

## 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, e.g. 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 messaging must be accessible during this task.
- The assessor must send an email message to learners with a change of date, the free refreshments available and the address.

e.g.

- The date of the Open Day is Saturday 18<sup>th</sup> June
- Free refreshments: soft drinks and snacks
- Address:  
  
The Fire Station  
Station Road  
Green Town  
GT10 2SR

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

- Assessors must mark the task on completion.

#### Interpretation

The assessor may read the task to the 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. PosterEL2
2. HeadingEL2Set3
3. ImageEL2Set3

### 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 event.

An alternative context is given below.

A [venue/organisation] is having an [event].

The [venue/organisation] needs a **poster**.

A poster has been started and you need 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 **PosterEL2**, which includes the following items:

- a) some basic information about the event: e.g. address/location, purpose
- b) the event date, which is different to the date given in the email message to the learner, e.g. 10<sup>th</sup> September. The event date must be displayed with a font size similar to other text in the document, allowing the candidate the opportunity to apply text formatting to make the date stand out
- c) some additional information about the event. This could be about the activities available.

The assessor must also prepare a document which includes a small range of images of appropriate headings for a poster. Only one of the headings must be relevant to the event. The document should be named **HeadingEL2Set3**.

The assessor must also prepare a document which includes 4-6 images (e.g. photographs or clipart). Only one of the images must be clearly relevant to the event. The document should be named **ImageEL2Set3**.

### **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 learner's reply email, and add this to the learner's other evidence for this assessment.