

Pearson Edexcel Digital Functional Skills Qualification at Entry Level 3

Exemplification

Functional Skills qualifications

First registration September 2023

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Exemplification of Assessment

The screenshot shows a web browser window titled "Test Player". The Pearson logo is at the top left. The main heading is "Digital Functional Skills Qualification at Entry Level 3". Below this, it states "This assessment has two sections:" followed by a bulleted list: "Section A (questions)" and "Section B (tasks)". It then says "The total marks for this assessment is 43." and "The total time allowed for this assessment is 90 minutes." A blue speech bubble on the right contains the text "The Examiner explains" followed by "Each paper opens with a similar layout" and a bulleted list: "The sections", "The total marks", and "The total time". At the bottom, there is a "Start Test" button and a navigation bar with "Previous" and "Next" buttons.

Test Player

Pearson

Digital Functional Skills Qualification at Entry Level 3

This assessment has two sections:

- Section A (questions)
- Section B (tasks).

The total marks for this assessment is **43**.

The total time allowed for this assessment is **90 minutes**.

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Start Test

 Test Player

Digital Functional Skills Qualification at Entry Level 3 Section A

- This section is **15 minutes**.
- The time you have left will be shown at the bottom of the screen.
- There are **10** questions in this section.

Instructions

- Answer **all** questions.
- You must **not** use the internet in Section A.
- Click on the question mark icon to access the help screen.

Information

- The total number of marks for this section is **10**.
- The number of marks available for each question is shown in brackets - use this as a guide as to how much time to spend on each question.
- You must **not** move on to Section B before the 15 minutes for section A has ended.
- If you have not finished Section A before the 15 minutes allowed for this section, you will be moved onto Section B automatically.
- After you have moved onto Section B, you will **not** be able to return to Section A.

Advice

- Read each question carefully before you answer it.
- Try to answer every question.

Start Section



◀ Previous Next ▶

The Examiner explains

Each Section opens with a similar layout

- The time allowed
- The number of questions
- Instructions the learner must follow
- Information about the marks and supportive advice

All learners should be made aware of this advice before they start.

The Test Player interface displays a multiple-choice question: "Which one of these is an output device? (1)". Below the question, it instructs the user to "Select **one** option." and provides four options: Microphone, Mouse, Printer, and Keyboard. Two callout boxes provide additional information. The top callout, titled "The Examiner explains", lists three points: the question is multiple choice; the number in brackets (1) indicates the mark available; and the word "one" in the instruction is bolded to emphasize that only one option should be selected. The bottom callout, also titled "The Examiner explains", states that each page of Section A has a similar layout and lists four navigation and timing details: the task bar at the bottom shows page, previous/next buttons, and timer; the timer starts at 15 minutes; the learner can pause or finish the test; and the word "one" in the instruction is bolded to emphasize the single correct answer. The bottom task bar includes icons for help, question, and flag, along with buttons for "Previous", "Next", "Pause", and "Finish", and a timer showing "00:15".

Test Player

Which one of these is an output device? (1)

Select **one** option.

Microphone

Mouse

Printer

Keyboard

The Examiner explains

- This question is multiple choice.
- The number in brackets at the end of the question shows the mark available, e.g. (1)
- Text in bold within the question emphasises the expected outcome – 'one' option only should be selected

The Examiner explains

Each page of Section A has a similar layout

Each question appears on a separate page

- The task bar at the bottom of the screen shows the page, buttons to backwards (previous) or forwards (next)
- The timer shows how much time has been used so far – starting at 15 minutes.
- The learner may pause the test or finish the test at any time by clicking the relevant button.
- Text in bold within the question emphasises the expected outcome – 'one' option only should be selected

Previous 1 / 14 Next 00:15 Pause Finish

Test Player

Your friend has a visual impairment.

Which system setting should you apply to help your friend? (1)

Click on **one** system setting.

Find a setting

Devices
Bluetooth, printers, mouse

Phone
Link your Android, iPhone

Network & Internet
WiFi, flight mode, VPN

Personalisation
Background, lock screen, colours

Accounts
Your accounts, email, sync, work, other people

Time & Language
Speech, region, date

Gaming
Xbox Game Bar, captures, Game Mode

Ease of Access
Narrator, magnifier, high contrast

Privacy
Location, camera, microphone

Update & Security
Windows Update, recovery, backup

Previous 2 / 14 Next 00:14 Pause Finish

The Examiner explains
This question format is a 'hot spot' – the learner is required to choose one of the available options highlighted as a hot spot.

Test Player

The music that you have downloaded to your smartphone is playing, but you cannot hear anything from the speakers.

Which action should you take?

(1)

Select **one** option.

Check Cloud storage

Check headphones are not plugged in

Check copyright permission

Check Wi-Fi connection

Previous

3 / 14

Next

00:13

Pause

Finish

The Examiner explains

This question has a sentence at the beginning to explain the context.
It is a multiple choice question so the learner should select just **one** response.

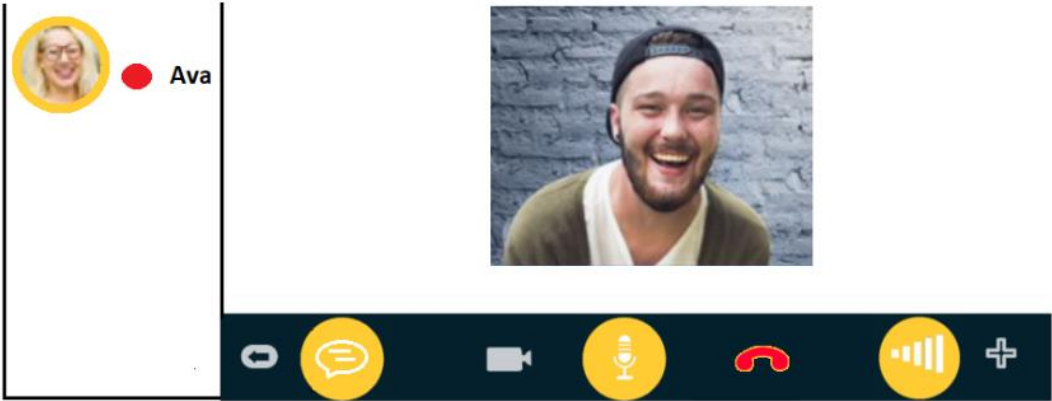
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Test Player

Which icon should you click to send a message during the video call? (1)

Click on **one** icon.



◀ Previous 4 / 14 Next ▶ ⌚ 00:12 Pause Finish

Test Player

The image shows a person's social media settings.

Which part of this image shows that this person has not protected their personal information? (1)

Click on **one** part of the image.

The Examiner explains
This question has a sentence to explain the context, but is a 'hot spot' so only one of the highlighted areas should be selected as a response.

⏮ Previous 5 / 14 Next ⏭ 00:11 Pause Finish

Test Player

What is a benefit of installing anti-virus software? (1)

Select **one** option.

- Sends spam email to junk
- Blocks unauthorised users
- Reduces risk of malware
- Allows users to send attachments

ⓘ ? 📄 🚩 ⏪ Previous 6 / 14 Next ⏩ ⌛ 00:11 ⏸ Pause ⏹ Finish

Test Player

What should you do to reduce the effects of repetitive strain injury (RSI)? (1)

Select **one** option.

Use a wrist rest

Adjust the lighting

Use a footrest

Wear glasses

Previous 7 / 14 Next 00:10 Pause Finish

Test Player

CAPTCHA is one type of verification check used in an online form.

What is another type of verification check. (1)

Select **one** option.

Instructions on an online form

One time passcode

The help feature on a form

Submit and close button

Previous 8 / 14 Next 00:10 Pause Finish

Test Player

You need to use a camera when you attend an online meeting.

Which other **input** device would you need to use to attend the online meeting? (1)

Select **one** option.

- Keyboard
- Printer
- Scanner
- Speaker



The Examiner explains
The image here is added to put the question into context. The learner should select only 'one' option from the multiple choice list given.

ⓘ ? 📄 🚩 ⏪ Previous 9 / 14 Next ⏩ ⌚ 00:09 ⏸ Pause ⏹ Finish

Test Player

You want to share a saved coursework file with your college tutor using the internet.

Which storage option should you choose? (1)

Select **one** option.

Hard drive

Cloud

DVD

USB stick



The Examiner explains
The timer shows that the learner has 5 minutes remaining for Section A

Previous 10 / 14 Next 00:05 Pause Finish

Digital Functional Skills Qualification at Entry Level 3

Section B

- This section is **75 minutes**.
- The time you have left will be shown at the bottom of the screen.
- There are 3 tasks in this section (tasks **A-C**).

Instructions

- Complete **all** tasks.
- You **may** use the internet in Section B.
- Click on the question mark icon to access the help screen.

Information

- The total number of marks for this section is **33**
- The number of marks for each task is shown in brackets - use this as a guide to how much time to spend on each task.

Advice

- Read the instructions carefully before you start each task.
- Try to answer each task.
- Use the question mark icon at the end of each task to check that you have all the evidence you need.
- Check your answers if you have time at the end.

Start Section

◀ Previous Next ▶

The Examiner explains

Each Section opens with a similar layout

- The time allowed
- The number of tasks
- Instructions the learner must follow
- Information about the marks and supportive advice

All learners should be made aware of this advice before they start.

The Examiner explains

- Some tasks are split into two parts.
- This is indicated at the beginning of the task.
- The tasks are split to avoid too much text on a page **or** because the second part of the tasks uses the information found in the first part (e.g. Task A).

All learners should be made aware of this advice before they start.

Test Player

Complete ALL tasks within the assessment.

This assessment has **three** tasks:

Task	Marks
A	10
B	19
C	4

Information

The folder called **SAMS DFS ENTRY 3** contains the files you need for Section B:

- **TASK A EVIDENCE**
- **LOCAL BUSINESS**
- **WORK EXPERIENCE (HTML form)**
- **COLLEAGUES**

Use this folder to store your evidence.

Background

Fran is in the first year of a Business Studies course.

A local business group has asked Fran to help them advertise their apprenticeships.

The Examiner explains

- The structure of the assessment is explained showing the number of tasks and marks for each task.
- In the SAM, the file COLLEAGUES is an image the learner will need to use in the test.
- The **information** provides details of the folder provided and its contents and learners are reminded to save their evidence to that folder.
- The **background** sets the context for the assessment tasks and learners should bear this in mind as they

Previous
11 / 14
Next

01:15

Pause

Finish

The Examiner explains

- The task bar at the bottom of the screen shows the page, buttons to backwards (previous) or forwards (next)
- The timer shows how much time remains for Section B – 1 hour and 15 minutes
- The learner may pause the test or finish the test at any time by clicking the relevant button.

The Examiner explains

Screenshots are used as an easy way to provide evidence.
Screenshots should be clear, large enough to be read and include all relevant evidence. Cropping should be selective so as not to remove key evidence.

The Examiner explains

The heading identifies the task and whether it has 1 or 2 parts.

The Examiner explains

Important information such as the folder and file names appear in **bold**.

Task A Part 1

Fran needs to find some information for the local business group.

1. Open the file **TASK A EVIDENCE** in the **SAMS DFS ENTRY 3** folder.

Use a search engine to find the current National Minimum Wage rate in the United Kingdom (UK) for an apprentice aged 16 to 18 years.

Take a screenshot of your internet search that shows your search criteria.

Paste the screenshot into **TASK A EVIDENCE**

(1)



Evidence: a completed copy of **TASK A EVIDENCE**

2. Complete the table in the **TASK A EVIDENCE** document to show:

- the website address you found and used
- The National Minimum Wage rate in the UK for an apprentice aged 16 to 18 years.

Resave and close **TASK A EVIDENCE**

(2)



The Examiner explains
The number of marks available for each part of the task is shown in brackets.

3. Use the internet to find one image of students at college.
Save the image in your **SAMS DFS ENTRY 3** folder.

(1)



Evidence: The image you have saved

Continue Task A on the next screen



◀ Previous

12 / 14

Next ▶



01:14

Pause

Finish

The Examiner explains
The heading identifies that this is
the second part of Task A

Task A Part 2

Fran needs to send the information to the business group.

4. The local business group need to update their records.
Open an email software application.
Add the email addresses of the secretary and leader to your email contacts.
Their email addresses are: **secretary@localbusgp.biz** and **leader@localbusgp.biz**
Take a screenshot that shows the email addresses in your contacts and save it in
SAMS DFS ENTRY 3 folder. (1)

5. Use an email software application to create the email:
a. Enter the email addresses of the secretary and leader. (1)
b. Insert a relevant subject. (1)
c. Attach your **TASK A EVIDENCE** document (1)
d. Include a message telling them you have attached the information they needed. (1)
e. Make sure your message has a greeting and a suitable close. (1)
Take a screenshot of the email and save it in the **SAMS DFS ENTRY 3** folder.

Evidence: A screenshot that shows clearly the two email addresses in your email contacts list.

Evidence: A screenshot that shows clearly your email with the email addresses, subject, attachment and message.

Total for Task A = 10 marks

Previous 12 / 14 Next 01:13 Pause Finish

The Examiner explains
Important information is identified in bold –
learners should copy this accurately/

The Examiner explains
The total marks for each task are summarised at
the end of the task.

Test Player

Task B Part 1

The local business group needs a presentation to advertise their apprenticeships.
The presentation must be clear, easy to read on a large screen.
A file for the presentation has been started.

1. Open the file **LOCAL BUSINESS** and save it with a new filename, that shows what the presentation is about in your **SAMS DFS ENTRY 3** folder. (1)

2. Edit slide 1: (2)

- a. Add the following information in the correct locations. (1)
- Telephone: 0800 015 0400
- help@service.gov.uk
- b. Change July to August. (1)
- c. Insert today's date in a suitable position on slide 1. (1)

Resave the presentation.

Evidence: ☐ *The completed presentation.*

The Examiner explains
The text here sets the context and identifies the audience and purpose of the product to be completed.

The Examiner explains
Learners are advised to resave before continuing to Part 2 of the task.

◀ Previous 13 / 14 Next ▶ ⌚ 01:11 Pause Finish

— □ ×

Format the presentation.

3. Format the presentation:
 - a. Change the font size for APPRENTICESHIPS ON OFFER on slide 1 to size 48. (1)
 - b. Change the colour of APPRENTICESHIPS ON OFFER to red. (1)
 - c. Format the body text on slide 1 and slide 2 with a consistent font style and size that are clear to read on a large screen. (2)
 - d. Left align the body text on slide 1. (1)
 - e. Insert a new slide after slide 2. (1)
 - f. Insert the 'COLLEAGUES' image from the **SAMS DFS ENTRY 3** folder on to the new slide. (1)
 - g. Change the size of the 'COLLEAGUES' image to 8cm x 8cm. (1)
 - h. Add a title to slide 3 that tells people what the image shows. (1)
 - i. Change the size of the image on slide 2, so it is the same size as the image on slide 3. (2)
 - j. Add two **other** formatting features to your presentation to make it clear and easy to read. (2)
 - k. Make sure that the images do not overlap the text and the size is suitable to be read on a large screen. (1)

Resave and close the presentation.

Total for Task B = 19 marks

Test Player

Task C

The local business group offers work experience placements.

Fran needs to complete an application form for a placement.

The file **WORK EXPERIENCE** is the online form.

Open the file **WORK EXPERIENCE** that is stored in the **SAMS DFS ENTRY 3** folder.

Use these details to complete the form:

First name	Fran
Last Name	Fouraud
Date of Birth	09/06/2005
Contact telephone number	01632 960455
Email	fran@samsdfs.biz
Password	23samsv2#dfs
Type of work experience	Office
Number of weeks	6

Click 'Submit and save a copy' to save a copy of the completed form.

Evidence: *The completed form*

Total for Task C = 4 marks

[Previous](#) 14 / 14 [Next](#) 01:10

[Pause](#) [Finish](#)

The Examiner explains
The table lists the information to be used – learners should enter the information accurately.

Exemplification of Mark scheme

General Marking Guidance

- This mark scheme gives you:
 1. An idea of the type of response expected / acceptable / not acceptable
 2. How individual marks are to be awarded
 3. Specific codes styles used in this marks scheme
 4. Information on how to apply this mark scheme
- All learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Learners must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e., if the answer matches the mark scheme.
- Examiners should also be prepared to award zero marks if the learner's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a learner's response, the team leader must be consulted.

Section A

Question	Answer	Mark(s)
1	Printer	1
2	Ease of access	1
3	Check headphones are not plugged in	1
4	Chat bubble icon	1
5	Location cell	1
6	Reduces risk of malware	1
7	Use a wrist rest	1
8	One time passcode	1
9	Keyboard	1
10	Cloud	1
Total marks for Section A		10

The Examiner explains
The correct response is listed and the mark shown

Section B

Task A	Evidence	Mark(s)
Part 1		
A1	Screenshot shows search engine and relevant criteria	1
A2	Table shows information found: - Website address relevant to minimum wage rate (1) - National Minimum Wage Rate in the UK for apprentices aged 16-18 years ((£)5.28 in 2023) (1) Allow follow-through for rate found from search.	2
A3	One image of students, captured and saved in SAMS DFS ENTRY 3 folder	
Task A	Evidence	
Part 2		
A4	Screenshot shows two contacts added to learner's email software. Email addresses must be accurate, ignore case. Addresses must be presented in email software contacts list	
	Screenshot of email shows: a) insertion of at least one email address in the To section of the email software (allow follow through from screenshot in A4) b) relevant subject included (e.g., 'evidence', 'Information') (ignore spelling, grammar and case) c) TASK A EVIDENCE document attached d) message tells recipient they have attached information needed (ignore spelling, grammar and case) e) message that has greeting and suitable close. (e.g., 'dear', 'hello', 'regards', 'thank you')	1 1 1 1 1
Total marks for Task A		10

The Examiner explains
Both must be clearly seen in the screenshot. Relevant criteria will include keywords from the task itself.

The Examiner explains
Expected response(s), but follow through is allowed so the mark can be awarded if an incorrect search is used in A1

The Examiner explains
The image may be pasted into a document or saved as a separate file.

The Examiner explains
Accurate addresses must be in the contacts list to achieve the mark.

The Examiner explains
Follow through means that if the address was incorrect in A4 screenshot this mark may still be awarded.

Task B P1	Evidence	Mark(s)
B1	LOCAL BUSINESS presentation file located, renamed and saved in the SAMS DFS ENTRY 3 folder. Filename indicates/includes/implies apprenticeships or advert(isement). Ignore capitalisation and spelling. Do not accept 'Presentation', 'LOCAL BUSINESS' or learner name	1
B2	a) Telephone number (0800 015 0400) inserted in correct location on slide 1 Email address (help@service.gov.uk) inserted in correct location on slide 1 b) Deadline changed from July to August on slide 1 c) Date of exam added to slide 1 in a suitable position on slide 1 Accept any reasonable date	1 1 1 1

Task B P2	Evidence	Mark(s)
B3	a) Font size of APPRENTICESHIPS ON OFFER changed to size 48	1
	b) APPRENTICESHIPS ON OFFER changed to red	1
	c) Body text font style (1) and size (1) on slides 1 and 2 are suitable and clear to read	2
	d) Body text left aligned on slide 1	1
	e) New slide inserted after slide 2	1
	f) 'COLLEAGUES' image inserted on new slide 3	1
	g) COLLEAGUES image size changed to 8cm x 8cm on slide 3	1
	h) Title added to slide 3 to indicate what the image shows	1
	i) Images on slides 2 and 3 are same size – award 1 mark for each image being the same height and 1 mark for each image the same width	2
	j) Award 1 mark (up to a maximum of 2) for each of two other formatting features added that make the presentation clear and easy to read e.g. underline, bold, italics, bullets, background, slide design etc.	2
	k) Images do not overlap text / all text is a suitable size for a large screen	1
Total marks for Task B		19

The Examiner explains

These should be formatting features that have not already been used as part of the instructions in the task.

The Examiner explains

Based on the context, audience and purpose, the finished product should be able to be read easily and clearly when displayed on a large screen – so a suitable font size is important.

Task C	Evidence	Mark(s)
C	WORK EXPERIENCE FORM completed. Award 4 marks for accurate completion of: • 23samsv2&dfs • Fran Fouraud • 09/06/2005 (allow 09062005) • 01632 960455 • fran@samsdfs.biz • Office • 6 (weeks) Award 3 marks for accurate completion of password and three fields above. Award 2 marks for accurate completion of password and any one field. Award 1 mark for accurate completion of any two fields other than password.	4
Total marks for Task C		4
Total marks for Section B		33

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