



## Preparing for my **ICT** assessments

### **Which syllabus am I studying?**

- Exam board: TLM
- Title: TLM Level 2 Certificate in IT User Skills in Open Systems and Enterprise (ITQ)
- Content:
  - Unit 7 – Word Processing
  - Unit 1 – Improving Productivity
  - Unit 10 – Presentation Software
  - Unit 15 – Imaging Software

### **When are the assessments and how long are they? What is in the assessments?**

- The coursework units are pass/fail in grading and must be achieved before the examination is attempted. There is an hour long written paper for which we will take the examination board's practice paper before the real examination. These can be scheduled at any point and will be conducted once the students have completed all coursework units (likely in the Autumn Term shortly before the Christmas break). The students' final grades are calculated from the examination. The examination can be resat once within year 11.

### **What do the exams look like?**

- An [overview](#) of the exam and assessments

### **What are the key revision resources that I should be using?**

- The school's VLE will continue to be used extensively for this qualification.

### **What are some useful websites to help me revise?**

- The school's VLE will continue to be used extensively for this qualification and should be the main point of reference.