

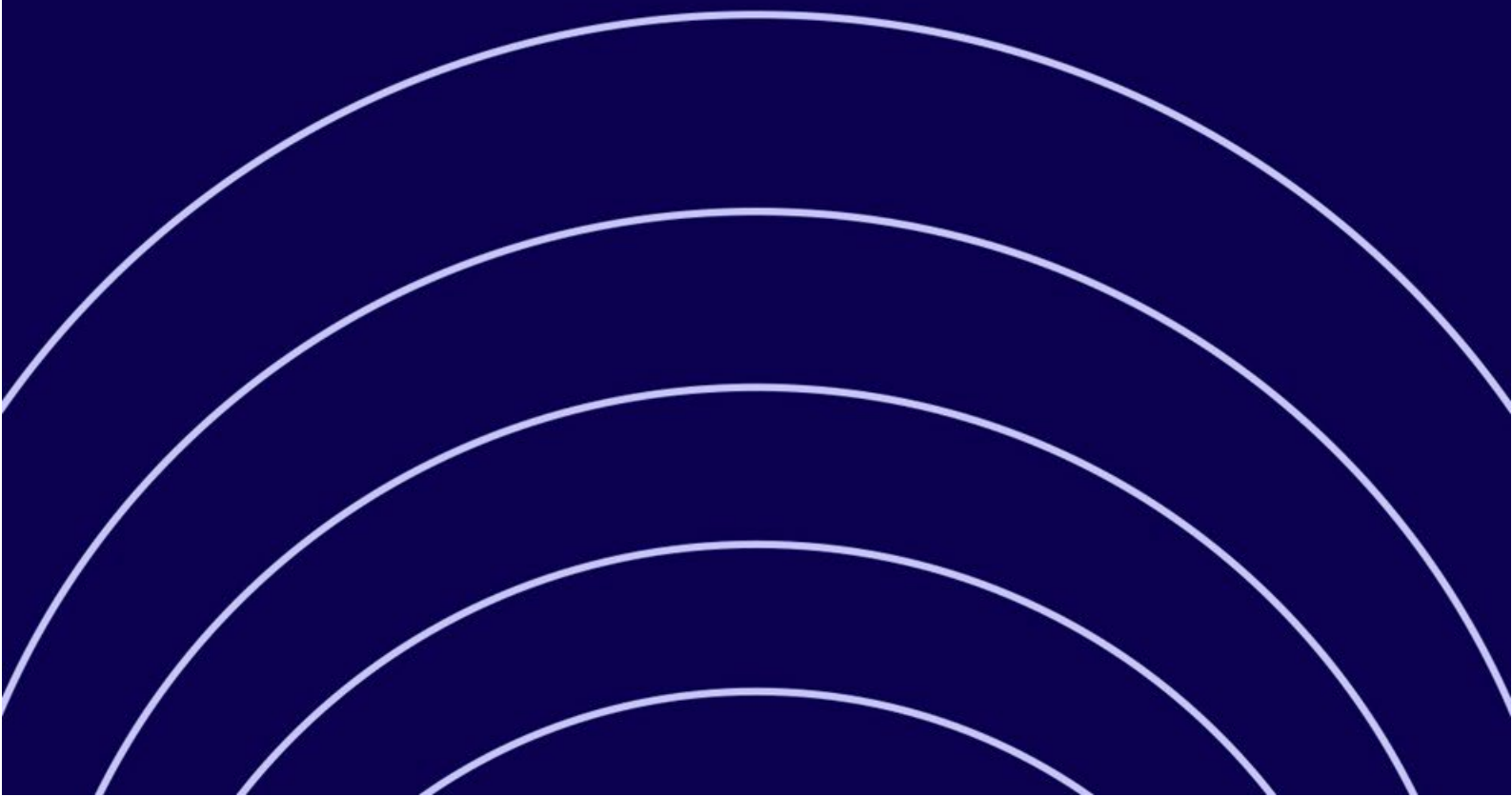


Chair of Examiners' Report

Functional Skills

Digital Level 1

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 Level 1 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 Level 1, 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, 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.
- Screenshot(s) for the email task should be clear to read and show the required evidence.
- Learners should be able to use the range of email software features as listed in the specification.
- Learners should be able to insert a given email address accurately, a relevant subject, attach a file, add a relevant message and include a suitable greeting and close to their message.

Task B

- 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 consider the outcome to ensure that the final product has a balanced outcome and good use of white space.

Task C

- Learners should be familiar with spreadsheet software features as listed in the specification.
- Learners should be able to format the cells and the contents of the cells.
- Learners should be aware of syntax conventions when using functions. For example: =SUM(B1:B10), =SUM(B1:H1), =AVERAGE(C5:C11), =AVERAGE(C5:G5)
- Learners should be aware that =SUM() is not required for simple calculations where the value in one cell is added to, subtracted from, multiplied by or divided by the value in another. For example: =A3+B3, =A3-B3, =A3*B3, =A3/B3
- Learners should be able to replicate formulae and functions to relevant cells as directed in the task and relevant to the context.
- Learners should be able to carry out a sort on a single column and maintain the integrity of the data values for all data in the table.
- Learners should be able to create a chart using the correct data, add a suitable title, relevant axis labels or legend for a pie chart as well as displaying data values as directed in the task.
- Learners should be able to save the chart on the same worksheet or on a new worksheet as directed.

Task D

- 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.
- Learners should be able to browse for and locate a specific image or file within their evidence folder and attach it to the form.
- See note above about the completed form.

Task E

- Learners should be familiar with folder hierarchy conventions.
- Learners should create folders and name them accurately, both spelling and case, as given in the task.
- Learners should be able to create files and give them suitable filenames which reflect the file content.
- Information found should be checked for relevance to the task criteria as well as currency and reliability.