

Guidance to Assessors

September 2013 to August 2014

Functional Skills ICT at Entry 2

Set 3

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 date is Sunday 16th February.
- The phone number of the person to contact is 0444 642391.
- Visitors will be able to:
See sheep and lambs in the fields
Feed a lamb

Note: The date and phone number in the message must be different to the date and phone number given in the data file.

- Assessors must mark the task on completion.
- At Entry 2 assessors may assist learners to save and print their work.

Note: Printouts need not be in colour.

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.

Materials required for the task

Data files:

1. Poster14E2Set3
2. Heading14E2Set3
3. Image14E2Set3

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.

A [tradesperson/individual] wants people to see [his/her] [products/services].
The [tradesperson/individual] needs a **poster**.
A **poster** has been started. You must 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 poster, the assessor must prepare a data file named **Poster14E2Set3**. This must include:

- (a) some basic information about the event: e.g. location, purpose, date, name of person to contact
- (b) the date of the event, which is different to the date given in the email message, e.g. Sunday 16th March
- (c) the phone number of the person to contact for information, which is different to the phone number given in the email message.

Note: The text in this data file must all be in the same font, font size and style, allowing the learner the opportunity to apply text formatting to make key information stand out.

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

- (a) a date where the month is different
- (b) a different phone number
- (c) information about things to do/see.

To change the headings, the assessor must prepare a data file which includes 4-6 images of headings appropriate for a poster. Only one of the headings must be relevant to the context. The data file should be named **Heading14E2Set3**.

To change the images, the assessor must prepare a data file which includes 4-6 images (e.g. photographs or clipart). Only one of the images must be relevant to the context. The data file should be named **Image14E2Set3**.

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, a copy of the learner's reply to the assessor's email or text message should be printed and added to the other evidence for each learner.