

## 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.

<b>Part A</b>	<b>Mark</b>
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 <b>Fun Run Questions</b> .  Open the file.	2
Q7. Follow the instructions in the email message.	4
Q8. Insert the logo <b>Fun Run</b> in a suitable place in the document.  The page title should be made bold.	2
Q9. In the paragraph about parking the word <b>park</b> 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
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Q11.	Find the file <b>Checklist</b>  Open the file.	2
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Q12.	Insert the logo <b>Fun Run</b> in a suitable place in the document.  Add the information from the <b>Required this Year</b> column (shown below) to the checklist:	7
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	Available from last year	Required this year
Parking signs	10	12
Food signs	8	16
St Johns Ambulance signs	2	2
Picnic blankets	50	75
Foldup chairs	50	40
Sun shades	100	75

Q13.	The word <b>sun</b> is repeated twice in the planning list. Delete one of the entries.	2
Q14.	Save the file as <b>Checklist Completed</b> with the password to modify <b>year5</b>	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

## Fun Run Frequently Asked Questions

### **When is the Fun Run?**

### **Where is the Community Fun Run?**

### **What times are the races?**

All runners must register at the registration desk prior to the run

Registration for the 1km race is between 11:15am – 12:00pm and the run begins promptly at 12:30pm

Registration for the 5km race is between 12:45pm – 1:15pm and the run begins promptly at 1:30pm

### **Are there parking facilities available?**

There will be onsite parking. There will be plenty of car park marshals on site, please follow their directions to the relevant car park and please bear with us if there is a short delay. If you require disabled parking please call 0845 232 2333 to request a space and a permit will be sent out to you prior to the Fun Run.

### **Do I have to be super-fit to participate?**

No. Adults, children and families are all welcome as the Fun Run is aimed at every fitness level. There is a choice of either a 1km or 5km course, so absolutely anybody can participate, from the youngest to the oldest... so no excuses!

### **How far is the course?**

There is a 1km and 5km course option. The new shorter 1km route is suitable for any fitness level or age. The 5km run is a more challenging but fun option where you can walk, jog, run, push a buggy or even participate hopping in fancy dress!

### **Are there any other ways to get involved other than running or walking the course?**

Come along on the day and support the runners or better still volunteer to help out on the day. We are actively recruiting volunteers for a variety of roles so if you are able to help us please speak to one of the Marshalls.

### **What clothing should I wear on the day?**

Please wear appropriate clothing and running shoes. Runners will be provided with a Community Fun Run t-shirt to wear around the course.

### **Will refreshments be provided?**

Water will be provided at the start and finish line. Other food can be purchased on the day.

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## Check List

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Planning List	Available from last year	Required this year
Parking signs	10	
Food signs	8	
St Johns Ambulance signs	2	
Picnic blankets	50	
Foldup chairs	50	
Sun sun shades	100	

Please click [here](#) to download excel version of the Entry Level 3 Checklist.

### Fun Run Logo



Please click [here](#) to download the logo.

### Centre Contextualisation of Questions

It is envisaged that teaching and learning approaches will underpin the knowledge needed for the assessments. So that learners are not disadvantaged by their lack of knowledge about searching for specific information, 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 finding out about a local hospital, planning a day out, designing health and safety information or buying and selling goods.

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.

**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.**

### 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 questions**. Learners 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 of each component assessment 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
- Centre's 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 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 tutor may want 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 an email message. This can either be via their own email address or one provided by the centre. This should be agreed with the learner in advance of the assessment
- They may also need to access a computer which is connected to a printer. Learners must be able to search for relevant information from an 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
- The tutor must send the following email message, with the subject line **Fun Run** to the learner:  
*"Please add the following information, under the existing headings, to the **Fun Run Frequently Asked Questions** for the website:*  
**When is the Fun Run?**  
*Bank Holiday Monday*  
**Where is the Community Fun Run?**  
*West Park*  
*Apply bullet points to the three paragraphs below the heading **What times are the races?***  
*Thanks"*
- Learners should have access to the following files as part of the assessment:  
**Fun Run Questions**  
**Checklist**  
**Fun Run Logo**
- They may be stored on the computer or on a memory stick. The learner should use a search tool to locate the files.

## During the assessment

- Ask the learner to check that they are sitting comfortably and safely ready for the assessment
- The tutor should turn on the computer and explain that the learner now has to log on to the computer
- The learner must log on **independently** using the user name and password provided
- The tutor should direct the learner to the email message and tell them they must follow the instructions to complete the question
- The learner should open the message **independently**
- The tutor may help with reading the message if required
- The tutor may explain the meaning of any words or phrases that the learner does not understand
- The tutor may read all the instructions on the question sheet
- The tutor will save the following files to a suitable location:

### **Fun Run Questions**

### **Checklist**

### **Fun Run Logo**

- The tutor may explain the importance of using the search string
- The learner must use a search facility to find files. This can be via a memory stick, CD or stored folder of information in the student's area
- The first part of the assessment is to log on to a computer, open an email program then read and reply to an email
- The second part of the assessment is to follow the instructions in the email to add items to a list
- The third part of the assessment is to insert additional data in a spreadsheet
- The learner must save and print the work **independently**
- The learner has to print out the sent email as evidence that the email was correctly addressed and that the question was completed correctly.
- The learner is required to close all open applications and shut down the computer at the end of the test



## Fun Run Frequently Asked Questions

### **When is the Fun Run?**

Bank Holiday Monday

### **Where is the Community Fun Run?**

West Park

### **What times are the races?**

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