Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 3 Controlled Task – Sample Task
Assessment Pack

Data Protection

Version **2.0**
Valid for use until (not applicable)

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) *(if applicable)*:
Centre name *or* number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions
The candidate has up to **8 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task **started**:
Date controlled task **completed** *(no more than eight weeks later)*:
Total time spent (including research time):

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

1. Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite Qualification Handbook**.

Controlled Task Assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Mark Scheme provided. Please see section 2.2 of the **Qualification Handbook** for details of staff qualification.
- internally quality assured, by appropriately qualified staff
- externally quality assured/moderated by City & Guilds
- compliant with **Controlled Task Conditions**.

Controlled Task Conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must be successfully completed before the Structured Discussion is attempted.

Working Period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances or if the academic term does not extend to 8 weeks. Please see section 4.3 of the **Qualification Handbook** for further information.

Working Time

The candidate has up to **8 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the **Qualification Handbook** for further information.

The candidate is allowed research time when working on Part 1 of the Controlled Task and must be carried out under controlled conditions. This must only be used for

this part of the Controlled Task. The research time must be recorded on the front of the Candidate Pack.

Supervised Conditions

This controlled task must be completed under the following supervised conditions:

- This task is an ‘open book’ assessment. Candidates may have access to routine resources that might be available in a ‘real life’ situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. The candidate can access the Internet using supervised facilities.
- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal ‘examination’ conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate’s tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate’s papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and Access Arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

Second and Subsequent Attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City &

Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

1. Assessment records

Essential Digital Literacy Skills at Level 3
Controlled Task Assessment Criteria
Task Title: Data Protection

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL3.2 Digital Productivity				
Be able to organise, store, share and protect digital information ● *Effectively organise storage structures of digital resources (2)* ● *Compare, implement and review appropriate methods of protecting digital information, including efficient ways of permissioning when sharing files (7)*	Evidence shows creation of a folder structure containing subfolders and files with meaningful names (1) All work filed appropriately within the folder structure (1) At least two methods of securing digital information identified and compared, including the techniques for given permissions when sharing (e.g. read only, view, restricted access, password protection) ● identified (2) ● compared (2) At least 1 implemented (1) Efficiency of the organisation of storage has been reviewed including: ● the implementation of security (1) ● how well it worked (1)	1.1 1.3 1.4 5.1	9	
Total Marks Available (minimum required for a pass)			9 (6)	

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL3.3 Digital Information Literacy				
Be able to search for, evaluate and use digital information to complete complex tasks or solve complex problems • *Carry out advanced searches using appropriate search engines, functions and features (2)* • *Retrieve, evaluate and organise digital information into a structured format (2)* • *complete complex tasks or solve complex problems for a range of audiences, by using digital information which is in a suitable format (2)*	Evidence of multiple searches, using advanced search techniques (e.g. filtering search by creative commons licences) (2) (For only 1 advanced search, award 1 mark) Information found out about each of the following: • what is meant by personal data • why Data Protection is important • examples of how businesses should comply with Data Protection • potential consequences of not complying with Data Protection • methods of synchronous and asynchronous collaboration that are both effective and efficient to use during this task (1) Information evaluated for at least 3 of currency, relevance, authority, accuracy and purpose (2) Appropriate digital information has been identified to share (1)	1.2/1.5 1.2 2.2	6	
Total Marks Available (minimum required for a pass)			6 (4)	

Criteria	Evidence	CT Ref	Marks available	Controlled Task Marks
DLL3.4 Digital Collaboration				
Be able to organise and apply effective and efficient collaborative working practices ● *Explore opportunities to collaborate with others to complete a complex task or solve a complex problem (2)* ● *Select and use appropriate digital tools and techniques to communicate with a team (4)* ● *Justify choice with reference to appropriateness and accessibility (6)*	Different ways of collaborating have been discussed during the communication with at least 2 others. (e.g. collaborative tools, timings) (1 mark for each discussed, to a max of 2) Appropriate digital method to communicate in Part 2 chosen with reasons for choice (1) Research findings have been shared and discussed with the team (1) Collaboration has taken place including discussion on at least 2 of: ● possible digital resource ● ways to include an interactive element ● ways to include an online form (or similar) (2) Collaborative tool(s) and techniques used to ● share digital resource and invite feedback (1) ● review digital resource created by 1 other team member with reference to appropriateness and accessibility (2) Evaluation of digital tools and techniques used to communicate and collaborate during the task (Full evaluation of tools and techniques (3 marks) Full evaluation of only tools or only techniques (2 marks) Minimal evaluation (1 mark)) (max 3 marks)	2.1 2.1 2.2 2.3 4.1 5.2	12	
Total Marks Available (minimum required for a pass)			12 (9)	

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL3.5 Digital Creativity				
Be able to use a wide range of creative features of digital tools to complete a complex task • *Select creative features of digital tools to complete a complex task (12)*	Create a digital resource that includes: • at least 3 creative features of digital tools appropriate to level (e.g. images, charts, sound) included and are relevant to the task) (1) • appropriate information from research (1) • Level appropriate use of at least 5 techniques e.g. sound (that has been edited), image and/or videos (edited), animation, action button(s) (hyperlink), timings, structure, creating or amending template, improving accessibility (3) *Note: Assessors must record the techniques and note where they have been used in the digital resource used by candidates* • an interactive element included Interactive element customised to the task e.g. design, functionality (2 marks) Basic interactive element e.g. an added app (1 mark) (max 2 marks) • input appropriate to the task (e.g. online booking form) (1)	3.1	12	

	Digital resource is fully completed, effective and suitable for the purpose of the task e.g. all action buttons (hyperlinks) and sound work, images are clear and appropriately sized and positioned, interactive element works correctly (4) (If one element is missing or not effective a max of 2 marks can be awarded) (If 2 elements are missing or not effective only 1 mark can be awarded)	3.2		
Total Marks Available (minimum required for a pass)			12 (9)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass (Y/N)
Digital Productivity	9	6		
Digital Information Literacy	6	4		
Digital Collaboration	12	9		
Digital Creativity	12	9		
Total Mark	39	28		

Quality Assurance: Controlled Task		
Assessor:		
Name:		
Signature:		Date:
Internal Quality Assurer:		
Feedback:		
Name:		
Signature:		Date:

Level 3 Structured Discussion Record: Data Protection

Guidance:

- Preparatory notes (verbal or written) should be submitted as supporting evidence
- All elements should be attempted by the candidate
- Assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____ Length of discussion _____

Group members if applicable (max of 4):

The candidate must pass 4 out of 5 elements in the table below.

Confirm that the candidate has:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
explained how to minimise risks for personal and professional digital projects using a range of protocols *e.g. protocols - antivirus/ransomware /malware, password protection, encryption, correct permissioning. setting up access levels for different people in an organisation.*		
evaluated how collaborative tools, technologies and techniques can be used effectively and ethically in personal, professional, academic and organisational practice *Tools e.g. video calling, email, instant messaging, social media sites, blogs; synchronous or asynchronous considerations for intended use together with technologies that can be used.*		

critically compare a range of digital collaboration tools and the techniques they support *e.g. synchronous or asynchronous (or both), used for written or spoken communication (or both), cost, user reviews.* At least 3 tools.		
critically evaluated the capacity of the selected technologies, tools and techniques to create and present solutions proficiently *e.g. versatility and limitations of those selected/used in the Controlled Task, whether a different combination would have been more effective.*		
critically analysed the advantages and disadvantages of the creative digital solution used in the task. *e.g. appropriate for audience, suitability/effectiveness of interactive element, copyright restrictions.*		

Quality Assurance: Structured Discussion		
Assessor:		
Name:		
Signature:		Date:
Internal Quality Assurer:		
Feedback:		
Name:		
Signature:		Date: