Level 2 Certificate for IT Users
(7574-12)

Improving productivity using IT
(7574-601)

Instructions for Invigilators

These invigilation instructions support the current JCQ Instructions for Conducting Examinations which can be accessed here http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

The Improving Productivity Using IT (7574-601) question paper is divided into **Section A** and **Section B** with an overall exam duration of one hour and 30 minutes.

Section A: 20 minutes

This is closed book and centres should allow 20 minutes for candidates to complete. Candidates should not have access to their project when answering Section A.

Section B: 1 hour and 10 minutes

Once Section A has been completed candidates may access their project for Section B.

Candidates should be made aware that they must **not** attempt to re-take or review Section A once they have begun Section B.

Access to the internet is **not** permitted during the test.

Instructions for uploading projects

Centres need to upload projects within 24 hours of candidates sitting the exam, any projects that are not uploaded may result in candidate's scripts not being marked.

Centres must not delete and re-upload candidate's projects.

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