

Guidance for Assessors

September 2016 to August 2017

Functional Skills ICT at Entry 3

Set 1

**ICT Entry 3 Set 1**

**Guidance for 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 assessment record and 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.
* The default software settings for page orientation in any word processed and spreadsheet documents should be set as portrait.
* The assessor must prepare the task materials, and make them available to the learners via portable media (e.g. USB memory stick).
* Each learner must be given their own copy of the portable media (e.g. USB memory stick) at the start of the task\* 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 5 about the use of portable media.**

* The assessor must prepare a list of contacts. **Contacts17E3Set1** contains an incomplete list of contacts. The assessor must complete this list by adding authentic email addresses. They may change the names on the list if they wish but the roles must not be changed. Learners must send an email to one or more of the people in the list of contacts.
* The assessor must password protect the list of contacts using the password **GARDENEL3**

Do not password protect any of the other data files.

* The assessor must send this email message to the learners with the password to open the list of contacts.

Content of email

|  |
| --- |
| Hi  The password for the file Contacts17E3Set1 is:  GARDENEL3 |

* The assessor must reply to the learner's email. The reply should include the learner's original message. An email rule can be used to send an automatic response.
* The assessor must mark the task on completion.

NOTE: Printouts need not be in colour.

**Typographical Errors**

In the file named **Quote17E3Set1** there is a typographical error included.

This error is meant to be there for learners to correct as requested in the test paper, Question 3(b), p5, ‘Finish the quote’ section.

**Interpretation**

The assessor may read the task to learners.

This test requires a medium level of control which 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 any part of the task.

**Materials required for the task**

Data files:

* **Price17E3Set1**
* **Quote17E3Set1**
* **Garden17E3Set1**
* **Email17E3Set1**
* **Contacts17E3Set1**

**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.

|  |
| --- |
| [Organisation] is a [type of] business. They have been asked to give a price for a [product].  They have started a quote and need your help to finish it.  The quote will show the price for the work. |

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:

To change the spreadsheet, the assessor must prepare a data file named **Price17E3Set1**

This must include:

* at least five parts/items accompanied by values
* a value to be changed
* a space for a formula to calculate the total of the values

Spreadsheet must be in portrait format.

To change the source information for the price quote, the assessor must prepare a data file of similar content and complexity to that of **Info17E3Set1**

This must include:

1. the name of the organisation
2. a logo that can be clearly identified as belonging to the organisation
3. an item of information that the learner will use
4. a contact telephone number
5. an email or website address

The assessor must prepare a data file that contains a basic version of the price quote with similar content to **Quote17E3Set1**. This must include:

1. the name of the organisation
2. a description or list of the items or services for which the price is provided
3. a space for the calculated value from the spreadsheet
4. text with a space for the additional information from the source document
5. text with a space for a telephone number from the source document
6. text with a space for an email or website address from the source document

The assessor must produce a list of job roles, names and email addresses of those involved in running the organisation (list of contacts). The list of contacts **Contacts17E3Set1** should contain between 4 and 6 contacts. Although the job roles and names can be fictional, the email addresses must all be authentic (i.e. 'live'). The list of contacts must be password protected.

The assessor must prepare a data file 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 list of contacts.

**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.

**\*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 assessment. However, in exceptional circumstances, **where this is impractical – for example, due to the size of the cohort or network security restrictions**, then files needed for the tasks can be made available to learners on a clean area of a hard drive or network drive, dedicated solely to the users of those materials. However, if this is the case, learners 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 learners 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. a 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.