

Entry 2

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 must be completed.
- The task materials (data files) must be available to all learners at the start of the task, eg from an icon on the desktop.
- The computer system can be switched on but learners must use a password to access the computer system. The assessor is permitted to provide assistance with this.
- Email or text message must be accessible during this task.
- The assessor must send an email message to learners with the price of the drum kit and the address and phone number of the seller e.g.

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|--|
| <ul style="list-style-type: none">○ Address: 32 Hanson Drive Graythorpe GR2 7SN○ Phone number: 0171 241597○ The price of the drums: £65 |
|--|

Note: The price in the message must be different to the price shown in the data file.

- Assessors 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 assessors may respond to questions to explain difficult words and phrases for learners by paraphrasing and redefining. Assessors must not give learners solutions to task questions.

At Entry 2 assessors may assist learners to save and print their work.

Materials required for the task

Data files:

1. AdvertEL2
2. PictureEL2
3. HeadingEL2

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. Questions may also be re-phrased to take into account learner needs.

The assessor is permitted to change the context and use an alternative item for sale.

An alternative context is given below.

[Name] wants to sell [item].

You must create an advert.

[Name] has started the advert and wants you to 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 word document, named **AdvertEL2**, which includes the following items:

- a. the item price, which is the same as the price given in the email.
- b. the first line of the address of the seller, which is the same as the first line given in the email.
- c. the phone number of the seller, which is different from the phone number given in the email

The assessor must also prepare a document which includes a small range of pictures (eg photographs or clipart). Two of the images must be relevant to the item being sold, eg pictures of a drum kit. The document should be named **PictureEL2**.

The assessor must also prepare a document which contains a small range of images of appropriate headings for an advert. Only one of the headings must be relevant to the items

being sold, eg Drums For Sale. The document should be named **HeadingEL2**.

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

After the assessment, the assessor should print a copy of the candidate's reply email, and add this to the candidate's other evidence for this assessment.