# Functional Skills ICT

# Entry 2 assessment

## Assessment guidance

**Party Bus**

**Tutors should be given access to this document at least 4 weeks prior to scheduling any assessments**

Assessors should check the chosen candidate paper 24 hours prior to the assessment to check whether any additional information or equipment is required.

# Assessment guidelines
## Administering the assessment

General assessment guidelines common to all three functional skill areas are included in the qualification handbook.  The following is a checklist of the basic guidelines as well as information particular to Functional Skills ICT Entry level.

- All assessments must be taken under supervised conditions.  This means that the candidate must be supervised at all times during the assessment.  Candidates are not allowed access to any other resources except for those specified in each assessment title.
- Assessments are summative and must be taken when the candidate is deemed to have the skills and knowledge necessary to achieve (known as 'when ready').
- For Functional Skills ICT Entry level, assessments may be completed over no more than **two** sessions.
- Candidates **must not** take their work away in between assessment sessions.
- Assessment sessions must be consecutive, but not necessarily on the same day.  No learning or preparation may be given between assessment sessions.
- The tasks **must** be completed in order as information may follow through from one task to subsequent tasks.
- The assessor, or other person administering the assessment, should introduce the activity to the candidate(s) and check that they have all the equipment they may require.
- The assessor, or other person administering the assessment, may read the instructions to the candidate(s) and answer any questions about what the task is, but not about how to tackle the task.
- Assessors should not penalise for incorrect spelling (except where specified).
- Before planning an assessment, make sure that you read the Preparation Notes specific to the title you intend to use.
- There are a series of Entry Level 2 assessments.  Choose a context that is suitable for each candidate.
- Assessors should refer to the document 'Access to assessment and qualifications' for guidance on access arrangements.  This can be downloaded from www.cityandguilds.com/policy.

### Preparation:

- assessors should ensure candidates understand all the vocabulary in each assessment

### Time guidance:

- candidates have 2 hours to complete each assessment.

### Resources required for each assessment:

- a computer
- software identified in the 'Resources needed'
- the question paper
- paper and a pen with black or blue ink
- candidates may use a dictionary (English/bi-lingual)

# Resources needed

**Software**:    Email
                      Text Processing
                      Browser with internet access

**Files**:          Email prepared by Assessor
                      Party Bus Poster
                      Party Bus Pictures

**Assessor Preparation:**

The assessor must ensure that each candidate knows where to find the data files required and where to save their work.

If the candidate is unable to open the email or the notice using the password given, the assessor must help to unable the candidate to continue with the assessment. Relevant criteria must not then be awarded.

The assessor must send the following email to each candidate. The candidate must access the email on any system they are familiar with.

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**Subject:  Poster Information**

You will need the information below to finish the Party Bus Poster.

The contact name is Paul Smith.

The telephone number is 251337.

Thank you for your help.

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# Assessor guidance notes for marking

- The assessor should mark the candidate papers according to the marking scheme provided.
- Once the assessor has marked the candidate papers, the centre must use the City & Guilds internal assessment processes before the candidates can be awarded a certificate.

## Key for skills standards and coverage

| Skill standard | Coverage and range | Marks |
|---|---|---|
| **Using ICT systems**<br>1. Interact with ICT for a purpose.<br><br><br><br><br><br>2. Follow recommended safe practices. | a) Use computer hardware.<br><br>b) Use software applications for a purpose.<br><br>c) Recognise and use interface features.<br><br>a) Minimise the physical stress.<br><br>b) Keep access information secure by using password.<br><br>c) Understand the need to stay safe. | 20-30% |
| **Finding and selecting information**<br>3. Find given information from an ICT-based source.<br><br>4. Find specified information from ICT-based sources. | a) Use simple search facilities. | 10-20% |
| **Developing, presenting and communicating information**<br>5. Enter and edit information for a simple given purpose.<br><br>6. Bring together two given types of information.<br><br><br><br>7. Use ICT-based communication | a) Use simple editing and formatting techniques.<br><br>a) Print and view on screen.<br><br>b) Identify and correct simple errors.<br><br>d) Read, send and receive electronic messages. | 50-70% |
| | | **20 marks** |