

Guidance for Assessors

September 2016 to August 2017

Functional Skills ICT at Entry 1

Set 1

**ICT Entry 1 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.
* The 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

|  |
| --- |
| Hi  We are now open 7 days a week.  Our telephone number is 01998 45612  Thanks |

* At Entry 1 the assessor may assist learners to save and print their work.
* The assessor must mark the task on completion.

Note: printouts need not be in colour.

**Interpretation**

The assessor may read the task to learners.

This task 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 file:

**Flyer17E1Set1**

**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] need a flyer.  The flyer must tell [group/category of people] about [organisation].  A flyer 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 [flyer] named **Flyer17E1Set1**

This must include:

1. A title/description identifying the service/activity
2. an image related to the service/activity
3. A day, or days of the week for the service/activity, which is different to the information given in the email or text message to the learner
4. an opportunity to change information referred to in the email.

The assessor must send an email message (or text message) to learners. This must include a day to be changed and a number to be changed.

**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.