



**Functional Skills – ICT  
Entry 2  
Assessment Paper  
(Including Tutor Instructions)**

**Guide time 1hr – 1hr 30 mins**



2795-002-1

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

**You need**

- Voicemail message “Walk’ Task A
- Computer with access to email and word processing package and printing facilities
- Email message ‘charity walk’ Task A
- Copy of Task B worksheet ‘checklist’

**Information for candidates**

- The assessor will read the questions to you. You can write the answers yourself or ask the assessor to do so
- 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 sheets to the assessor

**Guidance**

- There are two tasks to complete. Task A carries 30 marks and Task B, 18 marks.
- You are advised to work steadily through the paper dividing your time between the tasks

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

## 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 require the voicemail **Walk** to be provided.  
The content of the voicemail is:

**Hi! It's Mary! I hope you are still coming on the 10 mile Charity Walk on Sunday, January 24<sup>th</sup>.**

**I have registered you and you should be getting an email from the organisers. See you soon.**

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

**Thank you for registering for the Charity Walk on Sunday, January 24<sup>th</sup>. It is a 10 mile walk and you will need to let me know the Charity for which you are walking. Can you let me know as soon as possible.**

**Barry**

**Walk Organiser**

- For question 2 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, but this should be stated in the candidate response section of the paper
- For question 6, if the candidate has difficulty in deciding on a Charity to support, the Assessor may provide a list of suggestions. Marks are awarded for inserting the information and replying to the email.

### **Task B**

- The candidate will need a copy of the file **checklist** to be provided. The Assessor may help the candidate to open the document for Task B. This is not assessed.

## Task A – Internet and Email

Please read the following scenario to the candidate:

**You have agreed to do a Charity Walk with a friend who has left you a voicemail message.**

Listen to the message and note down:-

- The date of the walk
- The length of the walk

You have also received an email from the Walk organisers. Read this and email a response.

Question	Assessor Script	Marks available	Candidate response	Marks awarded
1	You have a voicemail message from a friend. Please listen to the message and note:- <ul style="list-style-type: none"><li>• The date of the walk</li><li>• The length of the walk</li></ul>	4		
2	Please check that your chair is in a comfortable position before you start work	1		
3	Please log on to your machine/email account with your user name and password <b>(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.)</b>	6	(a) User name  (b) Password  (c) Submit/OK Button	
4	Please read the message called Charity Walk. Who is the email from?	3		
5	Please click on the reply button to reply to the message.	2		

6	Decide which Charity you wish to support and type this in the email. Add your name.	4		
7	Check that everything is correct	3		
8	Send the reply	1		
9	You decide to buy a flask for a hot drink on the walk. Use a search engine you know to find a simple flask.  Print out a copy of your flask.	4		
10	When buying goods on-line when should it be safe to type in your credit card details a Any time b On a secure line to a company that you trust c In an email	1		
11	When contacting people on-line it should be safe to give out your personal details: a In a private email b To people on a social network site c In a public chat room	1		

**Task A**  
**Total marks**

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## Task B – Presenting Information

Please read the following scenario to the candidate:

You decide that you need a check list so that you don't forget to do anything for the charity walk. When you check the list you see that

- You have spelled Charity wrong
- You have put the wrong date for the walk
- You decide to make your lunch the day before the walk
- You have already done one of the items

Question	Assessor Script	Marks available	Candidate response	Marks awarded
1	Look at the checklist. Correct the spelling of the word 'Charity'	3		
2	Correct the date for the walk. Delete 25 <sup>th</sup> and put in 24 <sup>th</sup> .	2		
3	Delete 'morning of' next to making the packed lunch and put in 'day before' instead.	2		
4	You have already checked the starting place for the walk. Delete 'No' in the end column next to this, leaving 'Yes' to show that you have done it.	2		
5	Add your name at the bottom of the list.	1		
6	Check the spelling and correct any errors.	5		
7	Print the list	3		

### List of printed files

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

**Task B**  
**Total marks**

**END OF ASSESSMENT**

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