

Entry 2

Guidance to assessors

Task specific instructions

- In order to complete this assessment, learners have to undertake the task.
- Learners should be allowed up to 2 hours to complete the task.
- On completion of the task, an authentication must be completed.
- The task materials (data files) must be available to all learners at the start of the task, eg from an icon on the desktop.
- The computer system can be switched on but learners must use a password to access the computer system. The assessor is permitted to provide assistance with this.
- Email or text messaging must be accessible during this task.
- The assessor must send an email message to learners with a change of opening times, the address and a new price, e.g.

- The opening time is 10 am
- The admission price for children is £2
- Address:
City Leisure Centre
Long Road
New Town
NT1 1FS

Note: The time and price in the message must be different to the time and price given in the data file.

- Assessors must mark the task on completion.

Interpretation

The assessor may read the task to learners.

A medium level of control for task taking means that assessors may respond to questions to explain difficult words and phrases for learners by paraphrasing and redefining. Assessors must not give learners solutions to task questions.

At Entry 2 assessors may assist learners to save and print their work.

Materials required for the task

Data files:

1. FlyerEL2
2. ImageEL2
3. HeadingEL2

Adaptation

This task is designed to be adaptable in order to meet local needs. Therefore, the assessor may wish to amend task materials to make them more appropriate to learners. Questions may also be re-phrased to take into account learner needs.

The assessor is permitted to change the context and use an alternative event.

An alternative context is given below.

A [venue / organisation] is having [an event] to raise money.

They need a flyer

They have started to make a flyer and want you to finish it.

The assessor is allowed to change the task materials to reflect the context, but must maintain the same level of assessment and provide appropriate information for learners to complete the given activities.

The assessor may use the task materials provided if these are suitable for learners. If this is not the case, the assessor must prepare a word document, named FlyerEL2, which includes the following items:

- a. some basic information about the event: e.g. for address/location and space.
- b. the event time, which is different to the time given in the email message to the learner, e.g. 9 am. The event time must be displayed with a font size similar to other text in the document, allowing the candidate the opportunity to apply text formatting to make the time stand out.
- c. a cost/price e.g. for admission. This could also be the price of something at the event.

The assessor must also prepare a document which includes 4-6 images (e.g. photographs or clipart). Only one of the images must be clearly relevant to the event. The document should be named **ImageEL2**.

The assessor must also prepare a document which includes a small range of images of appropriate headings for the flyer. Only one of the headings must be relevant to the event,

e.g. a Fun Fair. The document should be named **HeadingEL2**.

Working safely

The assessor must ensure that learners work safely and follow relevant safe and secure practices throughout the task. For example, learners must ensure they are sitting comfortably, and the workstation area and environment is safe and free from hazards. Health and safety guidelines must be followed at all times. The assessor is allowed to provide health and safety support and assistance during the assessment.

Evidence of use of email

After the assessment, the assessor should print a copy of the candidate's reply email, and add this to the candidate's other evidence for this assessment.