

Functional Skills



ICT

Entry Level 1

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: **14**.
- You have **two hours** to finish the assessment.

You work with a group of volunteers for **HelpLOCAL**, a charity that offers support in your local community.

The charity is organising a Fun Run to raise money.

Part A

Mark

- | | | |
|-----|---|---|
| Q1. | Make sure that you are sitting comfortably and safely before you start the assessment. | 1 |
| Q2. | Log on to the computer. Explain to your tutor why passwords are needed. | 2 |
| Q3. | You have a new voicemail message.

Explain to your tutor how you know you have a new voicemail message. | 1 |

End of Part A

Part B

Mark

Q4.	Find the message.	2
	Listen to the message.	
	Tell your tutor what you have been asked to do.	3
Q5.	Follow the instructions in the message.	3
	Your tutor will open the file for you.	
Q6.	Check for and correct errors in the letter.	2

End of Part B

End of Sample Assessment



Mrs M Cain
Rumbelows Stores
The Green
Westsea
WE2 5NP

dear Mrs Cain

Thank you so much for sponsoring our Fun Run on Bank Holiday Monday. I am sure that all those taking part will be most grateful to receive their medals as they cross the finishing line. A picture of the medal is shown below.

Yours sincerely

E Wilson

Emma Wilson



This is not a full Mark Scheme

Centre Contextualisation of Questions

It is envisaged that teaching and learning approaches will underpin the knowledge needed for the assessments. The centre may alter the context of the ICT assessment, but care should be taken to ensure that all the standards are covered. For example, the context of the assessment could be changed to planning a shopping trip, going for a meal, arranging a meeting, planning an event or a trip to the cinema.

If contextualising the assessment, care should be taken to ensure that the assessment follows the exemplar paper. A copy of the assessment should be available at the External Verification visit.

Centres may devise their own assessments based on the standards, but in this case the assessment must be submitted to Open Awards for standardisation at least 15 working days before planned use with learners. All new assessments, whether contextualised or centre devised assessment must use the Open Awards produced mark scheme. The centre must agree with the learner before the assessment how the message will be sent. This could be by e-mail, text or Instant Messenger for example.

Learners are expected to be able to complete the assessment within 2 hours in order to achieve the Open Awards Entry Level Award in Functional Skills ICT.

- The tutor will need to set up the assessment area with identifiable health and safety problems e.g. monitor not straight, chair too high or low, to enable learner to show achievement of the standards. Learners will need access to a message, this can either be via their own email address or one provided by the centre. Alternatively the messages may be transmitted via mobile phone or MSN messenger. This should be agreed with the learner in advance of the assessment
- They will also need to access a computer that is connected to a printer. Learners must be able to search for relevant information from another ICT-based source. This could be from a CD-ROM, a database of information or a prepared folder of stored information. Internet access is not required for this assessment
- The tutor should set up a log on account for the learner so that they can access the computer and an email address if required

Conducting and Marking the Assessments

Please note that assessments for ICT cover all the standards (the learner can...) and a selection of the coverage/range (the learner will...) in line with QCDA guidance. The sample of coverage and range statements will be a minimum of 60% of statements in any one assessment paper, with all the coverage and range statements covered across the series of live assessments

At this level, tutors are allowed to read the instructions for the question. There is no requirement for the learner to write anything down, but they may make notes to help them if they wish. Please note that any notes should be handed in after the assessment, but they will not be assessed. Specific guidance about the amount of help a learner may receive can be found in the next section.

Special Note:

- Assessors must complete a record sheet for each learner to give evidence of how the criteria have been met
- Assessments can take place in the classroom and are available on demand. Learners should not be disadvantaged by the environment

The Assessment

- The ICT assessment must be completed within two hours
- The assessments themselves may be split into individual questions if this will support learner achievement. However, the total duration must not exceed the total permitted duration of the assessment
- All assessments must be marked against the Open Awards devised mark scheme
- Where the criteria has not been met, zero marks should be allocated
- The pass mark is set at 75% of the total marks for the paper

Quality Assurance

- If the learner does not pass part of the assessment, a different assessment may be retaken after two weeks, but some teaching and learning must take place in this period of time to ensure that the learner has the opportunity to improve their skills
- Centres must retain records of failed assessments as well as those which are passes
- Assessors must sign and date the completed Assessment Mark Sheet
- When the assessments have been marked a minimum of 10% sample of assessed work should be moderated by the internal verifier or Approved Lead Assessor
- Following internal verification, the centre should request an External Verification visit to approve the recommendation that the achievements be certificated

Instructions for Assessment

Preparation

- The learner will also need to access a computer and a mobile phone
- The tutor should set up EITHER a log on account for the learner so that they can access the computer via a log on account OR if this is not possible, the tutor can check the learner understands the use of a password or PIN through oral questions. The questions asked and responses given should be written on the Assessment Mark Sheet
- The tutor must send the following voicemail message to a mobile phone that is to be made available to the learner for the assessment:
 - Please add the following text above the image in the letter:
 - FUN RUN MEDAL
- In Question 2, in the instruction to log on to the computer, learners are asked to explain to their tutor why passwords are used. Please record their response in the box provided in the question number in page 7 of this Mark scheme
- In Question 3, in the instruction to locate the new voicemail message, learners are asked to explain to their tutor how they know that they have a new voicemail message. Please record their response in the box provided in the question number on page 8 of this Mark scheme
- In Question 4, in the instruction to find and listen to the voicemail message, learners are asked to explain to their tutor what they have been asked to do. Please record their response in the box provided in the question number on page 9 of this Mark scheme

During the assessment

- The tutor may want to set up the assessment area and should ask the learner to check they are working safely and comfortably before the start of the assessment
- The tutor may read all the instructions on the question sheet
- Introduce the assessment by explaining that the learner has to find and open a message and then follow the instructions to complete the question. **The tutor may help the learner with reading the message only – at this level, the standard to be met does not require the learner to be able to read this independently. The learner should open the message independently. The tutor may discuss what text is to be edited.**
- Explain that the learner has to log on to the computer or unlock the mobile phone or if this is not possible, the tutor should ask an oral question to check that the learner understands about what passwords and PIN numbers are and how we use them. **These question(s) and response(s) must be recorded on the Assessment Marking Scheme**
- The learner must unlock the phone following the tutor's instructions
- The learner must access the message independently. The learner must use the keypad independently
- The learner is not required to reply to the message but must indicate to the tutor their understanding of what is required of them
- The tutor should open the Microsoft Word document – **Letter**
- The learner should independently *add the label **FUN RUN MEDAL*** to the picture in the **Letter** document
- The learner should check for and correct errors
- The tutor should print out the completed documents as evidence



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FUN RUN MEDAL

