**Functional Skills**

**ICT**

Entry Level 3

Fun Run

Externally Set Synoptic Sample Assessment

Time allowed: 2 hours

*Please fill in the details.  Press the TAB key or click to move to the next field.*

|  |  |
| --- | --- |
| Candidate Name |       |
| DOB |       |
| Unique Learner Number (ULN) |   |   |   |   |   |   |   |   |   |   |   |
| Centre Name |       |
| Today’s Date |       |

**Please read the following carefully before you begin this Assessment**

* All of the details in the box above MUST be completed.
* Check that your paper is the correct level and the correct subject.
* All papers MUST be handed in at the end of the assessment.
* You MUST NOT take assessment papers outside the assessment room.
* You should try to answer all questions on this assessment paper.
* Allow time to check your work before the end of the assessment.

**Paper Information**

* There are **3** parts to this assessment.
* Total marks available: **32.**
* You have **two hours** to finish the assessment.

You work with a group of volunteers for **HelpLOCAL**, a charity.

The charity is organising a Fun Run to raise money. You have offered to help.

|  |  |
| --- | --- |
| **Part A** | **Mark** |
| Q1. | Log on to the computer. | 1 |
|  |  |  |
| Q2. | Open your email program and check for new emails. | 2 |
|  |  |  |
| Q3. | Open the new email message and read it. | 1 |
|  |  |  |
| Q4. | Using a short sentence, send a suitable reply to the email. | 2 |
|  |  |  |
| Q5. | Print a copy of the sent email. | 1 |
|  |  |  |

**End of Part A**

You are asked to make changes to a list of possible questions for the Fun Run website.

|  |  |
| --- | --- |
| **Part B** | **Mark** |
| Q6. | Search for the file **Fun Run Questions.**Open the file. | 2 |
|  |  |  |
| Q7. | Follow the instructions in the email message. | 4 |
|  |  |  |
| Q8. | Insert the logo **Fun Run** in a suitable place in the document.The page title should be made bold. | 2 |
|  |  |  |
| Q9. | In the paragraph about parking the word **park** is entered twice. Delete one of the entries.Check for and correct any spelling errors. | 2 |
|  |  |  |
| Q10. | Print one copy of the document. | 1 |
|  |  |  |

**End of Part B**

You have been asked to add some data to a checklist.

|  |  |
| --- | --- |
| **Part C** | **Mark** |
| Q11. | Find the file **Checklist**Open the file. | 2 |
|  |  |  |
| Q12. | Insert the logo **Fun Run** in a suitable place in the document.Add the information from the **Required this Year** column (shown below) to the checklist: | 7 |
|  |  |  |
| Q13. | The word **sun** is repeated twice in the planning list. Delete one of the entries. | 2 |
|  |  |  |
| Q14. | Save the file as **Checklist Completed** with the password to modify **year5** | 2 |
|  |  |  |
| Q15. | Print one copy of the list. | 1 |
|  |  |  |

**End of Part C**

**Check that you have the following printouts:**

Sent email

Fun Run questions

Spreadsheet

**End of Sample Assessment**