

ICT Entry 2 Set 1

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 sheet must be completed.
- The task materials (data files) must be available to all learners at the start of the task, e.g. from an icon on the desktop.
- The computer system can be switched on and the assessor is permitted to provide assistance with this. Learners must use a password to access their user area.
- Email or text messaging must be accessible during this task.
- The assessor must send this email message (or text message) to learners.

Content of email or text message:

The price of the all day breakfast is £5
The price of soup of the day and bread roll is now: £1
Opening times:
Open 7 days a week
Monday to Saturday 9 - 5
Sunday 11 - 3

Note: the price in the message must be different to the 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. Menu12E2
2. Heading12E2Set1
3. Image12E2Set1

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 use an alternative context.

An alternative context is given below.

The [venue/attraction] has opened a [coffee shop/sandwich bar/restaurant]

The [coffee shop/sandwich bar/restaurant] needs a **menu**.

A menu has been started. You need 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 document, named **Menu12E2**, which includes the following items:

- a) some basic information about the coffee shop/sandwich bar/restaurant: e.g. title, details of a special opening offer
- b) the price of a special offer, e.g. £5. The special offer price must be displayed with a font size similar to other text in the document, allowing candidates the opportunity to apply text formatting to make the price stand out
- c) a change in price of a menu item
- d) some additional information about the coffee shop/sandwich bar/restaurant. This could be about the opening times.

The assessor must also prepare a document which includes a limited range of appropriate headings for a menu. Only one of the headings must be relevant to the coffee shop/sandwich bar/restaurant. The document should be named **Heading12E2Set1**.

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 coffee shop/sandwich bar/restaurant. The document should be named **Image12E2Set1**.

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 learner's reply email, and add this to the learner's other evidence for the assessment.