

Guidance to Assessors

Functional Skills ICT at Entry 1

September 2014 to August 2015

Set 3

ICT Entry 1 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 file) 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 the offer ends will be 29 June

Address:

23 The Precinct
Station Road

Note: The date the offer ends in the message must be different to the date given in the data file.

- The assessor 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 the assessor may respond to questions to explain difficult words and phrases for learners by paraphrasing and redefining. The assessor must not give learners solutions to tasks.

At Entry 1 the assessor may assist learners to save and print their work.

Note: printouts need not be in colour.

Materials required for the task

Data file:

Offer15E1Set3

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 rephrased to take learner needs into account.

The assessor is permitted to change the context.

An alternative context is given below. (Note: only text in square brackets may be changed to suit the alternative context.)

A [business] needs a **voucher**.

The voucher must tell people about a [special offer].

The voucher 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.

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 data file named **Offer15E1Set3**, which includes the following items:

- (a) a name of a business
- (b) an image and a title identifying the special offer
- (c) an end date for the special offer, which is different to the date given in the email or text message send to the learners, e.g. 7 July.

The assessor must send an email message (or text message) to learners. This must include a date to be changed and the address to be added.

Working safely

The assessor must ensure that learners work safely and follow relevant safe and secure practices throughout the assessment. 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.