

BCS Level 2 ECDL Extra Qualifications – 500/6242/6

ECDL Extra (Level 2 ITQ Certificate)

ECDL Extra is a fixed combination of Level 2 ITQ units leading to this internationally recognised IT qualification. Extra introduces applications such as word processing and spreadsheet software.

The latest version of the ECDL manual question test bank is syllabus version 5.0.

Are the units for ECDL Essentials ‘fixed’ or can you substitute the units for others?

The units which comprise ECDL Essentials are fixed and cannot be changed. If a learner wishes to select alternative units then it is recommended that an ITQ Flexiquial is selected instead.

What units does this Qualification cover?

The qualification consists of 4 mandatory units.

- Word Processing Software
- Presentation Software
- Spreadsheet Software
- Improving Productivity

The qualification syllabus can be found on the BCS Approved Centre Forum > Qualifications > ECDL.

In summary learners will benefit by:

- Using word processing skills to create and edit a variety of documents accurately.
- Using tools such as macros and mail merge in to work efficiently.
- Using spreadsheets to present, analyse data and prepare management information.
- Creating effective presentations to communicate well with the audience.
- Planning, evaluating and improving procedures involving IT to make tasks more productive and efficient.
- Using sound and video to present effectively.

In addition:

- It increases the overall productivity of the learner and upskills them in common applications use and can build on any existing knowledge.
- It provides the learner with confidence to use IT systems and software effectively.
- It provides the learner with an effective knowledge of IT applications that can be used for future study or their chosen career path
- It creates a drive for excellence through reflection on what the learner has produced.

What are the pass marks for ECDL Extra?

The pass mark is 75%.

How difficult is a level 2 qualification?

Achievement at level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgement subject to overall direction or guidance.

What does a qualifications at Level 1 and Level 3 cover?

At level 1 the student will demonstrate basic factual knowledge of the subject and/or knowledge of facts, procedures and ideas to complete well-defined routine tasks and address simple problems. The student will use basic cognitive and practical skills to complete well-defined routine tasks and procedures.

At level 3 the student will demonstrate they have factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine as well as interpret and evaluate relevant information and ideas. At level 3 the student is aware of different perspectives or approaches within the area of study or work.

How long does this qualification take to complete?

You need to allow a minimum of 120 hours for direct tuition with a student who has no prior knowledge of the subject. The student has 3 years to complete the qualification from their 1st successful exam pass.

If a learner is registered for a Flexible ITQ Level 2, can they be switched to an ECDL Extra registration?

If no modules have been completed, it will be a simple process of having the qualification switched to an ECDL Extra registration on the learner's account. If the learner has completed 1 or more of the modules in the Flexiqua, it will not be possible to complete a straight switch and you will need to order and allocate a new ECDL Extra registration for the learner. However, in this instance, you will be able to carry across any results that comprise the ECDL Extra qualification.

How is this qualification assessed?

All units within this qualification are tested in controlled exam conditions using automated testing on the Cloud Atlas platform. Each unit provides the outcome of the test upon completion. This gives instant feedback to your learners.

The assessments contain a variety of question types including performance-based questions within the application modules. In the Improving Productivity unit, learners demonstrate through synoptic assessment that they can identify and effectively use an appropriate selection of skills, techniques, concepts, theories and knowledge from across the other application units.

How is the qualification graded?

The student must pass each of the four units to achieve this qualification.

The qualification is graded. The grading is across four levels; pass or fail. The grade is determined by the aggregate score across the four units with 75% being the pass level for the qualification.

Level 2 ECDL for schools grade boundaries are:

Individual module score

- *Word Processing 75%*
- *Spreadsheets 75%*
- *Powerpoint 75%*
- *Improving Productivity 75%*

Over all Qualification grade

- *75% = Pass*

Which Modules do I assign my learners on Cloud Atlas?

ICDL / ECDL 5.0 L2 Spreadsheet Software MS Excel (MS Office) Cert UK Eng
ICDL / ECDL 5.0 L2 Presentation Software MS PowerPoint (MS Office) Cert UK Eng
ICDL / ECDL 5.0 L2 Word Processing MS Word (MS Office) Cert UK Eng
BCS L2 Improving Productivity Scenario A, B or C MS Office (MS Office) Cert UK Eng

Which Improving Productivity do I choose out of A, B and C?

You would randomly assign A, B or C. They are three different test streams so therefore the learner will have three attempts to pass the unit before requesting a fourth attempt with BCS.

How can an ECDL certificate be issued for a candidate that has completed ECDL Essentials and ECDL Extra if the Database unit is not included in these qualifications?

It has been agreed with the ECDL Foundation that an ECDL certificate can be awarded to learners in this situation.

How much will ECDL Extra qualification cost?

You will need to purchase a Qualification registration credit for your learners and a minimum of 4 certification automated test credits, one per module and then re-sit credits if needed. Diagnostic (mock) credits are optional to purchase. You will be able to view the exact prices on the BCS Approved Centre Forum > Ordering & Administration > Place Your Order.

Registrations > Level 2 Qualification Registration Credits > ECDL in IT Application Skills (Schools Performance Points).

Test credits

Certification test's & Certification Re-sits > Test's, Re-sits & Diagnostics > I/ECDL Cert Standard

Diagnostic test's & Diagnostic Re-sits > Test's, Re-sits & Diagnostics > I/ECDL Diag Standard

How do I register my learners?

You would register your learners on the BCS Approved Centre Forum, where they will then be given an individual BCS ID. You will then download your learners onto the Cloud Atlas Testing Platform.

When my learners have completed the qualification do I need to do anything for them to be certificated?

No you will not need to do anything. Once your learners have completed the last module, their results will automatically update on our databases and will be received within 4 weeks, however it is usually a lot quicker.