**ICT Exam Advice and Guidance**

**Leading up to the Exam Day**

* Learners and tutors are encouraged to visit the exams notice board located outside the exams office. Tutors should also be aware of where and when the exams are taking place to best advise the students.

**Examination Day**

* Learners will need their college ID
* On the day of the exam learners will be allocated an email exam account. Learners will be logged on via the invigilators.
* Each email exam account should have a **folder** created with the **candidates name** and the relevant files placed into each **folder**.
* At the beginning of the exam the tutor will advise the learner to enter their name to any of the computerised documents and emails they have created.

The document areas should only have the candidate files and not any other candidates

**ICT Level 1 Assessment Guidance Notes from City and Guilds**

**Is it true that the assessment is in two parts?**

**Yes**. Part A requires internet access and lasts 15 minutes at Level 1. Part B lasts 1 hour 45 minutes at Level 1. – Both parts must be complete during the one exam slot.

**How do the candidates access data files for the assessment?**

* Currently, data files will be made available on the City & Guilds website. [**www.cityandguilds.com**](http://www.cityandguilds.com)
* Candidates must be informed where they can access the files on the exam day.

**How is the candidate’s work evidenced?**

Candidate’s work is evidenced and marked via printouts. Candidates are provided with an **Evidence Document** into which they must paste screen prints of their work where directed. This document, along with any other documents the candidate is instructed to print, **must** have the candidate’s name on it. Printing itself can be completed either during or after the assessment and does not carry any marks.

**How long before results are issued?**

Results slips and certificates will be issued to centres within 42 working days.