

## 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

Recycled bikes now from £30

Add this text:

We repair and sell bikes.

The address is:

Unit 7, Railway Street

Southwood SO12 5NU

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 tasks.

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

## Materials required for the task

Data files:

1. Flyer13E2Set2
2. Heading13E2Set2
3. Image13E2Set2

## 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 learner needs into account.

The assessor is permitted to change the context.

An alternative context is given below.

A [shop/business] [sells/repairs/makes item(s)].

The [shop/business] needs a **flyer**.

A flyer 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.

If the task materials provided are not suitable for learners, the assessor must prepare alternatives.

To change the flyer, the assessor must prepare a document **Flyer13E2Set2**

This must include:

- (a) some basic information about the shop/business: e.g. name of the shop/business
- (b) details of what the shop/business sells/repairs/makes
- (c) a price, which is different to that given in the message
- (d) an incomplete address for the shop/business.

Note: With the exception of the shop/business name, the text in this document must all be in the same font, font size and style, allowing the learner the opportunity to apply text formatting to make items stand out.

Additional information about the price, shop/business and address should be sent to the learner in an email or text message.

To change the email, the assessor must prepare an email or text message to send to the learner.

This must include:

- (a) a different price to the one given in the document
- (b) some additional information
- (c) missing part of the address.

To change the headings, the assessor must prepare a document which includes 4-6 images of headings appropriate for a flyer. Only one of the headings must be relevant to the context. The document should be named **Heading13E2Set2**.

To change the images, the assessor must prepare a document which includes 4-6 images (e.g. photographs or clipart). Only one of the images must be relevant to the context. The document should be named **Image13E2Set2**.

### **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 / messaging**

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