

11 DiDA Qualifications

1	Key dates	1
	1.1 Registration deadlines	1
	1.2 Entry deadlines	1
	1.3 Submission of centre marks	1
	1.4 DiDA qualifications results dates	1
	1.5 Making late entries' amendments and requests for subject awards	1
	1.6 Retention of certificates	2
2	Technical requirements	2
	2.1 Workstation specifications	2
	2.2 ePortfolio	2
	2.3 Security and backups	3
3	Registration and entry procedures	3
	3.1 Registration requirements	3
	3.2 Entry requirements	4
	3.3 Methods of registration and entry	4
	3.4 Transfer of registration	4
	3.5 Flagging a student as 'completed' or 'withdrawn'	4
	3.6 Confidentiality	5
	3.7 Death of a candidate	5
4	Registration and entry fees	5
	4.1 General	5
	4.2 Late registrations and registration withdrawals	5
	4.3 Late entries and entry withdrawals	6
	4.4 Refund of fees	6
	4.5 Invoices	6
	4.6 Payment	6
5	Centre consortium arrangements	7
6	Private candidates	7
7	Eligibility	7
	7.1 Qualification stages	7
	7.2 Assessment	7
	7.3 Claiming a qualification	8
	7.4 Eligibility for a claim	8
	7.5 Eligibility examples	8
	7.6 Failure to decline a previous grade	9
	7.7 Cash-in codes	9
8	Submitting marks and ePortfolios	10
	8.1 Mark submission	10
	8.2 Identification of the sample	10
	8.3 ePortfolio submission	10
	8.4 Online support for centre assessors (OSCA) and accreditation	10

9	Results	10
	9.1 Reports on moderated ePortfolios	11
	9.2 Formal enquiries about results	11
	9.3 Results address	11
	9.4 Declined grades	11
	9.5 Uniform mark scales (UMS)	12
	9.6 Results examples	13
10	Certification	14
11	Macromedia	14
12	DiDA qualifications January 2006: registration, unit and cash-in codes	15
	12.1 List of registration, unit, and cash-in codes	15
13	DiDA qualifications June 2006: registration, unit and cash-in codes	16
	13.1 List of registration, unit and cash-in codes	16

11 DiDA Qualifications

1 Key dates

1.1 Registration deadlines

Students starting a DiDA (Diploma in Digital Applications) qualifications course must first be registered in order for any unit entries to be made for them.

For students intending to submit units in the January 2006 examination series, registration must be made between 1 September and 21 October 2005.

For all other September 2005 starters, registration must be made between 1 September and 15 November 2005.

1.2 Entry deadlines

Examination series	Information required	Date for return to Edexcel
January 2006	Unit and cash-in entries	21 October 2005
June 2006	Unit and cash-in entries	21 March 2006

1.3 Submission of centre marks

Examination series	Information required	Date for submission to Edexcel
January 2006	Centre marks for units D101, D102, D201, D202, D203	14 December 2005
June 2006	Centre marks for units D101, D102, D104, D201, D202 and D204	15 May 2006
June 2006	Centre marks and for units D103 and D203	15 June 2006

1.4 DiDA qualifications results dates

The following table gives the dates when results will be in centres. Please note that results are available via EDI at 00:01 on the day prior to the results listing dates below.

Examination series	Electronic results via Edexcel Online by	Results listing (paper) in centres by	Decline of grade deadline*	Certificates in centres by
January 2006	2 March 2006	9 March 2006	6 April 2006	6 May 2006
June 2006	17 August 2006	24 August 2006	20 September 2006	31 October 2006

* Only in very exceptional circumstances will applications received after these dates be considered.

1.5 Making late entries' amendments and requests for subject awards

Examination series	Late fees may be charged from	Amendment fees date	Higher late fees may be charged from
January 2006	22 October 2005	4 November 2005	14 December 2005
June 2006	22 March 2006	4 April 2006	1 May 2006

1.6 Retention of certificates

It is no longer necessary to return uncollected certificates to Edexcel. They can be destroyed after you have retained them for a period of no less than 12 months.

2 Technical requirements

2.1 Workstation specifications

	Recommended specification	Minimum specification
CPU	1.7Ghz Intel, 1.3Ghz AMD or 800Mhz Apple Mac	Intel/AMD 1Ghz or 400Mhz Apple Mac
Memory	256MB	128MB
CD/DVD	32xCD or 8xDVD or CD/DVD server access	32xCD
Hard drive	40GB	10GB 20GB (in order to meet the minimum specification for KS3ICT)
Network interface	100Mbps	100Mbps
Re-writable media	Floppy, or other re-writable media	Floppy, or other re-writable media
Graphics	Video card with 32MB memory 1024x768 @ 24Bit (8Mb)	Video card with 32MB memory 1024x768 @ 24Bit (4Mb)
Keyboard and mouse	UK keyboard and pointing device	UK keyboard and pointing device
Monitor	15" or 17", TFT where possible. 85Hz for CRT or 65Hz for TFT must support 1024x768	15" supporting 1024x768
Sound output	16-bit soundcard output through stereo headphones or speakers with adjustable volume	16-bit soundcard output through stereo headphones or speakers with adjustable volume
Sound in	Recording capability	Recording capability
Operating system	Windows XP, Mac OS X, Linux or variant capable of supporting Java 1.2	Windows 2000, Mac OS 8.5, Linux or variant capable of supporting Java 1.2

2.2 ePortfolio

Students will present their work in an electronic portfolio (ePortfolio). They will need to understand the difference between document creation and document publication and to distinguish between file formats appropriate for document creation and read-only file formats appropriate for viewing. Students will be expected to present ePortfolio content in a format appropriate for viewing at a resolution of 1024 x 768 pixels.

The ePortfolio must be constructed so that its contents can be accessed using fifth generation or equivalent web browsers, such as Microsoft Internet Explorer version 5 or Netscape Navigator version 5.

2.3 Security and backups

It is the responsibility of the centre to keep students' 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 students' data is maintained.

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

3 Registration and entry procedures

Edexcel operates a registration system with respect to this new qualification. Centres will need to register all students who intend to follow the qualification, at the start of the academic year in which they begin their study. Registrations allow Edexcel to make information available to centres at which students are following the qualification, as well as inviting those centres to take part in onscreen assessment training, without the need for them to provide estimated entries.

The registration fee structure also allows Edexcel to offer discounted fee rates, compared to those that are charged for an incremental entry system. It is essential that all your candidates are registered at the beginning of the year.

Note: You will be unable to enter unregistered candidates for unit assessments.

You will be liable for a late registration fee if your students are not registered by the registration deadlines given in part 1 of this section.

Please note that students should be registered for the relevant qualification in the year they begin their study on that qualification, even if you do not intend to enter them for any unit assessments until subsequent years. Registering allows you to access important information for completion of the qualification.

3.1 Registration requirements

On registration, centres will be required to supply personal details for each candidate, along with their Unique Candidate Identifier (UCI) number. For information on how to generate a UCI for a candidate, please see the Making Entries section of this manual. Centres will also be asked to indicate the qualification stage they expect the student to complete (*ie, Award, Certificate or Diploma*) but there is no need to indicate the level at which the qualification will be claimed.

The three registration codes are:

- GADA – Award in Digital Applications
- GCDA – Certificate in Digital Applications
- GDDA – Diploma in Digital Applications.

Registering for a particular qualification does not oblige the student to complete it. A student registered for a Diploma can be awarded a Certificate and, similarly, a student registered for a Certificate can be awarded a Diploma, *provided that they have completed the required number of units*. More information on claiming can be found in part 7 of this section of the manual.

Note: The qualification for which a student is registered will determine the fee that will be charged.

Because a student's registration does not need to match the qualification which they claim, there is no process for amending a registration. If a student is registered for a Certificate and decides to go on and complete a Diploma, you will not be required to change the registration from Certificate to Diploma. However, you will be charged additional unit fees for the extra units the student will be

required to take, over and above the two unit entries covered by the registration fee for the Certificate.

3.2 Entry requirements

Students must be registered on a Digital Applications qualification before they can be entered for individual units. It is not possible to enter unregistered students for units using Edexcel Online. Entries received from centres via EDI for unregistered students will be rejected. Should the resultant delays to entry lead to the missing of entry deadlines, centres will still be liable for the relevant penalty fees.

The personal information required on entry is the same as that required on registration. Please ensure that the student's UCI number remains the same throughout their period of study. Failure to do so will lead to incomplete results being issued.

3.3 Methods of registration and entry

As this is a paperless qualification, centres will need to register either by EDI or by using our secure web-based service, Edexcel Online.

EDI

Guidance on how to use EDI can be found in the EDI section of this manual. You can also find further information and the required basedata files on the EDI section of the main Edexcel website at www.edexcel.org.uk/edi. Those centres which choose to register and enter by EDI should still ensure that they are registered for Edexcel Online. This enables them to take advantage of EDI file tracking facilities and further services, such as the Online Support for Centre Assessors (OSCA) system that provides training for staff in the marking of student portfolio work.

Edexcel Online

Guidance on registering for this service can be found in the Edexcel Online section of this manual. Once registered, information about how to use the online registration and entry screens can be found by accessing the online help within the service.

3.4 Transfer of registration

Where students transfer, mid-course, from one centre to another, the receiving centre will be required to inform Edexcel that the student's registration needs to be transferred to them. Such a transfer of registration from one centre to another can be requested via Edexcel Online or by sending in the required registration EDI file. Where a student transfer is requested, Edexcel would expect the previous centre to have flagged the registration as 'withdrawn' or 'completed' at their centre.

3.5 Flagging a student as 'completed' or 'withdrawn'

When a student is graded for the qualification on which he/she was registered, Edexcel will automatically flag the registration as 'completed', which prevents the student's details appearing on subsequent entry listings, etc. However, you can reactivate a 'completed' student registration at any time, using Edexcel Online. Similarly, you can manually flag a registration as 'completed' at any time, for example if a candidate originally registered for a Diploma decides not to progress beyond the Certificate.

Should students leave the course before completing, you can flag them as 'withdrawn'. This will prevent their appearing on listings, in the same way as flagging them as 'completed'. You can reactivate a 'withdrawn' registration at any time via Edexcel Online. For information on the fee implications of withdrawing a student, see part 4.2 of this section.

3.6 Confidentiality

If you have particular concerns regarding the confidentiality of any candidate undertaking Edexcel examinations at your centre, please contact us prior to the entry date. Please be aware that the details of all candidates entered with Edexcel are maintained securely and confidentially, according to the requirements of the Data Protection Act.

3.7 Death of a candidate

If a candidate dies, all unused fees paid will be refunded on request. Alternatively, if some examinations have been taken, a posthumous award may be possible. Please contact Edexcel for guidance.

4 Registration and entry fees

4.1 General

On registering, centres will be charged a registration fee per student. This registration fee will cover the cost of a specified number of unit entries for the student. The number of unit entries covered is dependent on whether the student is registered for an Award, Certificate or Diploma and is one unit, two units or four units respectively. The number of unit entries covered by the registration fee does not necessarily need to be for different units but can cover the cost of resits.

Unit entries made over and above those covered by the student registration are charged at the *additional unit* fee rate. For example, a student registered on a Diploma can be entered for four separate units at no extra cost. However, the same student could be entered for the same unit four times in four separate examination series at no extra cost, although any subsequent unit entry would be charged at the additional unit entry fee rate.

Centres that register their students for a smaller qualification (eg, Award or Certificate), but then enter them for the additional units required to complete the Diploma, will have to pay more than those centres that register their students for the Diploma at the outset.

Note: Centres will still be liable for penalty late fees for unit entries made after the deadline for entry for a particular examination series, even if the cost of unit entry itself is covered by the registration fee paid. (See part 4.2 of this section.)

Information about registration fees is given in the Fees section of this manual.

Further advice and guidance on the registration fee system can found on the DiDA qualifications area of the Edexcel website at <http://dida.edexcel.org.uk/home/> .

4.2 Late registrations and registration withdrawals

You will need to register your students at the start of the academic year in which they begin their study on the qualification. Centres will be liable for late registration fees for registrations received by Edexcel after the registration deadlines listed in part 1 of this section. (For fees information, see the Fees section of this manual.)

Centres can withdraw student registrations at any time. If the student is withdrawn without having been entered for any units, or if the registration withdrawal request is received before the entry withdrawal deadline for the examination series in which any unit entries have been made, Edexcel will offer the centre a full refund of the registration fee originally charged for the student.

Centres can reactivate withdrawn registrations at any time. They will only be recharged the registration fee for the reactivated registration if it was refunded on withdrawal.

4.3 Late entries and entry withdrawals

Centres will be liable for a late entry fee for any unit entry made after the entry deadline for the assessment window in which the entry is being made.

Centres will be liable for a higher late entry fee for any unit entry made after the higher late entry deadline for the assessment window in which the entry is being made.

Centres will be liable for these late charges even if the cost of unit entry is covered by the registration fee already paid for the student. Late entry fees will not be refunded if the unit is subsequently withdrawn.

It is essential that centres familiarise themselves with Edexcel's policy on late entries and amendments. Edexcel cannot guarantee the delivery of results on time where late entries and amendments have been made. Affected candidates must be informed accordingly.

Edexcel reserves the right to refuse entries made late or to charge excess fees to cover costs incurred by accepting them. Please see the Fees section of this manual for policy information.

Where an additional unit entry fee has been charged for a unit entry (ie, where the unit entry is not covered by the fee paid for the student registration), this will be refunded should the entry be withdrawn before the withdrawal deadline for the assessment window in which the entry has been made. The late entry and withdrawal deadlines can be found in part 1 of this section.

4.4 Refund of fees

Late entry fees will not be refunded. Fees cannot be transferred from one examination series to another. The full fees will be payable by a candidate for any subsequent entry.

Edexcel will endeavour to ensure that the assessment in any particular unit will take place as published. However, this cannot be guaranteed. In the event of a particular assessment not taking place, Edexcel will refund the fees already paid, but will not be under any further liability to centres or candidates.

Where an additional unit entry fee has been charged for a unit entry (ie, where the unit entry is not covered by the fee paid for the student registration), this will be refunded should the entry be withdrawn before the withdrawal deadline for the assessment window in which the entry has been made. The late entry and withdrawal deadlines are given in part 1 of this section.

4.5 Invoices

Following initial registration, your centre will be issued with an initial invoice. Thereafter, supplementary invoices and credit notes will be sent periodically and will show details of charges made for changes to you entry since the previous invoice or credit note.

Queries about the candidate registrations and entries on the invoice should be referred to Edexcel Operations. If fees are in dispute, please enclose copies of all relevant documentation so that we can fully investigate your claim.

Queries about payment of invoices should be referred to the Edexcel Finance Department. (See the Contact Information section of this manual.)

4.6 Payment

Payment for all fees is due thirty (30) days from the date of the invoice.

Payment cannot be withheld unless you dispute the amount of the charges by notifying Edexcel in writing, within twenty-one (21) days of receipt of an invoice, giving full details of the amounts disputed and the reason such charges are disputed.

Cheques or BACs transfers should be made payable to Edexcel Limited. Remittance advices should be addressed to the Edexcel Finance Department (see the Contact Information section of this manual). Bank details:

HSBC Bank plc
 City of London Corporate Office
 PO Box 125
 8 Canada Square
 London
 E14 5XL

Account no. 51214012
 Sort code 40–02–50

5 Centre consortium arrangements

Edexcel must be informed of centres with joint teaching arrangements so that the candidates for each unit can be treated as a single group for the purposes of ePortfolio 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 (Notes)*, issued by the Joint Council for Qualifications.

6 Private candidates

DiDA qualifications are *not* available to private candidates.

7 Eligibility

7.1 Qualification stages

Centres can claim for a Digital Applications qualification at three different stages:

- An *Award in Digital Applications* (AiDA) which consists of one unit: Unit 1
- A *Certificate in Digital Applications* (CiDA) which consists of two units: Unit 1 plus one other unit
- A *Diploma in Digital Applications* (DiDA) which consists of four units: Unit 1 plus three other units.

Each unit must be completed at either Level 1 or Level 2. The guidance for ePortfolio completion will be different for each level, as will the assessment criteria (see part 7.2 of this section).

Full guidance on the differing levels can be found on the DiDA qualifications section of the Edexcel website at <http://dida.edexcel.org.uk/home/>.

7.2 Assessment

Each unit will be solely assessed via a Summative Project Brief (SPB). The SPBs will change each year, and be made available *only* on the DiDA qualifications section of the Edexcel website at <http://dida.edexcel.org.uk/home/>. Briefs will be released in September each year for use in the following calendar year. Students should work on an SPB for approximately 30 hours and must present their work in the form of a collection of digital files within an ePortfolio.

7.3 Claiming a qualification

Centres wishing to claim a qualification for a student in a particular examination series can do so by making an entry for a cash-in, ie, award claim, along with any unit entries required in that examination series. The cash-in code indicates whether the student requires an Award, Certificate or Diploma, and also indicates the level at which the student wishes to claim. In order to be eligible for a particular claim, the student must have completed the required number of units.

See part 7.1 of this section for the qualification structure and parts 12.1 and 13.1 for the cash-in codes.

A claim may be made for a Digital Applications qualification at any level, regardless of the programme on which the student was originally registered, provided that he/she meets the eligibility requirements for the qualification claimed. This allows claims to be made for an Award and/or a Certificate for a student who will ultimately complete a Diploma, without the need to transfer or top-up the registration.

Note: Unit scores that have been used to count towards a particular qualification cannot be reused at that level unless the original grade is declined (see part 9.4 of this section). When unit results are aggregated for a DiDA qualification, all results in those units are used up, and are no longer available for a further qualification at the same level.

7.4 Eligibility for a claim

For a student to be issued with a grade for a particular qualification, he/she must satisfy the eligibility requirements for that qualification. It is essential that centres check that each student is eligible for any qualification claimed. Eligibility checks on students for whom claims have been made can be carried out using Edexcel Online.

In order to cash-in at a particular level, candidates must have sat the correct number of units. *At least 50 per cent of the units being cashed-in must have been sat at the level of the cash-in.*

7.5 Eligibility examples

Example 1	Candidate:	Amir
	Registration:	Certificate in Digital Applications (CiDA)
	Units completed	Entry Level
	Unit 1	Level 2
	Unit 2	Level 2
	Unit 3	<i>not sat</i>
	Unit 4	<i>not sat</i>
	Actual cash-in claimed:	CiDA Level 2
	Other qualifications eligible to claim:	AiDA Level 2

Because the candidate has sat Unit 1 and another unit (here Unit 2), this centre can claim both AiDA and CiDA. Both qualifications can only be cashed in at Level 2. If the centre wants a Level 1 Certificate, at least one of the units would have to be retaken at Level 1.

Example 2	Candidate:	Iain
	Registration:	Diploma in Digital Applications (DiDA)
	Units completed	Entry Level
	Unit 1	Level 2
	Unit 2	Level 2
	Unit 3	Level 1
	Unit 4	Level 1
	Actual cash-in claimed:	DiDA Level 2
	Other qualifications eligible to claim:	CiDA Level 1 <i>or</i> Level 2 AiDA Level 2
	Possible alternative cash-in:	DiDA Level 1

Here, the centre and candidate have a choice of cashing in for a DiDA qualification at Level 1 or Level 2. If the centre wishes to cash-in at Level 1, they will need to decline the grade at Level 2 and make a cash-in entry at Level 1.

Example 3	Candidate:	Debra
	Registration:	Certificate in Digital Applications (CiDA)
	Units completed	Entry Level
	Unit 1	Level 2
	Unit 2	Level 2
	Unit 3	Level 1
	Unit 4	Level 1
	Actual cash-in claimed:	DiDA Level 2
	Other qualifications eligible to claim:	CiDA Level 1 (using results from Unit 1 and either Unit 3 or Unit 4)
		CiDA Level 2 (using results from Unit 1 and one other unit)
		AiDA Level 2
	Possible alternative cash-in:	DiDA Level 1

Although the candidate was registered for CiDA, she is still eligible to claim DiDA, although she will have been charged the additional unit fees for the units sat beyond the original two units included in the CiDA registration fee.

7.6 Failure to decline a previous grade

Failure to decline a previous DiDA qualifications award may be the cause of a candidate not being eligible for an award. Failure to decline a previous grade may mean that a candidate does not have sufficient units to claim the award that he/she is entered for. The deadlines for declining grades are:

- Grades issued in January 2006 examination series, by 6 April 2006
- Grades issued in June 2006 examination series, by 20 September 2006.

In exceptional circumstances, requests outside these periods must be made in writing and sent to the General Manager, Standards and Awards, at Edexcel, along with a completed form *JCQ/DECL and the candidate's certificate*. Each request will be considered on an individual basis. A charge will be made where this request is granted. It is also necessary for centres to decline unclassified (U) awards.

Requests to decline grades may only be made by the centre to which the grade was issued.

7.7 Cash-in codes

It is possible that a candidate has been entered for the incorrect cash-in code. If this is the case, please withdraw the entry by sending an EDI amendment file or on Edexcel Online. The last date for withdrawals is fourteen days before the publication of results.

A candidate may have also been entered for a cash-in code in error. If this is the case, please withdraw the entry by sending an EDI amendment file or on Edexcel Online. The last date for withdrawals is fourteen days before the publication of results.

A list of the available cash-in codes can be found in parts 12 and 13 of this section.

8 Submitting marks and ePortfolios

8.1 Mark submission

Centres must submit ePortfolio marks electronically using Edexcel Online.

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 is within Edexcel Online and in the Edexcel Online section of this manual.

It is possible for centres to submit marks via EDI. However, as the submission of marks is linked to the ePortfolio moderation system, there are disadvantages for the centre in using EDI for this qualification. Edexcel therefore strongly advises centres to use the Edexcel Online method of submission.

Please do *not* submit marks for DiDA qualifications via EDI. You should only use Edexcel Online to submit marks for DiDA qualifications units.

8.2 Identification of the sample

Following the submission of ePortfolio marks, centres will be notified regarding the sample of work required for upload. Centres are required to upload the requested ePortfolios according to the guidelines provided for ePortfolio submission.

8.3 ePortfolio submission

Sampled candidates' ePortfolios must be ready for moderation no later than seven days after the deadline for centre mark submission. The correct format for file size and type, and the naming and uploading procedure is available from the DiDA qualifications section of the Edexcel website, and within Edexcel Online.

ePortfolios which do not conform to the specified guidelines will be rejected by the system and will need to be uploaded in the correct format prior to the submission deadline. It will not be possible to upload samples after the submission deadline.

8.4 Online support for centre assessors (OSCA) and accreditation

In addition to the existing June and January moderation windows, further opportunities for feedback on ePortfolio assessment will be provided to centres. These additional activities are intended to promote flexibility within the ePortfolio assessment process, and to provide centres with year-round support.

Participation in OSCA gives you access to a range of support material and feedback opportunities relating to assessment of DiDA qualifications units. It provides clear and consistent examples on how to apply the assessment evidence grids and provides feedback opportunities in advance of formal moderation windows. It also allows Edexcel to formally recognise good practice within centres. Participants will still require the usual registration and entry procedures. Additional information regarding the first availability of this service will be posted on the DiDA qualifications section of the Edexcel website at <http://dida.edexcel.org.uk/home/> .

9 Results

A week before the scheduled results day, results will be available on Edexcel Online. Centres will be able to access their results and print Candidate Statements of Provisional Results. These same results will be available by EDI at 00.01 hours on the day before the scheduled results day. On results day, centres will receive in hard copy a consolidated results listing only.

All DiDA qualifications will be graded on a scale of Pass, Credit, Merit, and Distinction. Candidates not achieving a Pass will receive Unclassified and this will not be recorded on a certificate.

A uniform mark scale (UMS) will be used to aggregate marks from individual assessment units and generate qualification grades. Edexcel does not issue grades for individual units.

9.1 Reports on moderated ePortfolios

Moderators will generate a report on ePortfolios that have been moderated during the moderation window. Reports will be available to centres after the release of results for each moderation window. These may be accessed on Edexcel Online, by selecting 'Moderator reports' from the 'Results' menu.

9.2 Formal enquiries about results

All requests for enquiries about results must be made by the head of centre responsible for the candidates' entries. Applications for enquiries about results *must* be made via Edexcel Online. In the DiDA qualifications section of Edexcel Online, users should select 'New request' from the 'Post results' menu and complete the online form.

Full details of the services available can be found in the Post Results Services section of this manual. Fees for DiDA qualifications EAR Service 3 will be advised separately.

Missing and Incomplete Results queries (MIRs) can be either phoned to 0870 240 9800 or submitted via email to ePortfolio@edexcel.org.uk. Please note that emailed MIRs must be from a recognised centre email address.

9.3 Results address

In the event of examination centres requiring written confirmation of examination results, and for such confirmation to be sent to a different address from that of the normal examinations office, complete form C47 (see the Forms section) and send it to Edexcel Operations as quickly as possible.

9.4 Declined grades

On receipt of results, two options are available:

Option 1: Accept the grade

If the result is acceptable, no action is required. By implication, the candidate accepts the grade which has been issued.

Option 2: Declining grades

A centre may decline the grade of a student who decides that he/she is not happy with the grade for a particular qualification and who wishes to resubmit an ePortfolio and claim again in a subsequent session. Centres must decline grades electronically, either:

- by EDI, using the *decline grade* message type, or,
- by using the decline grade service in Edexcel Online.

Paper decline of grade requests will *not* be accepted for this qualification.

Results issued on the designated results days will be issued as provisional and candidates who wish to decline them must do so by the dates stipulated in part 1.4 of this section. Exceptional requests received after this deadline will be considered, but a charge per candidate will be made (see part 7.6 of this section). Generally, once a certificate has been issued, it cannot be rescinded or declined by the student.

Note: Requests to decline grades may only be made by the centre to which the qualification grade was issued.

9.5 Uniform mark scales (UMS)

DiDA qualifications are awarded using uniform marks, which are pegged to subject raw marks, according to the following tables:

Raw mark	Uniform mark score		Notional grade threshold
	Level 1	Level 2	
0	0	0	Unclassified
1	1	2	
2	2	4	
3	3	6	
4	4	8	
5	5	10	
6	6	12	
7	7	14	
8	8	16	
9	9	18	
10	10	20	
11	11	22	
12	12	24	
13	13	26	
14	14	28	
15	15	30	
16	16	32	
17	17	34	
18	18	36	Pass
19	19	38	
20	20	40	
21	21	42	
22	22	44	
23	23	46	
24	24	48	Credit
25	25	50	
26	26	52	
27	27	54	
28	28	56	
29	29	58	
30	30	60	Merit
31	31	62	
32	32	64	
33	33	66	
34	34	68	
35	35	70	
36	36	72	Distinction
37	37	74	
38	38	76	
39	39	78	
40	40	80	
41	41	82	
42	42	84	Maximum

Level 1 Qualification Award

	Raw mark out of 42	Uniform mark total			
Grade	Unit	Unit	AiDA Award	CiDA Award	DiDA Award
Pass	18	18	18	36	72
Credit	24	24	24	48	96
Merit	30	30	30	60	120
Distinction	36	36	36	72	144
Maximum	42	42	42	84	168

Level 2 Qualification Award

	Raw mark out of 42	Uniform mark total			
Grade	Unit	Unit	AiDA Award	CiDA Award	DiDA Award
Pass	18	36	36	72	144
Credit	24	48	48	96	192
Merit	30	60	60	120	240
Distinction	36	72	72	144	288
Maximum	42	84	84	168	336

9.6 Results examples

Example 1 Candidate: Amir
Registration: Certificate in Digital Applications (CiDA)

Units completed	Entry level	Raw mark	UMS
Unit 1	Level 2	27	54
Unit 2	Level 2	12	24
Unit 3	<i>not sat</i>		
Unit 4	<i>not sat</i>		
Total			78

Actual grade awarded: Pass at CiDA Level 2
Other qualifications eligible to claim: Credit at AiDA Level 2.

Example 2 Candidate: Iain
Registration: Diploma in Digital Applications (DiDA)

Units completed	Entry level	Raw mark	UMS
Unit 1	Level 2	18	36
Unit 2	Level 2	18	36
Unit 3	Level 1	36	36
Unit 4	Level 1	36	36
Total			144

Actual grade awarded: Pass in DiDA Level 2
Other qualifications eligible to claim: Distinction in CiDA Level 1
Pass in CiDA Level 2
Pass in AiDA Level 2

Possible alternative cash-in: Distinction in DiDA Level 1

Here, the centre and candidate have a choice of cashing-in for DiDA at Level 1 and getting a Distinction, or cashing-in at Level 2 and getting a Pass. The same choice would also need to be made if cashing-in for a CiDA Award. If the centre wishes to cash-in at Level 1, the DiDA or CiDA grade at Level 2 would have to be declined and a cash-in entry made at Level 1.

Example 3	Candidate: Debra			
	Registration: Certificate in Digital Applications (CiDA)			
	Units completed	Entry level	Raw mark	UMS
	Unit 1	Level 2	18	36
	Unit 2	Level 2	18	36
	Unit 3	Level 1	12	12
	Unit 4	Level 1	8	8
	Total			92
	Actual grade awarded:	Unclassified in DiDA Level 2		
	Other qualifications eligible to claim:	Credit in CiDA Level 1		
		Pass in CiDA Level 2		
		Pass in AiDA Level 2		
	Possible alternative cash-in:	Pass in DiDA Level 1		

In order to claim a DiDA qualification at the Pass grade, the centre must decline the Level 2 cash-in and make a cash-in for DiDA Level 1. Alternatively, they could make an amendment to the cash-in prior to the issue of results in order to claim the DiDA Level 1 certificate. Separate cash-ins must be submitted in order to claim the additional certificates (AiDA and CiDA).

Further advice can be found on the website <http://dida.edexcel.org.uk/home/> .

10 Certification

Certificates will be issued to centres for distribution to candidates as soon as possible after the examination (see part 1 of this section). For details on retaining uncollected certification as well as applications for replacements, please see the GCE and GCSE sections of this manual.

11 Macromedia

Students will be eligible to claim Macromedia Certificates if they complete the Macromedia tasks as part of the Summative Project Briefs for the following units:

Web media using Dreamweaver	Level 2 Units 1 and 2 (D201 and D202)
Multimedia using Flash	Level 2 Unit 2 (D202)
Web Graphics using Fireworks	Level 2 Unit 3 (D203)

Centres may request to claim one or more of the certificates if a student has completed the appropriate Macromedia tasks. Centres will be required to establish that Macromedia software has been used in the centre to complete these tasks. Information on the tasks can be found on the Edexcel website: <http://dida.edexcel.org.uk/home/> .

Centres should indicate the certificate(s) they wish to claim for a student on submission of the centre mark for the appropriate unit via Edexcel Online. Requests for Macromedia Certificates after the submission of marks will not be accepted. A fee will be charged for each certificate. (For information on fees, see the Fees section of this manual.)

Further information on the Macromedia Certificate can be found on the Edexcel website.

12 DiDA qualifications January 2006: registration, unit and cash-in codes

12.1 List of registration, unit, and cash-in codes

Notes

- Candidates register once only at the start of the course.
- Candidates intending to cash-in their unit scores for a DiDA qualification subject grade in January 2006 *must* enter the appropriate cash-in specification code. The cash-in specification code must be entered *in addition* to the code of any unit being taken in January 2006.
- Units taken on previous occasions should not be entered, unless the candidate wishes to enter for the unit again to improve on the result.
- Candidates may choose from the units available.

Diploma in Digital Applications

Registration code	Specification	
GADA	Award in Digital Applications	
GCDA	Certificate in Digital Applications	
GDDA	Diploma in Digital Applications	
Unit code	Option code	Unit title
D101		Using ICT Level 1
D102		Multimedia Level 1
D201		Using ICT Level 2
D202		Multimedia Level 2
D203		Graphics Level 2
Specification cash-in code	Subject title	Unit Codes
<i>Award</i>		
GA1DA	Award in Digital Applications Level 1	D101
<i>Certificate</i>		
GC1DA	Certificate in Digital Applications Level 1	D101 or D201 plus one other unit (at least one unit at Level 1)
<i>Award</i>		
GA2DA	Award in Digital Applications Level 2	D201
<i>Certificate</i>		
GC2DA	Certificate in Digital Applications Level 2	D101 or D201 plus one other unit (at least one unit at Level 2)

13 DiDA qualifications June 2006: registration, unit and cash-in codes

13.1 List of registration, unit and cash-in codes

Notes

- Candidates register once only at the start of the course.
- Candidates intending to cash-in their unit scores for a DiDA qualification subject grade in June 2006 *must* enter the appropriate cash-in specification code. The cash-in specification code must be entered *in addition* to the code of any unit being taken in June 2006.
- Units taken on previous occasions should not be entered unless the candidate wishes to enter for the unit again to improve on the result.
- Candidates may choose from the units available.

Diploma in Digital Applications

Registration code	Specification
GADA	Award in Digital Application
GCDA	Certificate in Digital Application
GDDA	Diploma in Digital Application

Unit code	Option code	Unit title
D101		Using ICT Level 1
D102		Multimedia Level 1
D103		Graphics Level 1
D104		ICT in Enterprise Level 1
D201		Using ICT Level 2
D202		Multimedia Level 2
D203		Graphics Level 2
D204		ICT in Enterprise Level 2

Specification cash-in code	Subject title	Unit Codes
<i>Award</i> GA1DA	Award in Digital Applications Level 1	D101
<i>Certificate</i> GC1DA	Certificate in Digital Applications Level 1	D101 or D201 plus one other unit (at least one unit at Level 1)
<i>Diploma</i> GD1DA	Certificate in Digital Applications Level 1	Four different units (at least two at Level 1)
<i>Award</i> GA2DA	Award in Digital Applications Level 2	D201
<i>Certificate</i> GC2DA	Certificate in Digital Applications Level 2	D101 or D201 plus one other unit (at least one unit at Level 2)
<i>Diploma</i> GD2DA	Certificate in Digital Applications Level 2	Four different units (at least two at Level 2)