



Our ref: ewa/wda

11th November 2015

Dear Parent/Carer

Re: ECDL Examinations

As you may be aware your daughter has been working towards the ECDL qualification in Year 11. The European Computer Driving Licence (**ECDL**) is a Europe-wide qualification in basic computer skills. The **ECDL** is the first qualification in personal computing skills to be recognised throughout the European Union.

The qualification consists of four units which are assessed by online examination. These examinations take 45 minutes per unit.

Examinations for two units are currently being arranged for all Year 11 students. The first of these will be held during the week commencing 16th November (Unit 4). The second exam will be in December. The exams for the remaining two units will take place next spring.

Your daughter can revise for this exam by completing the online lessons and quizzes on the following website: www.bcsgeini.com which can also be accessed via the school VLE.

In the meantime if you have any questions please do not hesitate to contact me.

Yours faithfully

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