

# Guidance to Assessors

September 2013 to August 2014

Functional Skills ICT at Entry 3

Set 3

## ICT Entry 3 Set 3

### Guidance to assessors

#### Task specific instructions

- 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.
- Internet and email must be accessible during this task.
- At the start of the assessment the computer system can be switched on but learners must use a password to access the computer system.
- The default software settings for page orientation in any word processed documents should be set as portrait.
- The task materials (data files) must be available to all learners on portable media, such as a USB memory stick (e.g. pen drive), flash memory card, CD or DVD.
- The assessor must prepare the task materials, and make them available to the learners via portable media. The portable media (e.g. USB memory stick) must be given to the learners at the start of the task.
- Each learner must be given their own copy of the portable media\* which they will use for the duration of the assessment (i.e. USB memory stick must not be shared between learners). The portable media given to each learner should contain no data other than the 'clean' data files provided for the purpose of the assessment.

**\*See note on page 5 about the use of portable media.**

- The assessor must prepare a list of contacts. **Contacts14E3Set3** contains an incomplete list of contacts. The assessor must complete this list by adding authentic email addresses. They may change the names on the list if they wish but the roles must not be changed. Learners must send an email to one or more of the people in the list of contacts.
- The assessor must password protect the list of contacts. Do not password protect any of the other data files.
- The assessor must send this email message to the learners with the password to open the list of contacts.

Content of email

Hi  The password for the file Contacts14E3Set3 is:  EL3OPEN
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- The assessor must reply to the learner's email. Where possible, the reply should include the learner's original message. An email rule can be used to send an automatic response.
- 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 any part of the task.

## Printing

There is no requirement to print in colour. No extra credit is given to work printed in colour.

## Materials required for the task

Data files:

1. FundRaising14E3Set3
2. Memo14E3Set3
3. EntryForm14E3Set3
4. Email14E3Set3
5. Contacts14E3Set3

## 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 the learner needs into account.

The assessor is permitted to change the context.

An alternative context is given below.

Workers at [company/organisation] are holding a fund raising [event/activity].

They have started to design a **[type of] form**.

You must complete the design.

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.

If the task materials provided are not suitable for learners, the assessor must prepare alternatives.

The assessor must prepare a spreadsheet file, in landscape format, with ten names and ten amounts of money. The spreadsheet must allow learners to manipulate and use numerical data. Learners will need to change one of the values and use a formula to calculate the total of the ten amounts of money. Learners will be required to extract a numerical value from the spreadsheet and insert it in the form and email.

To change the source of information for the form the assessor must prepare a data file of similar content and complexity to that of **Memo14E3Set3**. This must include:

- (a) the purpose of the fund raising event/activity (what the money will be used for)
- (b) the target to be raised this year
- (c) a logo that can be clearly identified as belonging to the company/organisation
- (d) the name of the person organising the event/activity
- (e) a contact phone number.

The assessor must prepare a data file that contains a basic version of the form with similar content to **EntryForm14E3Set3**. This must include:

- (a) text with a space for the amount raised in the previous event/activity
- (b) text with a space for the target amount for this event/activity
- (c) text with space for the name and phone number of the person organising the event/activity
- (d) a table for personal details to be entered (this may be pre-formatted).

The assessor must produce a list of job roles, names and email addresses of those involved in running the company/organisation (list of contacts). The list of contacts **Contacts14E3Set3** should contain between 3 and 6 contacts. Although the job roles and names can be fictional, the email addresses must all be authentic (i.e. 'live'). The list of contacts must be password protected.

The assessor must prepare a data file containing the text of a message that can be copied into an email. The text must allow the insertion of a specified value from the spreadsheet. Learners must send an email, containing the prepared text, to a named person/role on the list of contacts.

### **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 are 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.

### **\*The use of portable media**

The assessor must prepare the task materials, and make them available to the learners via portable media. The portable media (e.g. USB memory stick) must be given to the learners at the start of the assessment. However, **where this is impractical due to the size of the cohort**, then files needed for the tasks can be made available to learners on a clean area of a hard drive or network drive, dedicated solely to the users of those materials. However, if this is the case, learners will have to demonstrate in some other way that they know how to insert and remove portable media. The assessor may witness this or establish by questioning that the learners know how to do this.

Where portable media is used, then each learner must be given their own copy of the portable media which they will use for the duration of the assessment (i.e. USB memory stick must not be shared between learners). The portable media given to each learner should contain no data other than the 'clean' data files provided for the purpose of the assessment.