



**Functional Skills – ICT
Entry 1
Assessment Paper
(Including Tutor Instructions)**

Guide time 1hr – 1hr 30 mins



2795-001-1

THE FOLLOWING DETAILS MUST BE COMPLETED
Centre Name
Surname/Family Name
First Forename
Unique Learner Number (ULN) if known
Date of Birth
Date of Assessment
Candidate Signature

You need

- Computer with access to email
- Email message ‘sponsored walk’ (Task A)
- Electronic file sponsor form (Task B)
- Copy of sponsor form (separate sheet that will given out at the time of assessment)

Information for candidates

- The assessor will read the questions to you and write down your answers.
- If there is anything you do not understand, ask the assessor for further guidance.
- At the end of the assessment, give all your print outs and the completed cover sheet to the assessor.

Candidate guidance

- There are two tasks to complete. Task A carries 14 marks and Task B carries 10 marks.
- You are advised to work steadily through the paper dividing your time between the tasks.
- You may complete both tasks together or at different times.

	Marker use only
Task A mark	
Task B mark	
Total marks	
Pass mark	
Pass/did not achieve	

Tutor Instructions

Ascentis provides the files that accompany this assessment.

The assessment will take the form of a one to one exchange between the assessor and the candidate. The assessment will be led by the assessor who reads out the questions to the candidate.

The assessor may read out questions to the candidate more than once and is permitted to rephrase questions if required, provided that this does not lead the candidate to the answer. Where the question is rephrased, this should be noted in the notes section provided.

The candidates are not required to write down their answers for this assessment and can respond to the questions through their normal method of communication.

Candidate responses, marks and assessor comments must be recorded on the mark sheet during the assessment and submitted to Ascentis. The requested printed evidence must be returned with the mark sheet.

Prior to the Assessment

Task A

- The candidate will need access to the voicemail message **Walk**. The message should be:

Hi! It's Mary. I hope that you are still coming on the walk for the Pink Ribbon Charity. It is on Sunday, December 13th. I have registered you and you should get an email from them with more details. See you soon.

The candidate will also need the email **Sponsored Walk** to be sent to him/her. The message should read:

Thank you for agreeing to join us on the walk for the Pink Ribbon Charity. It is on Sunday, December 13th and is 10 miles long.

Your registration number is 01235Z. Please bring this with you on the day.

- The candidate will need to either log on to the machine/network or to an email account.
- The assessor may help the candidate to log on to the machine/network account.

Task B

- The candidate will need a copy of the file **Form** to be provided.

Task A – Internet and Email

Please read the following scenario to the candidate

You have agreed to take part in a sponsored walk for a local Charity. A friend has left a voicemail message for you. Listen to the message and note the date of the walk.

The Charity has also emailed you with your registration number. You will need this for later.

Question	Assessor Script	Marks available	Candidate response	Marks awarded
1	You have received a voicemail message. Listen to the message. What is the date of the walk?	2		
2	Please check that your chair is in a comfortable position before you start work.	1		
3	Tell the assessor why you think it is important to do this.	4		
4	Please log on to your machine/email account with your user name and password. (The candidate does not need to remember the user name and password as this can be provided. If the candidate is unable to complete the entire log on process, the assessor may complete all or part of the task so that the candidate can complete the rest of the assessment. The candidate should be awarded marks for those parts of the assessment completed.)	4	(a) User name (b) Password (c) Submit/OK Button	
5	You have got a new email called Sponsored Walk . Look at the email. It is from the Charity and tells you that you are entered.	1		
6	You will need your registration number. What is it?	2		

Task A
Total marks

Task B – Presenting Information

Please read the following scenario to the candidate

You decide to ask people to sponsor you. You design a form as the front for the sponsor sheet.

Look at the form on the screen. You will see that it is not yet ready.

Question	Assessor Script	Marks available	Candidate response	Marks awarded
1	In the top box type in when the walk will be held. (Answer from Task A – Sunday, December 13 th).	2		
2	Look at the title of the Charity. It is wrong on the screen. Type in a capital T in the word the and the one missing letter.	2		
3	In the bottom box type your name.	3		
4	You want to add your registration number but can't see anywhere to put it. Decide on the best place and type it in. (number 01235Z) I will print the form for you.	2 + 1 for Submission of complete poster		

Task B
Total marks

List of printed files

- Completed candidate question and answer sheet
- Print out of form (Task B)
- All printed files should be submitted with a completed cover sheet

END OF ASSESSMENT