

# Functional Skills ICT

## Entry 2 sample assessment

### Candidate's paper

#### Garden Plants

Length of assessment      2 hours

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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#### **Candidate's declaration:**

I confirm that this assessment is my own work.

Candidate's signature \_\_\_\_\_ Date \_\_\_\_\_

## Candidate instructions

You have **2 hours** to complete this assessment.

- Read the paper carefully
- Answer **all** the questions
- The maximum marks for each question are shown
- You may use a dictionary
- Save all of your work so that you can find it again easily

### You need:

- a pen with black or blue ink
- paper
- access to a computer
- browser with internet access
- access to email and text processing software
- access to stored files.

## Introduction

A gardener has asked you to finish a notice to remind him to check the temperature of his greenhouse.

You will need to:

- Find some information from an email you have been sent
- Edit a notice
- Save and print your work

## Before you start

Make sure that you are ready to work safely before you start the computer.

Make sure that you know where to find the files:

- **Garden Plants Notice**
- **Greenhouse**

Remember to save all of your work so that you can find it again easily.

## Start your assessment.

1. Start your computer system and work safely at all times. **3 marks**
2. Find and open the email from your assessor. **1 mark**
3. From the email what are the words you need to add to the notice? **1 mark**  
.....
4. Open the file **Garden Plants Notice** using the password **garden**  
**If you cannot open the file, ask your tutor for help.** **1 mark**
5. Add the words you were given in the email. **2 marks**
6. Add the **Greenhouse** image. **2 marks**
7. Centre the image. **1 mark**
8. Change the title to **Garden Plants.** **1 mark**
9. Use formatting to make the poster look better. Use **ALL** of the following: **4 marks**
  - Bold
  - Underline
  - Italics
  - Bigger font size
10. Make sure your notice fits on one page. **1 mark**
11. Make sure your notice looks good and is easy to read. **1 mark**
12. Save the notice when you have finished your work. **1 mark**
13. Print your notice. **1 mark**

**End of assessment**

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