

Cambridge Career Award in ICT

What is the Hothouse website?

We created the Hothouse Design website (a fictional company) in order to have an area on the Internet which candidates could be directed to as part of their assessments. We also use Hothouse and its affiliated 'companies' as part of the workplace scenarios on the papers.

We have a poor internet connection at our Centre. Can we make the Hothouse website available to students on an intranet and get them to send/receive email internally?

Whilst we would always encourage Centres to use the internet and email in real time, we recognise that there are concerns about connections etc. and so it is perfectly permissible to work offline in this way. We only ask that tutors aim to make the experience for students as close to real life as possible.

Is the ICT award available in other languages?

Yes, it is currently available in Spanish and Greek, and will possibly be translated into more languages in the future.

Is there any support for tutors?

Yes, there is teaching support in the form of an e-mail based discussion group for tutors. For more information, go to the [Discussion Groups](#) Page. There are also glossaries and past papers available on the [Syllabus & Resources](#) page.

What do I do if I have any further queries?

More information on administration procedures can be found in the ICT syllabus. If you need to ask any further questions please contact CIE Customer Services by email at international@ucles.org.uk, telephone +44 1223 553554 or fax +44 1223 553558, quoting the syllabus name (ICT Foundation; ICT Standard) and number (8941; 8942) and the name of your centre.

Are there any changes planned for ICT in the future?

Yes. We are currently looking at methods of receiving and examining work electronically. More information will be available later this year.

What is the difference between the ICT Starter Awards, ICT Career Award and the IT Skills Award?

ICT Starter Awards are aimed at primary and secondary schoolchildren. Assessments can be designed by the centre and marked internally, with moderation by CIE. ICT and IT Skills are aimed at older teenagers and adults. The main differences between ICT and IT awards are outlined here:

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
For more information about all our IT courses, go to our [IT@CIE](#) page.*

How many modules do I have to take to get the full ICT award?

The Core plus 3 Optional modules.

How long does the award take to complete?

Around 40 hours for the Core and 12 hours for an Optional. However, this is a guideline only, as different students will often progress at different rates and will start the course with different prior knowledge.

I don't want the full award. Can I get an individual certificate?

Yes, you can enter for any module individually and receive a certificate.

A candidate wants a full certificate but fails one optional module. Can they obtain the full certificate when they pass the failed paper after a re-sit?

Yes, they will achieve the full certificate when they have passed the required number of modules.

How much time is allowed to re-sit the failed module?

Candidates have a total of 3 years to complete all the modules for an award, including any re-sits.

When does Assessment of ICT take place?

The assessments are offered on-demand. That means that you can send in candidates' assignments for assessment at any point in the year. Entries will be made on receipt of assignments and centres will be invoiced on entry.

How does 'on-demand' work in practice?

Once you have become a registered centre (see below), we will then ask you for provisional entries. Normally, at the beginning of the year, you will receive 3 sets of papers for the levels you are entering. You can then decide when to enter candidates and submit your entries. You can use the same set of papers more than once in a year, but must give re-take candidates a fresh set of assessments. This means that any candidate can only re-take twice in any given year.

Can I enter two sittings of candidates for the same set of papers?

If there is a period of time between the two sittings, there is no problem in using, say, set A on both occasions. If the second sitting is the following day, you should use different sets. If your two sittings are on the same day, you can use the same set, providing you make arrangements to ensure candidates have no contact until both sittings have taken place.

Do tutors have to provide a worked copy every time they submit candidates' work to CIE?

Yes, although if you have worked through the assessment previously, you can keep a photocopy for future submissions. However, it is useful for the tutor to work through the paper immediately prior to the assessment session, in order to ensure all files/software/hardware are working correctly.

How can I register for ICT?

If you are already a CIE centre, you need only notify us in writing that you wish to add ICT 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 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 ICT?

You need to send a Provisional Entry Form to us at least 4 weeks before the first assessment. We will then send you a copy of the current CIE-set Assignments Pack, the required number of Summary Entry Forms, and Assessment Record Folders.

The Assignments Pack has everything you need in terms of assessment materials, source data and instructions to set up assessments in your Centre. At the end of the assignment, you put each candidate's work for the module (printouts etc.) in an Assessment Record Folder, and fill in the details of the candidate on the attached form. You send us the Assessment Record Folders for the candidates being entered, together with the completed Summary Entry Form.

On receipt of the entry, we will send you a Statement of Entry, which confirms that we have received your submission and indicates to the Centre the candidate details which have been entered.

How long does it take from receipt of assignments until we receive results?

It takes on average 6 weeks from receipt of assignments in Cambridge to receipt of summary of results, result slips and Certificates in centres.