

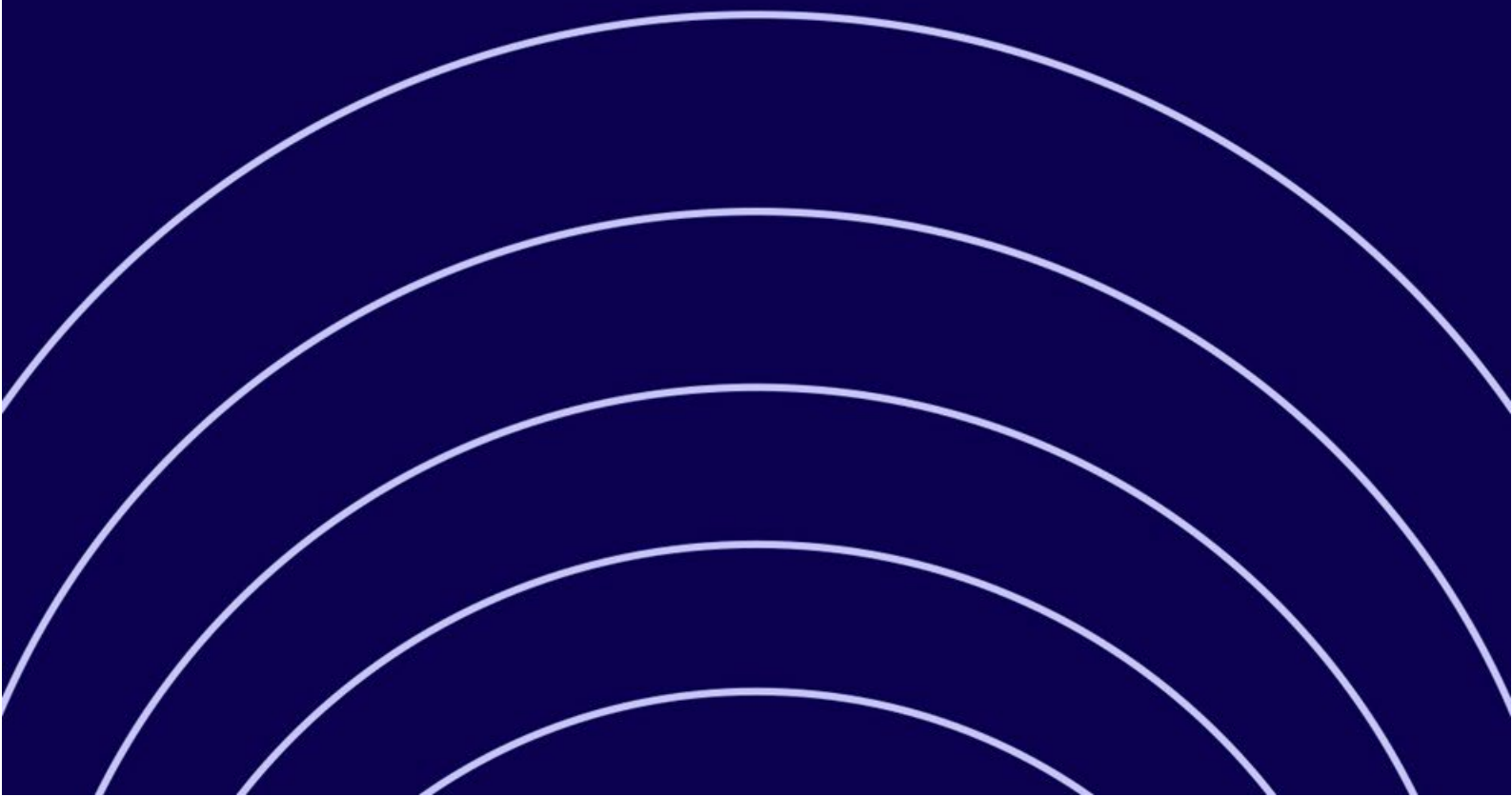


# Chair of Examiners' Report

Functional Skills

Digital Entry Level 3

2025 to 2026



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# Introduction

The purpose of this report is to support centres in the teaching and delivery of Digital Functional Skills at Entry Level 3 to ensure that learners are fully prepared for the assessments. The feedback reflects learner performance during 2025 to 2026.

This report highlights the areas of assessment where evidence has shown that learners have found some aspects of the assessment more challenging. It is intended to provide advice as to how best to support learners in these areas.

## General feedback to centres

At Entry Level 3, learners should be able to produce clear and legible screenshots that show all the evidence required – these should be inserted into relevant documents as directed. Learners should be reminded that they should not crop the screenshots to the detriment of the clarity of the evidence.

Learners should be reminded as part of the assessment preparation that a copy of the completed HTML form should be saved in their own evidence folder.

**Note:** centre set-up may affect the initial location of the completed HTML form so this should be checked prior to any assessment.

## Task A

- Learners should paste their screenshots into the Evidence document provided.
- Screenshots must show clearly the keywords used in the search in the search engine criteria box. Note: the keywords are always included in the task detail.
- The website address entered in the table should not be a search engine nor a hyperlink, but the actual Uniform Resource Locator (URL) of the website used to find the information.
- Learners should check the criteria in the task to make sure they enter the required and correct information in the table.
- Learners should be able to save an image as a specific image file format in their evidence folder.
- Learners should be able to add contacts to the email contacts list accurately and provide a relevant screenshot.

- Screenshot(s) for the email task should be clear to read and show the required evidence.
- Learners should be able to insert an email address, a relevant subject, attach a file and include a suitable greeting and close to their message.
- Learners should be able to include a message that indicates that the required evidence is attached.

## Task B

- Learners should be able to save the given file with a new name that is relevant to the content.
- Learners should be able to edit existing text, copy and insert any given text accurately in the correct location.
- Learners should be able to format values.
- Learners should be able to carry out a range of formatting as listed in the specification and as directed in the task.
- Learners should be able to apply specific formatting to both text and images.
- Learners should be able to add additional formatting as required to enhance the outcome. However, learners should be careful that any formatting they add does not overwrite the formatting already added as part of the task instructions.

## Task C

- Learners should be able to copy and insert accurately the given information into the relevant fields on the form. Spelling and case should be as given in the task.
- See note above about the completed form.