Essential Digital Skills

Entry Level 3

(Sample Assessment 1)

Online Practice Assessment

This Practice Assessment can be viewed on the XAMS platform by clicking on the following links.

Section A: Knowledge Test (12 Questions, 30 Minutes)
Sample Assessment - Section A

Section B: Practical Tasks (6 Tasks, 75 Minutes)
Sample Assessment - Section B

Learners will be prompted to enter their name when the assessment loads. At the end, they will be prompted to download their answers so they can be marked.

General Marking Guidance (applicable to any assessments)

- Markers should apply the mark scheme consistently across all assessments marked

- Markers should mark according to the mark scheme and should apply it positively awarding full marks where the answer meets the mark scheme

- Where the answers do not meet the mark scheme, markers should be prepared to award zero marks

- The mark scheme gives guidance as to how to allocate marks where an answer is graded according to learner performance. Where the response does not meet the requirements of the minimum mark, zero marks should be awarded

- Where the mark scheme allows a mark for 'any (other) valid response/ action', markers should judge the response's merits based on the information provided in the assessment materials

- Where markers are unsure of how to apply the mark scheme, guidance from your QASA must be sought

- Assessments and mark schemes must be kept secure at all times

- Should any issues or irregular practice arise that may put at risk the security of assessments or mark schemes – these will be reported to Open Awards immediately

Conducting the Assessment and Support for Learners

- This is an on-demand assessment - providers can schedule for learners to take the controlled assessment when they feel they are ready

- The assessment must be carried out on the day and at the time that has been scheduled

- The assessment must take place under controlled conditions

- At this level tutors may read the questions and task instructions to the learners. Tutors may explain words and phrases if learners do not understand them

- Reasonable Adjustments are requested at the point of scheduling

Marking of the Assessment
Providers must / XAMS will - mark in accordance with the Open Awards mark scheme below:

Section A: Knowledge Test (12 Questions, 30 Minutes)

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
1	What software is used to access the internet? • Word processing • Browser • File management • Email	Browser	1	K	1.2a
2	Which of these is the largest? • Gigabyte • Kilobyte • Megabyte • Terabyte	Terabyte	1	K	1.3a
3	What are internet cookies? • small files that access personal information on a user's device • small files used to transmit malware and viruses • small files used by websites to identify and track you • small files sent from a user to a website when browsing	Small files used by websites to identify and track you	1	K	5.1a
4	How should you report illegal content online? • Email a friend • Contact the content provider • Post it on social media • Call your local MP	Contact the content provider	1	K	5.3a

5	What type of data does an MPEG file contain? • An image • A video • A report • A chart	A video	1	K	2.2a
6	Why will the filename **Task_1_ENTRY/Level** not save properly? • The filename contains a mixture of upper and lower case letters • The filename contains underscores • The filename contains a forward slash The filename contains a mixture of numbers and letters	The filename contains a forward slash	1	K	1.4a
7	Select the one activity which is most likely to leave a digital footprint. • Posting on social media • Saving to a memory stick • Updating a word processing document • Watching a downloaded video	Posting on social media	1	K	3.2b
8	Which one of these is the best example of a secure password? • H?0A22!d?q • qwertyuiop • 12345ab • a1b2c3	H?0A22!d?q	1	K	5.2a
9	Select the best action to take when you receive a phishing email. • Delete it • Click on the links • Reply to the message Download attachments	Delete it	1	K	5.2a

10	Select the best action to help prevent eye strain when using a computer. • Adjust the height of the chair • Take regular screen breaks • Dim the room lighting • Use a wrist rest and mouse mat	Take regular screen breaks	1		K	5.4a
11	Which of these describes a digital wallet? • A wallet with a built-in calculator • A wallet for storing your memory sticks • A wallet used to pay for online goods and services • A wallet to keep your tablet in	A wallet used to pay for online goods and services	1		K	4.2a
12	What risk should you be aware of when using a public Wi-Fi network? • Your battery could go flat quickly • Your computer will go slower • Your data limit may be reached • Your personal details could be stolen	Your personal details could be stolen	1		K	5.2b

Section B: Practical Tasks (6 Tasks; 75 Minutes)

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
1a	Create a folder named **Beachclean** to store your work in.	Uploaded file Task 1 Screenshot showing folder created with correct name.	1	S	1.3.e
1b	Download the *Beach clean* file and the three *Image* files. Store these in the **Beachclean** folder. Take a screenshot of the **Beachclean** folder with the folder name and all files clearly visible.	Uploaded file Task 1 Screenshot showing correct files stored. List of the Image names – image 1, image 2, image 3	1	S	1.3.f
1c	Name the screenshot **Task 1** followed by **your name**. Click the Upload File button to upload your file.	Uploaded file Task 1	1	S	1.3.e
2a	Open the *Beach clean* file and edit the text to - include the heading **Milbury Beach Clean Up** - add the postcode **MB7 2AX**	Uploaded file Task 2 - include the heading Milbury Beach Clean Up (1 mark) - add the postcode MB7 2AX (1 mark)	3	S	2.1.c (2 marks)
2b	Format the text as follows: - change the font size to 14 points - change the font colour to red - change all the text to be provider aligned	1 mark for each different formatting feature used: - change the font size to 14 points (1 mark) - change the colour to red (1 mark) - change alignment to provider aligned (1 mark)	3	S	2.1e

2c	Add one suitable image from the files you downloaded in Task 1.	Uploaded file Task 2 − suitable image inserted (any position) (1 mark)	1	S	2.1f (1 mark)
2d	Format the image so that: − it is resized to a width of 6 centimetres − it has a thick (3 to 4 point) red outside border Make sure your poster fills a single page. Save your poster as **Task 2** followed by **your name.** Click the Upload File button to upload your file.	Uploaded file Task 2 − image resized to 6 cms wide (1 mark) − red 3 to 4 point outside border applied to image (1 mark) poster fills the page – at least 75% (1 mark)	3		2.1g (3 marks)
3a	Post a new message to your social media page as an event. Make sure you include: - Place: Milbury Beach Car Park - Date: 27/06 - Time: 13:00. Make the post visible to all. Click the correct button to post the message to your social media site.	Correct category button selected – 'events' (1 mark) All four form fields completed (1 mark) Visible to 'All' selected (1 mark)	3	S	3.1.c
3b	Download the contacts list by clicking on the cloud icon. Create a new email message advising that the poster is complete. Address this message to your work team	Message advising poster complete (1 mark) (ignore typing errors) Email message correctly addressed to **team.finder@gem.org.uk** (1 mark)	2	S	3.1b (2 marks)

	by selecting their address from the contacts list.				
3c	Attach a copy of the poster you created in Task 2 to your email message. Send the email message with the attachment.	Copy of Task 2 poster attached (1 mark) Email message sent (1 mark)	2		3.1b (2 marks)
4a	Use the internet to find a UK supplier of litter pickers. Take a screenshot of your search showing the search terms you used and paste it into a new document named **Task 4** followed by **your name**. Take a screenshot of the company's website you selected and paste it into the document **Task 4 your name**.	Uploaded file Task 4 Use of search engine e.g. Google and suitable search terms used e.g. Litter Pickers UK (1 mark) Selecting an appropriate UK website (1 mark)	2	S	1.2.d
4b	Bookmark the web page you found. Take a screenshot showing the web page bookmark and paste it into the document **Task 4 your name**. Upload the document.	Web page saved as a bookmark	1	S	1.2b
5a	Select the 'manage your cookies' option and then select 'session cookies' and 'third party cookies' from the menu	Manage your cookies option used to access drop down menu, then both 'session cookies' and 'third party cookies' selected	1	S	5.1d
5b	To buy the litter pickers, you need to fill in the form below to create an account with the supplier. Complete the 'first name', 'last name' and 'email address' in the form to create an	All required fields are completed correctly: Jakara Patel jpatel@bzmail.com	2	S	4.1a (2 marks)

	account for Jakara Patel with the email address jpatel@bzmail.com				
5c	Enter a strong password in the form. This should include any of the following features: − at least eight characters − at least one uppercase letter − at least one number − at least one special character Select that you do not want to receive information by email.	Strong password created – includes any of the following features (up to 2 marks max): − at least eight characters − at least one uppercase letter − at least one number − at least one special character Password entered and confirmed correctly.	2	S	5.2c (2 marks)
5d	To complete your registration, type the two words in the box below. Submit the registration form.	Captcha box completed accurately including correct case - 'Message' and 'free' (1 mark) Form submitted (1 mark)	2	S	4.1a (1 mark) 4.1b (1 mark)
6	Use the information on the credit card to buy the litter pickers.	CSV code 935 entered correctly (1 mark) Other three fields accurately completed (1 mark): • 16 digit card number (accept with or without spaces) • Name • Expiry date entered correctly as '02/24'	2	S	4.2.c