

Guidance to Assessors

Functional Skills ICT at Entry 2

September 2014 to August 2015

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

Please change the discount. The discount is 10%

The special offer will end on: 21 July

Add the address:

F & T Pizza  
25 Station Road  
The Causeway

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

- The assessor must mark the task on completion.
- At Entry 2 the assessor 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 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.

## Materials required for the task

Data files:

1. Advert15E2Set3
2. Heading15E2Set3
3. Image15E2Set3

## 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] wants to advertise a special offer.

The [business] needs an **advert**.

An advert 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 advert, the assessor must prepare a data file named **Advert15E2Set3**. This must include:

- (a) some basic information about the special offer e.g. what is on offer
- (b) details of where the business is located
- (c) some additional information about the special offer e.g. when it is available.

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 learners. This must include the:

- (a) date when the special offer ends
- (b) address where the business is located
- (c) discount %.

To change the headings, the assessor must prepare a data file which includes 4-6 images of headings appropriate for an advert. Only one of the headings must be relevant to the context. The data file should be named **Heading15E2Set3**

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 **Image15E2Set3**

### **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.

### **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 evidence for the learner.