Functional Skills Information and Communication Technology

Assessment Record and Authentication Sheet

Entry 3: Set 2

Please complete the following (use a separate sheet for each learner).

|  |  |
| --- | --- |
| Centre name: | Learner name: |
| Centre number: | Candidate number: |

The learner must complete all parts of the task at Entry 3. All their printouts must be attached to this record sheet.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date(s) taken: | | | |  | |
| Getting ready mark:  /3 | During the task mark:  /4 | Work out the total cost mark:  /6 | Finish the advert mark:  /18 | Send a message mark:  /9 | |
| The pass percentage is 75%. To pass at Entry 3 the learner must score at least 30 marks out of the available 40 across the three parts. | | | Total mark achieved:  /40 | | |
| Please tick box if the learner has achieved Entry 3 | | | | |  |

I confirm that the candidate has **independently** met the following requirements:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task** | **Observed** | |
| **Yes** | **No** |
| **Getting Ready** | Make sure you are sitting comfortably |  |  |
| Make sure you work safely at all times during the task |  |  |
| Start the computer system |  |  |
| **During the Task** | Opening and saving files:   * opened file * saved file |  |  |
| **Finishing off** | Use the correct procedures to shut down the computer |  |  |
| **Insert/Remove Media** | Learner has demonstrated that they know how to:   * insert media * remove media |  |  |

|  |
| --- |
| Give details of any assistance provided to the learner during the assessment.  (attach another page if you wish to make additional comments) |

**PLEASE TURN OVER**

I confirm that this learner’s work has been supervised according to the instructions provided, and that it is the learner’s own work.

**Assessor signature and date**

**Assessor name**

I confirm that this is my own work.

**Learner signature and date**

**Learner name**

Please tick if you are not happy for your work to be used by Pearson for training.

**Marks Awarded for Entry 3 –Marking Grid**

**Please complete the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Marks available** | | **Marks given** |
| **GETTING READY** | | | |
| 1 | (2) | |  |
| 2 | (1) | |  |
| **DURING THE TASK** | | | |
| 1 | (4) | |  |
| **WORK OUT THE TOTAL COST** | | | |
| 1 | (2) | |  |
| 2(a) | (1) | |  |
| 2(b) | (1) | |  |
| 3 | (2) | |  |
| **FINISH THE ADVERT** | | | |
| 1(a) | (4) | |  |
| 1(b) | (2) | |  |
| 1(c) | (4) | |  |
| **Question** | **Marks Available** | | **Marks given** |
| **FINISH THE ADVERT (CONT.)** | | | |
| 2 | (1) | |  |
| 3(a) | (4) | |  |
| 3(b) | (1) | |  |
| 3(c) | (1) | |  |
| 4 | (1) | |  |
| **SEND A MESSAGE** | | | |
| 1 | (1) |  | |
| 2 | (1) |  | |
| 3(a) | (2) |  | |
| 3(b) | (2) |  | |
| 3(c) | (1) |  | |
| 4 | (2) |  | |
| **TOTALS** | **(40)** |  | |