

ICT Entry 2 Set 3

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 race date is Sunday 7 July

The person to contact for information is Katie Harris.

Spectators will be able to:

Meet members of the club

Take part in a short fun ride after the race

Note: The date and name in the message must be different to the date and name 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. Race13E2
2. Heading13E2Set3
3. Image13E2Set3

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. Tasks 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.

Named [sport/society/activity/club] is holding a [event].
The [sport/society/activity/club] needs an **advert**.
An advert 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.

The assessor must prepare a word processed document of similar content and complexity as that of **Race13E2**. This must include:

- a) some basic information about the event: e.g. location, purpose.
- b) the event date, which is different to the date given in the email message, e.g. Saturday 6 July.
- c) the details of a person to contact for more information. The name of this person should be different to the name given in the email message.
- d) the words '... will be able to'

Note: The description, date and contact details in the document must be displayed with a similar font size, allowing the learner the opportunity to apply text formatting to make items stand out.

Additional information about the date, contact name and things spectators will be able to do should be sent to the learner in an email (or text) message.

The assessor must send an email (or text) message to learners. This must include the information to be added / changed:

- a) the date of the event, part of which is different to the date given in the data file
- b) the name of the person to contact for more information. The name of this person should be different to the name given in the data file.
- c) a list of two or three things spectators will be able to do.

The assessor must also prepare a document which includes 4-6 images of appropriate headings for an advert. Only one of the headings must be relevant to the event. The document should be named **Heading13E2Set3**.

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 **Image13E2Set3**.

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.