

## 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

The start time is 10 am

The admission price for adults is £3

The address is:

Weston Race Track  
Weston Green  
WG3 7HM

Note: The time and price in the message must be different to the time and price given 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. Poster12E2
2. Heading12E2Set3
3. Image12E2Set3

## 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.

*Named [sport/activity] club is having an [event].*

The club needs a **poster**.

A poster has been started. 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 document, named **Poster12E2**, which includes the following items:

- a) some basic information about the event: e.g. club name, date and attractions/activities
- b) the start time, which is different to the time given in the message, e.g. 2 pm
- c) a cost/price for admission, which is different to the price given in the message, e.g. £7. (Alternatively, this could be the price of something at the event.)

Note: The description, start time and admission price in the document must be displayed with a similar font size, allowing the learner the opportunity to apply text formatting to make items stand out.

Additional information about the start time, admission price and address should be sent to the learner in an email or text message.

The assessor must also prepare a document which includes 4-6 images of appropriate headings for a poster. Only one of the headings must be relevant to the event. The document should be named **Heading12E2Set3**.

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 Image12E2Set3.

### **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 / messaging**

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