

Guidance to Assessors

September 2013 to August 2014

Functional Skills ICT at Entry 1

Set 2

ICT Entry 1 Set 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 sheet must be completed.
- The task materials (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

The closing time should be 6 pm

Add this information to the poster:

Fresh seasonal vegetables at the best prices

Note: The closing time in the message must be different to the closing time 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 tasks.

At Entry 1 assessors may assist learners to save and print their work.

Note: Printouts need not be in colour.

Materials required for the task

Data file:

Shop14E1Set2

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 re-phrased to take learner needs into account.

The assessor is permitted to change the context.

An alternative context is given below.

A [business/organisation] is [opening/planning a sale].

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

A poster 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 which includes the following items:

- (a) an image and a title identifying the event
- (b) contact details for the event
- (c) the event time, which is different to the time given in the email or text message to the learner e.g. 5 pm

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

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.