

## 8 DiDA

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## 8 DiDA

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### I Administrative Arrangements

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#### I.1 Registration deadlines

Candidates starting a DiDA (Diploma in Digital Applications) qualifications course must first be registered before any unit entries can be made for them.

For candidates intending to submit units in the January 2012 examination series, registration must be made between 1 September and 21 October 2011.

For all other September 2011 starters, registration must be made between 1 September and 15 November 2011.

#### I.2 Entry deadlines and results

Please see the Key Dates section of this Information Manual for entry and results dates, and the certification and centre mark submission dates. The Key Dates section also includes details of when EDI basedata and Edexcel Online is available for the submission of entries.

#### I.3 Retention of certificates

It is no longer necessary to return uncollected certificates to Edexcel. They can be destroyed (in a confidential manner) after retention for a period of no less than 12 months.

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## 2 Technical Requirements

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#### 2.1 Workstation specifications

It is the responsibility of centres to ensure that their IT systems meet the technical requirements of the qualification.

#### 2.2 Software

Candidate eportfolios must be viewable by software documented in the Moderator's Toolkit. See <http://www.edexcel.com/dida-toolkit>.

#### 2.3 Security and backups

It is the responsibility of the centre to keep candidates' work secure. Centres are strongly advised to utilise virus-checking software and to employ an effective backup strategy, so that an up-to-date archive of candidates' data is maintained.

No special consideration will be given to any candidate whose work is lost or destroyed as a consequence of inadequate centre security/backup procedures.

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## 3 Registration and Entry Procedures

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Please see the Making Entries section of this Information Manual for details of how to register and enter candidates (using Edexcel Online) and for information on fees, results and certification.

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## 4 Centre Consortium Arrangements

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Edexcel must be informed of centres with joint teaching arrangements so that the candidates for each unit can be treated as a single group during moderation.

In cases where candidates from different centres have been taught together, form JCQ/CCA should be submitted to Edexcel to indicate that the centres wish to be treated as a consortium.

Further details concerning centre consortium arrangements can be found in a notice to centres, JCQ/CCA Application for Centre Arrangements for centre assessed work, issued by the Joint Council for Qualifications.

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## 5 Submitting Marks and eportfolios

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### 5.1 Mark submission

Centres must submit candidates' unit marks electronically using Edexcel Online or EDI.

To submit marks using Edexcel Online, the relevant centre user must be given access. This should be specified by the administrator at the centre responsible for creating new centre accounts. Further information can be found on Edexcel Online.

Whilst it is possible to submit marks via EDI, centres must use Edexcel Online to check their moderator and sample details, and to enter Summative Project Brief (SPB) information against candidate marks. Without the submission of SPB information along with mark information candidates cannot receive a grade.

### 5.2 Identification of the sample

The sample of work required for moderation is notified via the Edexcel Online system. It is available several weeks prior to the submission of marks. Refer to the document 'Moderation of eportfolios – Guidance for Centres' located on the DiDA section of the Edexcel website (<http://www.edexcel.com/dida-moderation>) for further information.

### 5.3 eportfolio submission

Candidates must present their project work in an eportfolio that conforms to the technical specification given in the Summative Project Brief (SPB). The eportfolio must be self-contained and constructed so that its contents can be accessed via the Moderator's Toolkit.

(For further information about the technical specification for eportfolios and the Moderator's Toolkit please visit the DiDA qualifications section of the Edexcel website at <http://www.edexcel.com/dida-toolkit>.)

Any eportfolios that do not adhere to the technical specification will not be moderated.

Those candidates' eportfolios that are selected for sampling must be sent to reach the moderator by the submission deadline.

Note that the sample submitted for moderation must include the highest and lowest marked candidates, and potentially other manually substituted work in certain circumstances. Refer to detailed information in the document, 'Moderation of ePortfolios – Guidance for Centres' located on the DiDA section of the Edexcel website <http://www.edexcel.com/dida-moderation>.

## 5.4 Online Support for Centre Assessors (OSCA)

OSCA provides centres with access to example eportfolios and commentaries for each DiDA unit at each level. Teachers can see how to apply the assessment evidence grids prior to submitting work for formal moderation. OSCA also allows Edexcel to formally recognise good practice within centres.

(For further information about OSCA please visit the 'I want to' pages of the Edexcel website at <http://www.edexcel.com/osca>.)

## 6 DiDA Qualifications — Registration, Unit and Cash-in Codes

**Notes:** Candidates must be registered in order for them to be entered for units in DiDA qualifications.

Registration code	Registration title
GADA	Award in Digital Applications (1 unit registration)
GCDA	Certificate in Digital Applications (2 unit registration)
GEDA	Extended Certificate in Digital Applications (3 unit registration)
GDDA	Diploma in Digital Applications (4 unit registration)

To be eligible for the specification cash-in codes (award claims) listed below, candidates must be entered for, or have banked under their UCI, the units on the following page.

Specification					Availability	
Cash-in codes	QCA classification code	QAN	Qualification title	Units required to be eligible	Jan 2012	June 2012
GA1DA	0010	I0053220	Award in Digital Applications Level 1	D101	Yes	Yes
GA2DA	0010	I0053256	Award in Digital Applications Level 2	D201	Yes	Yes
GC1DA	0010	I0053232	Certificate in Digital Applications Level 1	D101 or D201 plus one other unit (at least one unit at Level 1)	Yes	Yes
GC2DA	0010	I0053268	Certificate in Digital Applications Level 2	D101 or D201 plus one other unit (at least one unit at Level 2)	Yes	Yes
GE1DA	0010	I0053244	Extended Certificate in Digital Applications Level 1	D101 or D201 plus two other units (at least two units at Level 1)	Yes	Yes
GE2DA	0010	I005327X	Extended Certificate in Digital Applications Level 2	D101 or D201 plus two other units (at least two units at Level 2)	Yes	Yes
GD1DA	0010	I0064412	Diploma in Digital Applications Level 1	D101 or D201 plus three different units (at least two of the four units must be at Level 1)	Yes	Yes
GD2DA	0010	I0064424	Diploma in Digital Applications Level 2	D101 or D201 plus three different units (at least two of the four units must be at Level 2)	Yes	Yes

The following table confirms the units available in the January and June examination series.

Specification		Availability	
Unit codes	Unit title	Jan 2012	June 2012
D101	Using ICT Level 1	Yes	Yes
D201	Using ICT Level 2	Yes	Yes
D102	Multimedia Level 1	Yes	Yes
D202	Multimedia Level 2	Yes	Yes
D103	Graphics Level 1	Yes	Yes
D203	Graphics Level 2	Yes	Yes
D104	ICT in Enterprise Level 1	Yes	Yes
D204	ICT in Enterprise Level 2	Yes	Yes
D105	Games Authoring Level 1	Yes	Yes
D205	Games Authoring Level 2	Yes	Yes

