Cambridge ICT Starters

**What age group is ICT Starters suitable for?**

Cambridge ICT Starters contains three levels: Initial Steps, Next Steps and On Track and is aimed at learners aged between 5–15 years.

Schools can choose when to start the programme, as a suggestion: Initial Steps is for those aged 5–10 years, Next Steps for those aged 11–13 years and On Track for 14–15 years. For more information please refer to the syllabus.

**How many modules do learners have to take to gain the full certificate?**

Each of the levels in Cambridge ICT Starters contains two stages. The number of modules in each level and stage is as follows:

|  |  |  |
| --- | --- | --- |
|  | stage 1 modules | stage 2 modules |
| **Initial Steps** | 3 | 3 |
| **Next Steps** | 4 | 4 |
| **On Track** | 4 | 4 |

At each level learners can complete the stage 1 modules to receive a Stage 1 Certificate (for example ‘Cambridge ICT Starters Stage 1 Certificate (Initial Steps)’). If the learners also complete all the stage 2 modules, then they receive the Full Certificate for that level (for example ‘Cambridge ICT Starters Full Certificate (Initial Steps)’).

When preparing for each certificate (Stage 1 Certificate or Full Certificate), centres can choose to teach the required modules in any order.

**Can learners get a certificate for an individual module?**

No, all of the modules for a particular certificate must be completed together.

**Can learners resit an individual module?**

Yes, learners may resit an individual module if they have previously failed it. Under these circumstances, this single module can be entered to achieve their Stage 1 Certificate or Full Certificate.

**Do the ICT Starters have exam papers or practical assessments?**

Each module of the syllabus contains the Assessment Criteria which must be met to achieve a Pass or Merit along with an Example Assessment Activity. At the end of each assessment activity, the teacher marks the learners’ work and completes a record of assessment (the Learning Objectives Record Sheet) for each learner. The teacher must sign a sheet to confirm that each learner has met all of the appropriate criteria.

**Is it possible to amend the assessments prior to the learners taking them?**

Centres can design their own assessment activities related to the school curriculum they are delivering but the amendments must be restricted to only minor changes which tailor the assessment towards curriculum topics, to the local learning environment or to align them with the software used by the Centre.

These amendments must be approved by Cambridge and centres should submit their proposed papers to Cambridge for approval at least eight weeks before the learners take the assessment.

**How does the moderation process work?**

CIE will request to see a sample of work completed at each level from the centre (see page 79 of the syllabus). Moderators will then make recommendations to:

* approve all marks
* approve some marks but request that all others are adjusted for a particular module or modules

(e.g. pass to fail, pass to merit)

* request to see further samples of work in order to ensure that the marking has been consistent.

**Can assessments be carried out in lesson time?**

Yes, as long as the procedures stated in the syllabus (see pages 77–79) are followed. These include the necessity for learners to be supervised, to not have access to their own files, to not receive tuition during the assessment and to complete work within a fixed time period (a maximum of 1 hour at Initial Steps and 1 ½ hours at Next Steps and On Track Levels).

**What should the pupil:PC ratio be?**

Pupils can share PCs during their learning but they will all need access to a separate computer whilst completing their individual assessments.

**Can the ICT Starters be taken on Apple Mac computers?**

Yes. The only evidence we require is a copy of the learners' work and the Learning Objectives Record Sheet.

**Does specific software have to be used?**

No. Any software which the centre and learners feel comfortable with is appropriate, as long as it allows learners to meet all of the Learning Objectives.

**Are the ICT Starters available in any other languages?**

The syllabus and assessment is available in English and Spanish. With the prior consent of CIE, some centres may be permitted to translate the ICT Starters syllabus and administer their assessment tasks in another language, providing the resulting sample of learners' work is translated into English before submission.

**How much class time is recommended?**

Cambridge do not give defined learning hours in any of the modules as learners of different ages, with differing levels of experience and using ICT in different curriculum areas, may progress at different rates. The best approach is to look at the modules yourself and decide how long you think it would take for your learners to be able to confidently meet the learning objectives.

**Is any special training or certification required of teachers of ICT Starters?**

Cambridge don't demand any formal training or certification for teachers. Teachers should familiarise themselves with the skills required from the whole syllabus before delivering a course. In particular, they should be able to design and carry out assessment activities and cope confidently with a wide range of software and applications.

Cambridge offers a range of training courses and Professional Development Qualifications. More information, including a calendar of events, can be found at: <http://www.cie.org.uk/cambridge-professional-development/>

**How can I register for the ICT Starters?**

If you are already a Cambridge school, you need only notify us in writing that you wish to add Cambridge ICT Starters 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 already registered with us, you will need to contact us in the first instance. We will send you a school registration pack. Subject to a school inspection and satisfaction of our school 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.