commands, use of help function)
- Knowledge of dialogue box functions and contents
- Using keyboard combinations
- Sizing windows (maximising, minimising, restoring, stretching)
- Moving windows
- Scrolling windows
- Use of toolbars

#### **Adjusting the Program**

- Setting the date/time
- Changing the settings
- Changing the desktop or a window
- Formatting a disk
- Working on a disk or hard drive

#### **File Management**

- Changing the name of files
- Making back-up copies

#### **Printing**

- Starting a printout
- Cancelling a printout
- Choosing a printer
- Changing the page set-up
- The print queue (access and function)

### 3.2 Syllabus Content

#### 3.2.1 Application 1: Using the Computer and Managing Files

This application is designed to build on the computing and file management skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform standard operations on a computer, including the ability to use and control a mouse.

*Before undertaking this module candidates should know how to:*

- initialise and close the application **and**
- work with directories **and**
- create, open, rename, move, copy and delete files **and**
- save and print files.

Assessment objectives	Performance criteria	Skills to be tested
1.1 Work with icons	1.1.1 Icons	1.1.1.1 Create an icon
		1.1.1.2 Select an icon
		1.1.1.3 Move an icon
		1.1.1.4 Delete an icon
1.2 Manipulate files	1.2.1 File handling	1.2.1.1 Move a file between directories
		1.2.1.2 Copy a file between directories
1.3 Understand and set directory and file attributes	1.3.1 File attributes	1.3.1.1 Identify attributes of specified files
		1.3.1.2 Set attributes of specified files
	1.3.2 Directory attributes	1.3.2.1 Identify attributes of specified directories
		1.3.2.2 Set attributes of specified directories
1.4 Work with directories	1.4.1 Directories	1.4.1.1 Create a new directory
		1.4.1.2 Rename a directory
		1.4.1.3 Move a directory
		1.4.1.4 Delete a directory
		1.4.1.5 Copy a directory
1.5 Find files	1.5.1 Search	1.5.1.1 Use search to find file by name, date or type a specified

### 3.2.2 Application 2: Word Processing

This application is designed to build on the word processing skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a word processing package to display information in both electronic and paper form.

*Before undertaking this module candidates should know how to:*

- open and close documents **and**
- create, edit, format, move and delete text **and**
- use the spell-check and help facilities **and**
- save and print documents.

Assessment objectives	Performance criteria	Skills to be tested
2.1 Use documents	2.1.1 Documents	2.1.1.1 Create a document
	2.1.2 Text	2.1.2.1 Type text into document, no more than 50 words
		2.1.2.2 Cut/copy and paste text within or across documents
		2.1.2.3 Find a word/phrase and replace with another as specified
2.2 Use headers and footers	2.2.1 Create and delete	2.2.1.1 Create header/footer
		2.2.1.2 Delete header/footer
	2.2.2 Format	2.2.2.1 Format header/footer as specified
	2.2.3 Enter item	2.2.3.1 Enter page number/date/text in header/footer as specified
2.3 Layout a document	2.3.1 Layout	2.3.1.1 Add indents to specified lines/paragraphs
		2.3.1.2 Set margins as specified
		2.3.1.3 Add bullets to specified lines
		2.3.1.4 Change bullet format
		2.3.1.5 Apply optional hyphens
		2.3.1.6 Change pagination as required
	2.3.2 Template	2.3.2.1 Use an existing template
		2.3.2.2 Create/modify a template
2.4 Use mail merge facility	2.4.1 Data source	2.4.1.1 Create data source
		2.4.1.2 Edit data source
	2.4.2 Mail Merge document	2.4.2.1 Prepare a document for merging by entering fields as specified
	2.4.3 Mail merge	2.4.3.1 Merge document with data source

continues on next page

2.5	Import an object	2.5.1	Import object	2.5.1.1	Import spreadsheet, table, graph or image as specified
				2.5.1.2	Place object as specified
		2.5.2	Resize object	2.5.2.1	Resize object as specified
2.6	Create simple tables	2.6.1	Create table	2.6.1.1	Create table as specified
		2.6.2	Rows and columns	2.6.2.1	Insert a row/column in a table as specified
				2.6.2.2	Delete a row/column in a table as specified
		2.6.3	Data	2.6.3.1	Enter data into table cells
		2.6.4	Borders	2.6.4.1	Add borders to a table as specified
				2.6.4.2	Change colour of border
2.7	Add an auto shape	2.7.1	Auto shape	2.7.1.1	Use auto shape as specified
		2.7.2	Format auto shape	2.7.2.1	Change fill colour of auto shape
				2.7.2.2	Change texture of auto shape
2.8	Print a document	2.8.1	Print	2.8.1.1	Print whole or part of specified document

### 3.2.3 Application 3: Spreadsheets

This application is designed to build on the spreadsheet skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a spreadsheet package to create a spreadsheet, arrange data and make simple calculations.

*Before undertaking this module candidates should know how to:*

- open, close, edit and amend spreadsheets **and**
- enter, edit, sort data and format cells **and**
- enter and apply simple formulae **and**
- save and print spreadsheets.

Assessment objectives	Performance criteria	Skills to be tested
3.1 Use spreadsheets	3.1.1 File handling	3.1.1.1 Create a spreadsheet
		3.1.1.2 Rename a spreadsheet
3.2 Format spreadsheets	3.2.1 Rows and columns	3.2.1.1 Format borders
	3.2.2 Cells	3.2.2.1 Format numbers (currency, percentage, decimals, date)
		3.2.3 Header and footer
	3.2.4 Page	3.2.3.2 Enter text into header/footer as specified
		3.2.4.1 Change page layout to portrait/ landscape
3.2.4.2 Set margins as specified		
3.3 Move data between spreadsheets	3.3.1 Move data	3.3.1.1 Cut and paste data range across spreadsheets
3.4 Use arithmetic and logical formulae	3.4.1 Formulae	3.4.1.1 Use formulae for lookup
		3.4.1.2 Use formulae for if
		3.4.1.3 Use formulae for count
		3.4.1.4 Use formulae for max/min
		3.4.1.5 Use formulae for dates
3.5 Produce graphs/charts	3.5.1 Charts/graphs	3.5.1.1 Create a chart as specified
		3.5.1.2 Change chart type
		3.5.1.3 Add/edit/delete labels, titles and legends as specified
		3.5.1.4 Position chart in file
		3.5.1.5 Resize graph
		3.5.1.6 Import graph as specified
3.6 Use images	3.6.1 Images	3.6.1.1 Import image as specified
		3.6.1.2 Place image as specified
		3.6.1.3 Resize image as specified
3.7 Print spreadsheet	3.7.1 Printing	3.7.1.1 Specify print range
3.8 Use the help facility	3.8.1 Help	3.8.1.1 Find help on a given topic



### 3.2.4 Application 4: Databases

This application is designed to build on the database skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a database package to build a simple database and create simple queries and reports from an existing database.

*Before undertaking this module candidates should know how to:*

- open and close a database **and**
- create a database structure **and**
- enter, edit and search data **and**
- save and print databases.

Assessment objectives	Performance criteria	Skills to be tested
4.1 Load existing database	4.1.1 Load database	4.1.1.1 Open an existing database as specified
4.2 Create database	4.2.1 Keys	4.2.1.1 Define primary key as specified
		4.2.1.2 Define index on a field
4.3 Modify database structure	4.3.1 Modify structure	4.3.1.1 Amend fields as specified
		4.3.1.2 Add and delete fields as specified
4.4 Create forms	4.4.1 Create	4.4.1.1 Create a simple form using Form Wizard
	4.4.2 Buttons	4.4.2.1 Buttons added to form using Form Wizard
	4.4.3 Format	4.4.3.1 Set the parameters of the form (background, colour, title)
	4.4.4 Save	4.4.4.1 Save form
4.5 Search database	4.5.1 Search	4.5.1.1 Create simple select query using specified criteria
	4.5.2 Save	4.5.2.1 Save query
	4.5.3 Modify	4.5.3.1 Modify a query
4.6 Sort data	4.6.1 Sort	4.6.1.1 Sort data by specified fields
4.7 Present data	4.7.1 On screen	4.7.1.1 Present specified data on screen
		4.7.1.2 Print specified data
	4.7.2 Reports	4.7.2.1 Create a report
		4.7.2.2 Set the report parameters
		4.7.2.3 Save a report

### 3.2.5 Application 5: Electronic Communication

This application is designed to build on the Electronic Communication knowledge acquired at Foundation level. The candidate should understand what is meant by electronic communication and possess knowledge of the principles involved in obtaining information from network information services.

*Before undertaking this module candidates should know how to:*

- navigate with a web browser, change the display settings **and**
- use a search engine, print a web page **and**
- open, reply to, forward, delete and send messages **and**
- create folders for messages.

Assessment objectives	Performance criteria	Skills to be tested
5.1 Use web browser	5.1.1 Off line	5.1.1.1 Make pages available off line
	5.1.2 Find text	5.1.2.1 Find items on a page using find
5.2 Access web address	5.2.1 Collect data from website	5.2.1.1 Download data from a web page
		5.2.1.2 Save downloaded data
5.3 Use search engine	5.3.1 Search	5.3.1.1 Use logical operators to refine search
5.4 Use favourites	5.4.1 Favourites	5.4.1.1 Load web page using favourites
		5.4.1.2 Add current web page to favourites
		5.4.1.3 Type web page address into favourites
5.5 Use email	5.5.1 Messages	5.5.1.1 Reply to a mail group
		5.5.1.2 Attach file to message
	5.5.2 Text	5.5.2.1 Copy/paste text between messages
		5.5.2.2 Copy/paste text from other application into message
	5.5.3 Signature	5.5.3.1 Set up auto signature
5.5.4 Display	5.5.4.1 Modify display of email status bar	
5.6 Manage address book	5.6.1 Addresses	5.6.1.1 Locate address in the address book
		5.6.1.2 Add a new address to the address book
		5.6.1.3 Amend an existing address
		5.6.1.4 Delete an existing address
	5.6.2 Contacts	5.6.2.1 Create groups of contacts
		5.6.2.2 Move addresses between groups

### 3.2.6 Application 6: Presentations

This application is designed to build on the presentation software skills acquired at Foundation level. The candidate should possess the skills and knowledge required to understand and perform everyday uses of a presentation package to display information in electronic form for presentation and in paper form for handouts.

*Before undertaking this module candidates should know how to:*

- initialise and close the application **and**
- adjust basic settings **and**
- open and modify existing presentations **and**
- display a presentation **and**
- use spell-check and help facilities **and**
- save, print and deliver a presentation.

Assessment objectives	Performance criteria	Skills to be tested
6.1 Use presentations	6.1.1 Create/open a presentation	6.1.1.1 Create a new presentation
	6.1.2 Modify	6.1.2.1 Add a slide with specified format
		6.1.2.2 Add text to a text box/title/subtitle
		6.1.2.3 Copy, move, delete slides within/across presentations
6.2 Modify slide layouts	6.2.1 Text boxes	6.2.1.1 Add visual effects, e.g. shadow
		6.2.1.2 Set background colour of text box as specified
6.3 Use objects	6.3.1 Objects	6.3.1.1 Import object as specified
		6.3.1.2 Position object on slide
		6.3.1.3 Copy, move, delete object
		6.3.1.4 Re-size object
		6.3.1.5 Copy object to master file and position as specified
	6.3.2 Borders	6.3.2.1 Add border effect as specified
6.4 Produce animation	6.4.1 Pre-set animation effects	6.4.1.1 Animate heading, text, other content as specified
	6.4.2 Slide transition	6.4.2.1 Add slide transition effect as specified
6.5 Prepare for delivering a presentation	6.5.1 Notes	6.5.1.1 Add speaker notes as specified
	6.5.2 Hide slides	6.5.2.1 Hide slides as specified

## **SECTION 4: ADMINISTRATION PROCEDURES**

### **4.0 Administration**

Centres must be registered with CIE in order to enter candidates for Cambridge International Diploma in IT. Application Forms for Centre Registration are available from CIE Customer Services.

On registration as a Centre for the Cambridge International Diploma in IT, Centres will receive a CD-ROM, together with the Administration and Installation Guide. This guide details how to install the software and how to use it to register candidates for the individual Application Module assessments. It also contains instructions for the administration of the assessments and instructions and guidance for candidates.

Centres will be required to nominate a Centre Administrator who will be responsible for the administration of the diplomas and for the generation and conduct of the assessments to the criteria laid down by CIE in this Syllabus and the Administration and Installation Guide.

On installation of the software from the CD-ROM, onto either an individual PC or a network, the use of the software will prompt the centre to contact CIE for the necessary Trigger and Test Allocation (security) Codes. These codes are required for entry into the Administrator software and, subsequently, for allocating blocks of tests for use at the Registered Centre. The Administration and Installation Guide contains detailed explanations on these procedures.

### **4.1 Results and Certification**

A candidate sitting an Application Module assessment will receive feedback on performance immediately on completing the test. This information will be presented on screen in terms of a percentage score on the module and the percentage required to achieve a pass. Candidates who pass a module will be eligible for a 'Statement of Results' for that module. These Statements are printed locally, by the candidate's centre, at the centre's convenience and indicate the application area in which the candidate was successful together with candidate and centre details and the date of the assessment. The Centre Administrator will be provided with the necessary stationery to print 'CIE Statement of Results' for each candidate per module achieved. This will provide candidates and centres with immediate and formal recognition of a candidate's achievement.

Results from the Application Modules remain valid for three years from the date of the assessment. Candidates who achieve five Application Modules (four Core and at least one Optional) within the three-year period will be awarded the Cambridge International Diploma in Information Technology certificate at Standard Level. This certificate is issued by CIE and is only available to candidates at the end of the Award. Individual module certification is also available to centres at a small extra charge. Details are available from CIE Customer Services.

The CD-ROM provided to Registered Centres contains software specifically designed to allow the feedback of results for each candidate and Application Module tested at the centre following the assessments. The Centre Administrator will receive the necessary details from CIE to enable them to produce reports on test results from individual candidates or groups of candidates. These Reports provide evidence of those areas where candidates may need further training or practice.

Centres will be required to send two sets of information to CIE for verification purposes. First, a copy of all test results is sent in the form of a spreadsheet (produced by the Administrator software). This report is sent to CIE once each month. Then, once each quarter, the whole testing database is sent through for formal verification.

In addition to data verification, the information received is used by CIE to produce certificates for candidates who are eligible for a full Cambridge IT International Diploma. When a candidate has achieved five Application Modules (four Core and at least one Optional), a certificate will be issued by CIE and despatched to the centre from CIE.

Further information and guidance on the Cambridge International Diploma in IT are in the Administration and Installation Guide which is issued to Registered Centres with the CD-ROM. On receipt of the CD-ROM centres will also be able to print out a User Manual, Candidate Instructions and other relevant documentation.

#### **4.2 Software Installation Queries and Other Enquiries**

In the case of difficulties in installing the software from the CD-ROM, or in the case of any other queries in connection with running the Cambridge International Diploma in IT, please contact CIE Customer Services who will be able to deal promptly with your enquiry.

#### **4.3 Fees**

For current fees for Registration as a Centre for CIE Qualifications, including Cambridge International Diplomas, and entry fees for the Application Modules for the Cambridge International Diploma in IT, please contact CIE Customer Services.