**Functional Skills**

**ICT**

Entry Level 2

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 **2** parts to this assessment.
* Total marks available: **24.**
* 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. | Make sure that you are sitting comfortably and safely at the computer. | 2 |
|  |  |  |
| Q2. | Log on to the computer. | 3 |
|  |  |  |
| Q3. | Open your email account. | 2 |
|  |  |  |
| Q4. | Open the new email message. | 3 |
|  |  |  |
| Q5. | Read the message.Explain to the tutor what you have been asked to do. | 3 |
|  |  |  |
| Q6. | Reply to the email message saying you are happy to make the changes. | 3 |

**Your tutor will print a copy of the sent email**

**End of Part A**

|  |  |
| --- | --- |
| **Part B** | **Mark** |
| Q7. | Search for and open the file **Tickets.** | 3 |
|  |  |  |
| Q8. | Follow the instructions in the email message. | 3 |
|  |  |  |
| Q9. | You notice that the name **Peter Gill** is bold.Remove the bold effect. | 2 |

**Your tutor will print the completed file**

**End of Part B**

**End of Sample Assessment**