

# **Level 1 Qualification in Essential Digital Skills for Both Work and Life**

## **Sample Assessment 1**

**Sample Assessment**

## **Essential Digital Skills Level 1 Online Practice Assessment**

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

Section A: [Sample Assessment 1 - Section A](#)

Section B: [Sample Assessment 1 - Section B](#)

## **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.

## Part A Knowledge Assessment - 12 marks (auto marked on XAMS)

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
1	<p>Why is it important to keep your operating system up to date?</p> <ul style="list-style-type: none"> <li>• Software updates fix security flaws</li> <li>• It makes sure your computer goes as fast as possible</li> <li>• You won't need to buy a new laptop</li> </ul> <p>It makes sure you won't run out of memory</p>	Software updates fix security flaws	1	K	1.1c
2	<p>What should you check first if your wireless printer does not work?</p> <p>The computer USB port is working The paper tray contains more than 10 sheets of paper The printer cable is connected to the computer The printer is connected to the internet</p>	The printer is connected to the internet	1	K	1.4a
3	<p>You can manage your digital footprint by:</p> <ul style="list-style-type: none"> <li>• Going offline once a day</li> <li>• Using your smartphone</li> <li>• Using privacy settings</li> </ul> <p>Deleting all messages you send</p>	Using privacy settings	1	K	3.2b

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
4	<p>The most effective way to help protect your online identity is to:</p> <ul style="list-style-type: none"> <li>• Create accounts for sites requesting login information</li> <li>• Use a secondary email account to sign up to sites and services</li> <li>• Accept the use of cookies before you can access a website</li> </ul> <p>Delete your internet search history every month</p>	Use a secondary email account to sign up to sites and services	1	K	3.2a
5	<p>Which of the following is the smallest file size?</p> <p>384 Kilobyte</p> <ul style="list-style-type: none"> <li>• 64 Gigabyte</li> <li>• 4 Megabyte</li> <li>• 924 Byte</li> </ul>	384 Kilobyte	1	K	1.3c
6	<p>Which of these features might indicate a scam website?</p> <ul style="list-style-type: none"> <li>• The website has a telephone number</li> <li>• The website has many spelling errors</li> <li>• There are good reviews on other sites</li> <li>• The website asks you to pay by PayPal</li> </ul>	The website has many spelling errors	1	K	4.2a

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
7	<p>Complete the sentence by dragging the correct word from the list below.</p> <p>_____ is a form of malware that encrypts a victim's files, where the attacker then demands money from the victim to restore access to the data upon payment.</p> <ul style="list-style-type: none"> <li>• Infoware</li> <li>• Ransomware</li> <li>• Trojanware</li> </ul> <p>Spyware</p>	Ransomware	1	K	5.2a
8	<p>Which of these is a right under the General Data Protection Regulations?</p> <ul style="list-style-type: none"> <li>• The right to restrict data access</li> <li>• The right to view data about your relatives</li> <li>• The right to have data erased</li> </ul> <p>The right to sell personal data</p>	The right to have data erased	1	K	5.1c
9	<p>When you download a copyrighted music track which of the following are you allowed to do with it?</p> <ul style="list-style-type: none"> <li>• Upload it to YouTube</li> <li>• Listen to it</li> <li>• Share it</li> </ul> <p>Copy it onto your friend's devices</p>	Listen to it	1	K	5.3c

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
10	<p>Which of the following methods would restrict access to inappropriate content online?</p> <ul style="list-style-type: none"> <li>• Press reset on the router</li> <li>• Change the Internet Service Provider</li> <li>• Turn on parental controls</li> </ul> <p>Use the private browsing settings</p>	Turn on parental controls	1	K	5.3d
11	<p>What is the most suitable way to make sure a news story you have read online is reliable?</p> <ul style="list-style-type: none"> <li>• Review the story on a web page that has been edited collaboratively</li> <li>• Search on social media for the news story</li> <li>• Check more than one source of information</li> <li>• Look at user comments on the news story</li> </ul>	Check more than one source of information	1	K	1.2a

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
12	<p>Which of these is a benefit of file compression?</p> <ul style="list-style-type: none"> <li>• It increases the quality of an image</li> <li>• It reduces the data transfer time</li> <li>• It reduces the risk of file corruption</li> </ul> <p>Compressed files open more quickly than uncompressed files</p>	It reduces the data transfer time	1	K	1.3b
13	<p>Which of the following should be considered when buying goods and services online?</p> <ul style="list-style-type: none"> <li>• The time of day</li> <li>• If the email inbox is empty</li> <li>• If the company is in the contact list</li> </ul> <p>If there is a padlock on the browser</p>	If there is a padlock on the browser	1	K	4.2a
14	<p>Which of the following computer activities whilst at work is <b>most</b> likely to lead to someone losing their job?</p> <ul style="list-style-type: none"> <li>• Communicating with customers by email</li> <li>• Viewing inappropriate content online</li> <li>• Updating the company's social media content</li> </ul> <p>Using video conferencing for meetings</p>	Viewing inappropriate content online	1	K	5.3b



Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
15	<p>Which is the <b>best</b> application for creating a pie chart?</p> <ul style="list-style-type: none"> <li>• Word processing software</li> <li>• Graphics software</li> <li>• Presentation software</li> <li>• Spreadsheet software</li> </ul>	Spreadsheet software	1	K	2.1a

## Part B Task Based Assessment - 32 marks (provider marked)

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
1a	Create a folder structure to store your work as shown in the diagram. Use the folder names given in the diagram. Your tutor will tell you where to store the folders.	Screenshot in file Task 1 showing 5 accurately named folders created (1 mark) All correct hierarchical structure used (1 mark)	2	S	1.3e
1b	Take a screenshot showing the folder structure. Save the screenshot as <b>Task 1</b> followed by <b>your name</b> . Click the Upload File button to upload your file.	Screenshot saved in file as Task 1 (follow through to allow same file name as in a)	1	S	1.3f
2a	Use the internet to find a risk assessment form for a beach clean. Take a screenshot showing your search. Paste it into a new file named <b>Task 2</b> followed by <b>your name</b> .	Screenshot of search engine saved in new file as Task 2, showing the words 'risk', 'assessment', 'beach' and 'clean'	1	S	1.2d
2b	Use a suitable method to narrow your search results from Task 2a, so that it only shows entries from the UK that are in the past year. Take a screenshot of your search and paste it into the file you created in 2a. Click the Upload File button to upload your file.	Screenshot of filter added and saved in Task 2 file (any acceptable filtering option) showing: <ul style="list-style-type: none"> <li>• UK only (1 mark)</li> </ul> The past year i.e. previous 12 months (1 mark)	2	S	1.2b

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
2c	<p>Use the internet to find the cost of 1 litre of hand sanitiser gel from three suppliers.</p> <p>Open the file <i>Task 2c.rtf</i> and complete the information for each supplier. You must include a screenshot of each web page showing the item you have found and the supplier.</p>	<p>Evidence in Task 2c file - correct search technique for 1 litre of hand sanitiser gel evidenced through:</p> <p>Task 2c fully completed for 1 supplier showing name of supplier, cost, delivery charge and screenshot of web page showing product and supplier name (1 mark)</p> <p>Task 2c fully completed for all 3 suppliers (1 mark)</p>	2	S	1.2b
2d	<p>Compare the three online buying options you have found.</p>	<p>Evidence in Task 2c file</p> <p>Buying options compared with Task 2c completed recommending best option (1 mark)</p>	1	S	4.2b
	<p>Complete the <i>Best Buying Option</i> section in the file <i>Task 2c</i> by recommending the best supplier. Explain why you consider this to be the best option.</p> <p>Click the Upload File button to upload the file <i>Task 2c.rtf</i></p>	<p>Reason for choice given based on fitness for purpose, price and delivery (1 mark)</p>	1	S	4.2c
3a	<p>Create a blank A4 page with all margins set to 1.27cm with a two column layout.</p>	<p>Evidence in Task 3 file</p> <p>Margins set to 1.27cm (1 mark)</p> <p>Two column layout (or linked text boxes) created (1 mark)</p>	2	S	2.1e
3b	<p>Add a page wide text box at the top of the leaflet with a border.</p> <p>Add the heading <b>Milbury on Sea Beach Clean</b> into the text box.</p>	<p>Evidence in Task 3 file</p> <p>Page wide text box with heading spelt accurately and border (1 mark)</p> <p>All actions must be complete to get the mark.</p> <p>Accept if text keyed in bold.</p>	1	S	2.1e

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
3c	Download the text file <i>Text</i> and paste the text into the two columns.	Evidence in Task 3 file Text file inserted into two columns, text flows between columns.	1	S	2.1d
3d	Download the two image files <i>Image 1</i> and <i>Image 2</i> . Flip <i>Image 1</i> vertically. Change <i>Image 1</i> to greyscale.	Evidence in Task 3 file Image 1 (Beach scene) flipped vertically (1 mark) Image 1 (Beach scene) in greyscale (1 mark)	2	S	2.2a
3e	Insert both images in a suitable position in the text. Make sure that the text flows around the images.	Evidence in Task 3 file Images inserted into suitable position (1 mark) Text flows around images (1 mark)	2	S	2.2a
3f	Change the font to Times New Roman, 12 point.	Evidence in Task 3 file Times New Roman and 12 point text (1 mark)	1	S	2.1d
3g	Make sure the columns are even and the text and images fill the page. Save your leaflet as <b>Task 3</b> followed by <b>your name</b> . Click the Upload File button to upload your leaflet.	Evidence in Task 3 file Columns are even and text and images fill the page	1	S	2.1e
4a	Make sure all data is fully visible.	Evidence in Task 4 file Correct file has been opened and all columns have been expanded to make data fully visible	1	S	2.3a

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
4b	Use a function to calculate the Total Cost for each of the Suppliers.	Evidence in Task 4 file e.g. =sum(b3:b11) (1 mark) Function / formula replicated for all suppliers (1 mark)  Accept any effective formula or function	2	S	2.3a
4c	Use a formula to calculate the VAT at 20% for each supplier (Total Cost multiplied by VAT).	Evidence in Task 4 File =b13*20% OR =b13 *20/100 OR =b13 * 0.2 Formula applied for other two suppliers (1 mark) Accept any other effective formula	1	S	2.3a
4d	Format all cells containing values to display the currency symbol £ with two decimal places. Save your spreadsheet as <b>Task 4</b> followed by <b>your name</b> . Click the Upload File button to upload your spreadsheet.	Evidence in Task 4 file £ currency symbol and values to two decimal places	1	S	2.3c
5a	Create a bar chart that shows both the <b>Items found</b> and <b>Number found</b> columns.	Evidence in Task 5 file Bar chart created with all the correct data only (2 marks) Any other chart type with all correct data only (1 mark only)	2	S	2.3d
5b	Make sure the chart has a suitable title and x & y axis labels.	Evidence in Task 5 file Both axis labels suitable (1 mark for each – x and y) e.g. axis labelled “Number found” or similar, axis labelled “Items found” or similar (2 marks can only be awarded if both x and y axis labels are correct) Chart has suitable title (1 mark) Spelling or capitalisation are not assessed	3	S	2.3d

Question Number	Question	Evidence Required (marks)	Maximum Marks	Knowledge or Skill	Subject Content
5c	Make sure that all information on the chart is fully displayed. Save your document as <b>Task 5</b> followed by <b>your name</b> . Click the Upload File button to upload the file.	Evidence in task 5 file All information in the chart is clear and easy to read (e.g., all data and labels are fully displayed)	1	S	2.3d
6a	Complete the email below to <b>organiser@beachclean.coz</b> with a blind copy to <b>warden@beachclean.coz</b>	Evidence in email Email addresses inserted in correct fields (1 mark) To email address organiser@beachclean.coz (1 mark) Bcc email address warden@beachclean.coz (1 mark)	3	S	3.1c
6b	Insert a suitable subject line.  Include message text to confirm that you have finished the beach clean chart task and are attaching a copy for approval.	Appropriate subject entered – beach clean chart or similar (1 mark) Appropriate text entered confirming chart task completed and attaching for approval (1 mark) Spelling or capitalisation are not assessed	2	S	3.1c (1 mark)  5.3e (1 mark)
6c	Attach the file <b>Task 5 your name</b> . When you have completed your email press the send button.	Task 5 must be attached and send button pressed	1	S	3.1c
6d	Send your email message.	Evidence that sent button pressed	1	S	3.1c