

Guidance to Assessors

Functional Skills ICT at Entry 2

September 2014 to August 2015

Set 2

ICT Entry 2 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 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

Please change this information:

This is instruction sheet 27

The hot eggs should be put into cold water for 10 minutes.

Add this safety tip:

Always use oven gloves when handling hot pans

Note: The instruction sheet number and time in the message must be different to the sheet number and time given in the data file.

- The assessor must mark the task on completion.
- At Entry 2 the assessor may assist learners to save and print their work.

Note: Printouts need not be in colour.

Interpretation

The assessor may read the task to learners.

A medium level of control for task taking means that the assessor may respond to questions to explain difficult words and phrases for learners by paraphrasing and redefining. The assessor must not give learners solutions to tasks.

Materials required for the task

Data files:

1. Instructions15E2Set2
2. Heading15E2Set2
3. Image15E2Set2

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 rephrased to take learner needs into account.

The assessor is permitted to change the context.

An alternative context is given below. (Note: only text in square brackets may be changed to suit the alternative context.)

A [business/organisation] teaches people how to [activity to be undertaken].

The [business/organisation] needs an **instruction sheet**.

The instruction sheet 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.

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

To change the instruction sheet, the assessor must prepare a data file named **Instructions15E2Set2**. This must include:

- (a) an instruction sheet number
- (b) a subheading to set the context of the instruction sheet
- (c) a subheading followed by a list of 4-6 instructions, at least one of which should include a numerical value
- (d) a subheading followed by two safety tips.

Note: The text in this data file must all be in the same font, font size and style, allowing the learner the opportunity to apply text formatting to make key information stand out.

To change the email, the assessor must prepare an email or text message to send to the learners. This must include:

- (a) an instruction sheet number, which is different to the one given in the data file
- (b) an instruction which includes a numerical value that is different to the one given in the data file (e.g. 'boil for 10 minutes')
- (c) an additional safety tip.

To change the headings, the assessor must prepare a data file which includes 4-6 images of headings appropriate for an instruction sheet. Only one of the headings must be relevant to the context. The data file should be named **Heading15E2Set2**

To change the images, the assessor must prepare a data file which includes 4-6 images (e.g. photographs or clipart). Only one of the images must be relevant to the context. The data file should be named **Image15E2Set2**

Working safely

The assessor must ensure that learners work safely and follow relevant safe and secure practices throughout the assessment. 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, a copy of the learner's reply to the assessor's email or text message should be printed and added to the evidence for the learner.