

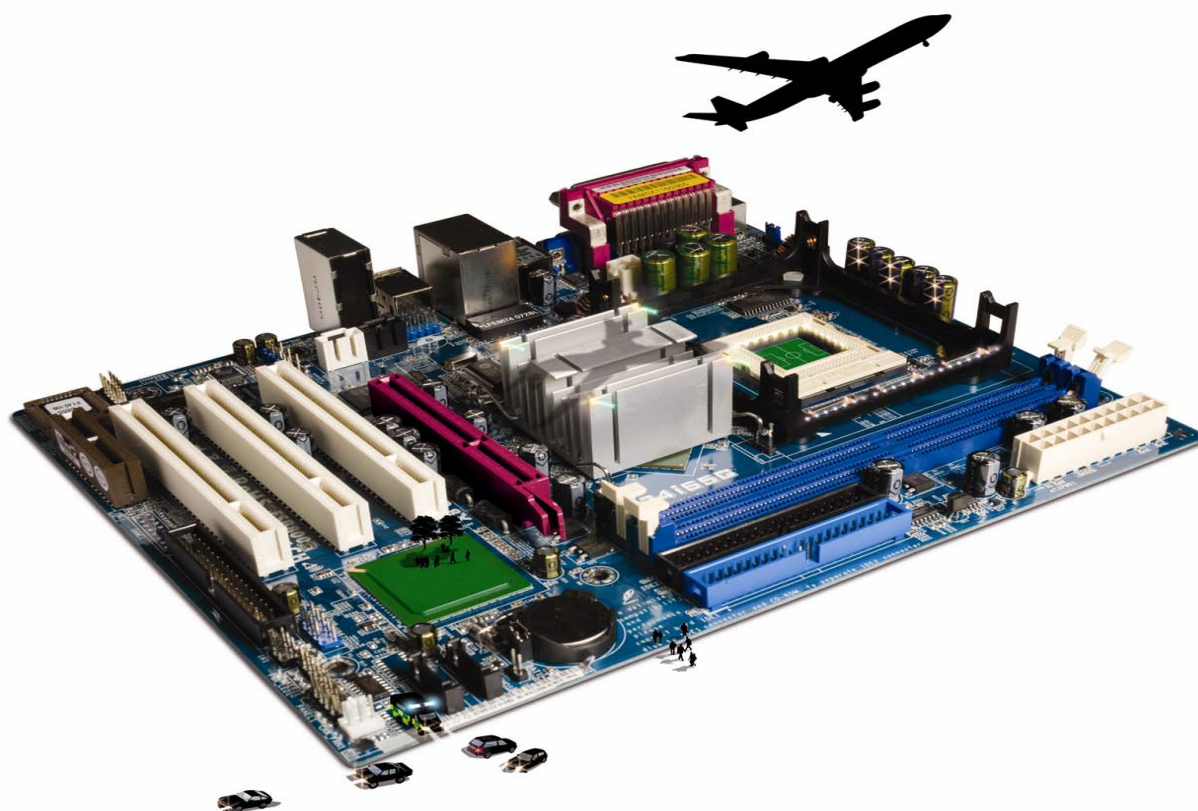
Start IT (iTQ)

Using mobile IT devices (4249-008)

Assignment guide for Candidates

Assignment A

QCA Ref: D/502/0176



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Using mobile IT devices (4249-008) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Using mobile IT devices (4249-008).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

Using mobile IT devices (4249-008)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

This assignment is made up of **two** tasks

- Task A - Using a mobile device
- Task B - Knowledge required when using mobile IT devices

Scenario

Your manager has asked you to use their mobile device to input and transfer data between devices.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Using a mobile devices

- 1 Turn on your mobile device and enter a password if required.
- 2 On your mobile device, set an alarm for **8.00 am** for **tomorrow** morning.
- 3 Add **John Smith** as a contact to your mobile device.
His telephone number is **020 123 4567**.

Save this new contact to your mobile device.
- 4 Using your mobile device find the contact number for **June Cope**.

Write the number on the **Answer Sheet** provided by your assessor.
- 5 Connect your mobile device to your assessor's device.
- 6 Transfer the file **Sea.jpg** from your device to the assessor's mobile device.
- 7 Set the file **Sea.jpg** as the wallpaper (or background) on your mobile device.
- 8 Power down your mobile device in the correct way.

Task B – Knowledge required when using to using mobile IT devices

Use the Answer Sheet on the next page to answer the questions.

Note: If you would like to answer the questions electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continued over ...

Start IT Using Mobile Devices (4249-008)

Candidate Answer Sheet

Name:

Date:

Answer the following questions, you may complete them electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

A4 Please write the number for **June Cope** in the space below:

B1 Which **two** of the following options would be good practice for a company wanting to keep information secure on a mobile device?

- a Encrypt data on mobile devices.
- b Ensure the administrator password is written on a piece of paper and kept with the mobile device.
- c Allow employees to take data home on their USB memory devices.
- d Use security controls on mobile devices.

B2 If you cannot find the mobile device you wish to connect to, identify one thing you would need to consider.

Answer:

B3 Using a hands-free kit decreases the health risk.

- a True
- b False

B4 You have read a review from a music website and sent an e-mail to a friend with a link to this website. Have you breached copyright law?

- a Yes
- b No

Hand this sheet to you assessor once you have completed it. Don't forget to put your name on it!

Note

- At the conclusion of this assignment, hand all paperwork, any removable media and mobile devices to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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