

ICT Entry 3 Set 3

Guidance to assessors

Task specific instructions

- 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.
- Internet and email must be accessible during this task.
- At the start of the assessment the computer system can be switched on but learners must use a password to access the computer system.
- The default software settings for page orientation in any word processed documents should be set as portrait.
- The task materials (data files) must be available to all learners on portable media, such as a USB memory stick (e.g. pen drive), flash memory card, CD or DVD.
- The assessor must prepare the task materials, and make them available to the learners via portable media. The portable media (e.g. USB memory stick) must be given to the learners at the start of the task.
- Each learner must be given their own copy of the portable media which they will use for the duration of the assessment (i.e. USB memory stick must not be shared between learners). The portable media given to each learner should contain no data other than the 'clean' data files provided for the purpose of the assessment.

***(See note on page 4 about the use of portable media)**

- The assessor must prepare a contacts list. **Contacts13E3Set3** contains an incomplete contacts list. The assessor must complete this list by adding authentic email addresses. The names on the list may be changed but the roles must remain the same. Learners must send an email to one or more of the people listed in the contacts list.
- The assessor must password protect the contacts list. Do not password protect any of the other data files.

- The assessor must send this email message to the learners containing the password to open the contacts list.

Content of email

Hi

The password for the file **Contacts13E3Set3** is:

EL3OPEN

- The assessor must reply to the learner's email. Where possible, the reply should include the learner's original message. An email rule can be used to send an automatic response.
- 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 any part of the task.

Materials required for the task

Data files:

1. Course13E3
2. Activities13E3
3. BookingForm13E3
4. Email13E3Set3
5. Contacts13E3Set3

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.

[Company / organisation] needs a [type of] form.
The design of the [type of] form has been started.
You must complete the design.

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 must prepare a spreadsheet file with five amounts of money. The spreadsheet must allow learners to manipulate and use numerical data. Learners will need to change one of the values and use a formula to calculate the total of the five values. Learners will be required to extract a numerical value from the spreadsheet and insert it in the form and the email.

To change the source of information for the booking form, the assessor must prepare a document of similar content and complexity to Activities13E3, which includes the following items:

- (a) the name of company/organisation
- (b) a logo that can be clearly identified as belonging to the company/organisation
- (c) the address of the company / organisation
- (d) the name of the person to contact for more information
- (e) the contact phone number
- (f) additional information and/or images

The assessor must prepare a word processed document that contains a basic version of the form with similar content to **BookingForm13E3**. It must include:

- (a) a reference to the company/organisation, without including the address and also include text
- (b) labels and spaces for the name and phone number of the person to contact for more information.
- (c) a table containing a short list of activities / courses and their costs. One of the costs must be left blank.

The assessor must produce a list of job roles, names and email addresses of those involved in running the company (contacts list). The contacts list (**Contacts13E3Set3**) should contain between 3 and 6 contacts. Although the names can be fictional, the email addresses must all be authentic (i.e. 'live'). The contacts list must be password protected.

The assessor must prepare a word processed document containing the text of a message that can be copied into an email. The text must allow the insertion of a specified value from the spreadsheet. Learners must send an email (containing the prepared text) to a named person / role on the contacts list.

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.

***The use of portable media**

The assessor must prepare the task materials, and make them available to the learners via portable media. The portable media (e.g. USB memory stick) must be given to the learners at the start of the task. However, **where this is impractical due to the size of the cohort**, then files needed for the tasks can be made available to candidates on a clean area of a hard drive or network drive, with individual user areas, dedicated solely to the users of those materials. However, if this is the case, candidates will have to demonstrate in some other way that they know how to insert and remove portable media. The assessor may witness this or establish by questioning that the candidates know how to do this.

Where portable media is used, then each learner must be given their own copy of the portable media which they will use for the duration of the assessment (i.e. USB memory stick must not be shared between learners). The portable media given to each learner should contain no data other than the 'clean' data files provided for the purpose of the assessment.