

Functional Skills

Digital

Entry Level 3



Sample Assessment Materials

Functional Skills qualifications
First registration November 2023

Pearson Edexcel

Digital Functional Skills

Qualification at Entry Level 3

Sample Assessment Material

Functional Skills qualifications

First registration September 2023

About Pearson

We are the world's leading learning company operating in countries all around the world. We provide content, assessment and digital services to learners, educational institutions, employers, governments and other partners globally. We are committed to helping equip learners with the skills they need to enhance their employability prospects and to succeed in the changing world of work. We believe that wherever learning flourishes so do people.

References to third-party materials made in this specification are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Materials may include textbooks, journals, magazines and other publications and websites.)

All information in this specification is correct at time of publication.

Publication code: VQ000256

All the material in this publication is copyright
© Pearson Education Limited 2023

Contents

Data Folder Guidance	1
Assessment	2
Mark scheme	12

Data Folder Guidance

- A zip file containing a data folder will be available for centres to download up to 24 hours before a scheduled assessment.
- The data folder is used to provide learners with the files needed for Section B of the assessment, and a place to store the assessment evidence generated.
- Each centre will copy the data folder for each learner and store it in a secure location that only the centre and the learner can access.
- The folder for the Entry 3 sample assessment material is named **SAMS DFS ENTRY 3** and contains:
 - a PowerPoint file named **LOCAL BUSINESS**
 - an html file named **WORK EXPERIENCE**
 - A Word file named **TASK A EVIDENCE**
 - An image called **COLLEAGUES**
- The data folder must be stored *within* a folder created by the centre named: **(LEARNER NAME)_(REGISTRATION NUMBER)_(CENTRE NUMBER)**
- Learners must **not** be able to access each other's folder structures.
- The data folder must only be available for the learner during the assessment.

Assessment



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**.

The copyright in the questions is either owned or licensed by Pearson.
Every effort has been made to contact the copyright holders to obtain their permission for the use of copyright material.
Pearson will, if notified, be happy to rectify any errors or omissions and include any such rectifications in future editions.

Start Test

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.

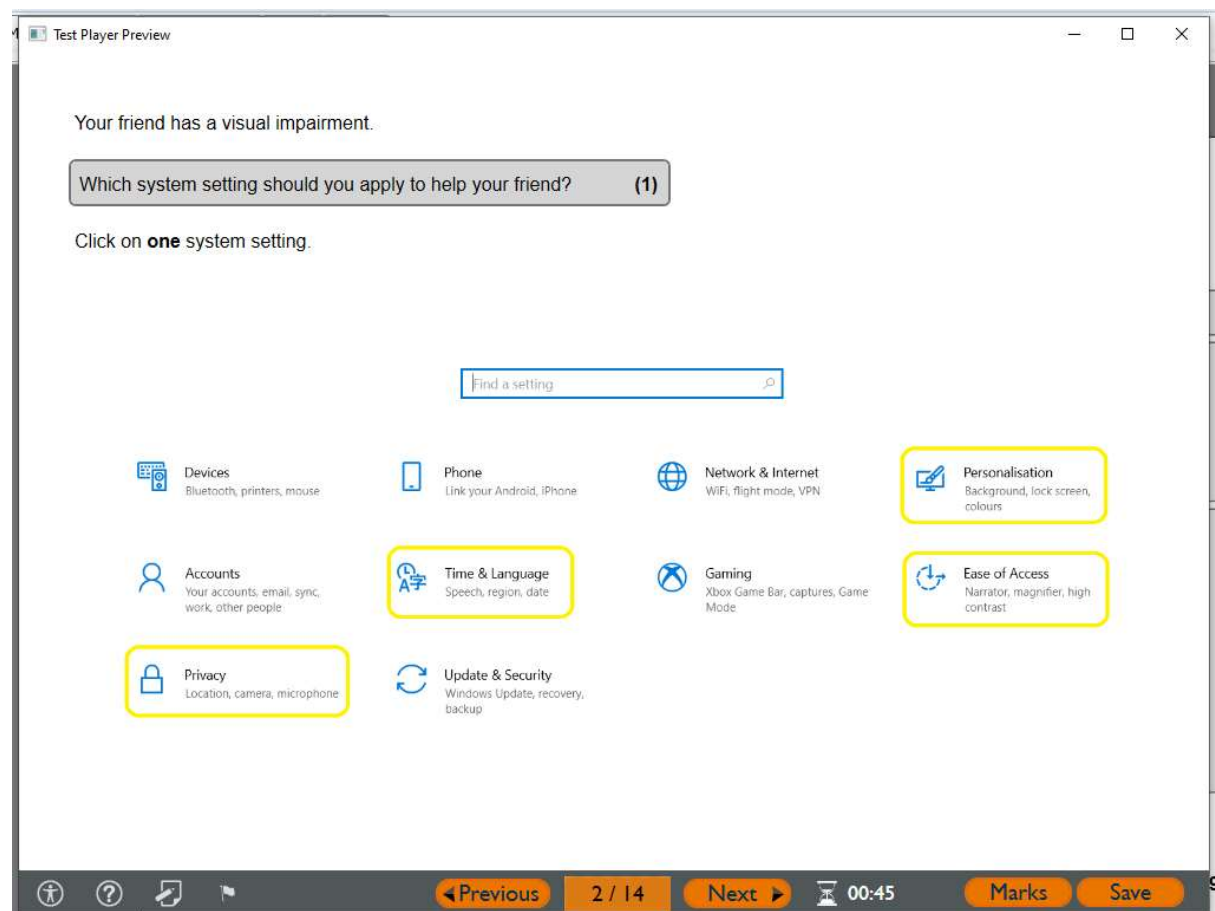
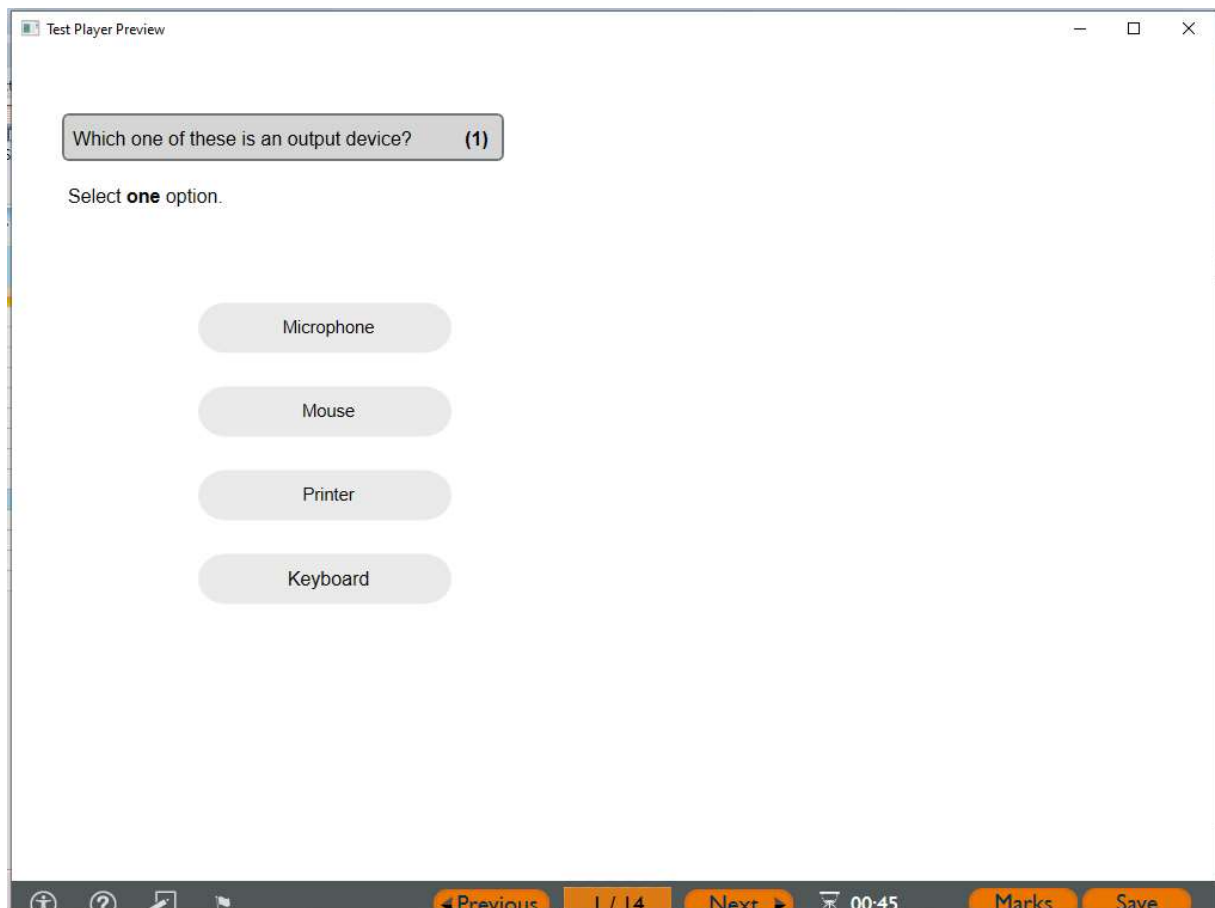
Information

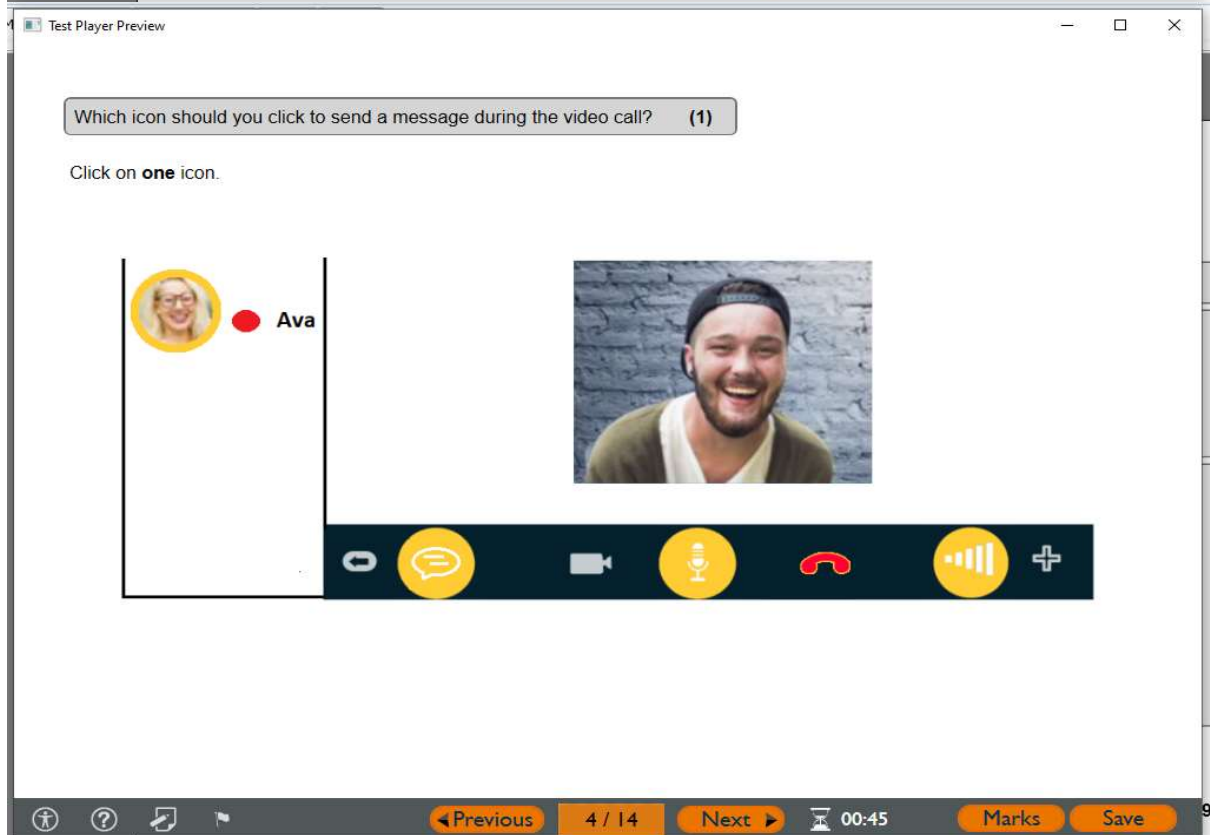
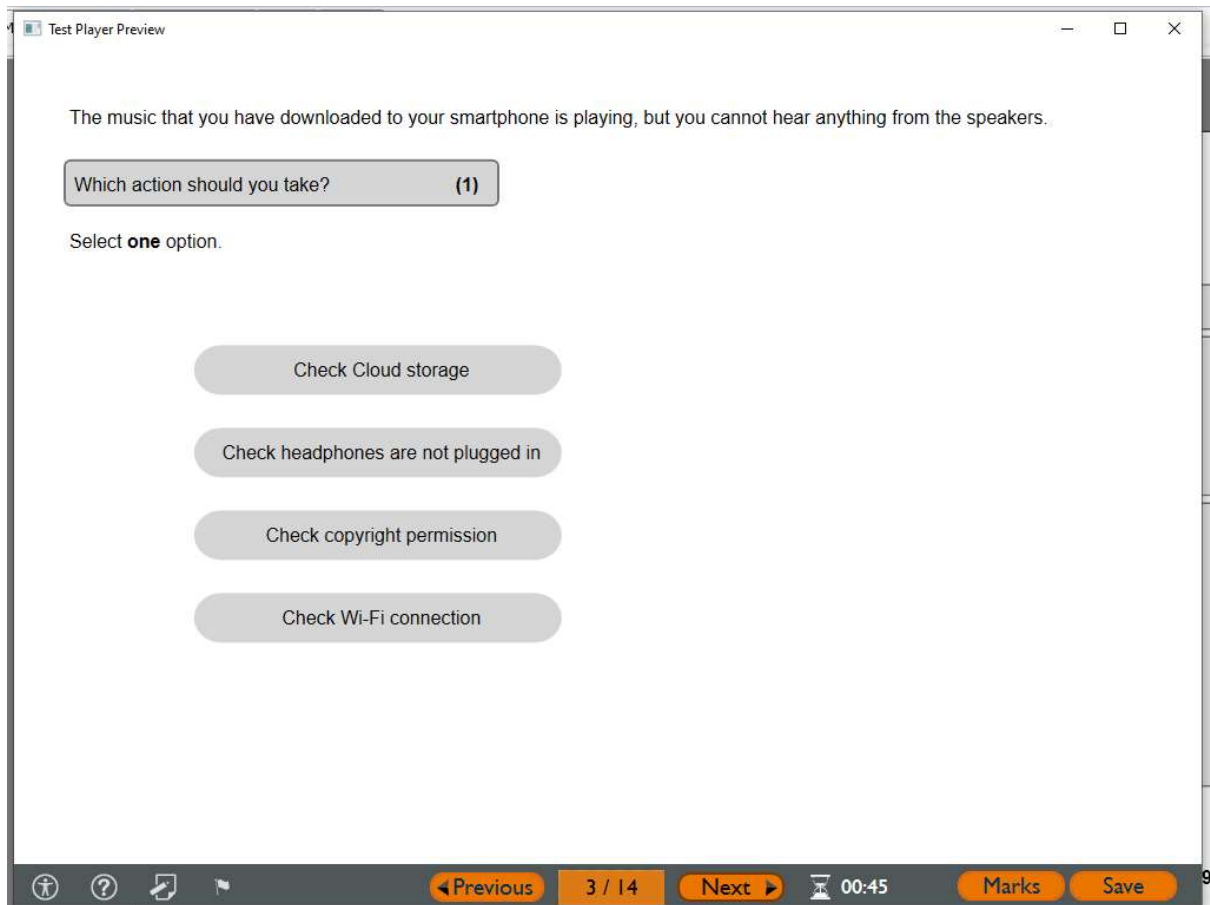
- The total number of marks for this section is **10**.
- The number of marks available for each question is shown in brackets - use this as a guide as to how much time to spend on each question.
- You must **not** move on to Section B before the 15 minutes for section A has ended.
- If you have not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

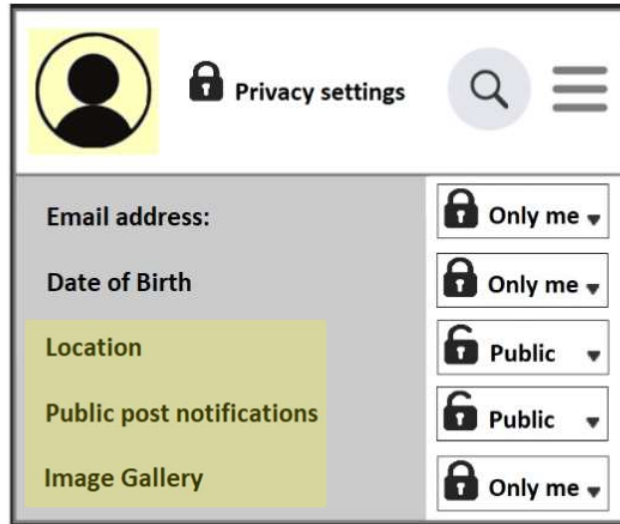




The image shows a person's social media settings.

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

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



Navigation bar: Previous 5 / 14 Next 00:45 Marks Save

Test Player Preview

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

Navigation bar: Previous 6 / 14 Next 00:45 Marks Save

Test Player Preview

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 00:45 Marks Save

Test Player Preview

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 00:45 Marks Save

Test Player Preview

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



◀ Previous 9 / 14 Next ▶ ⌚ 00:45 Marks Save

Test Player Preview

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



◀ Previous 10 / 14 Next ▶ ⌚ 00:45 Marks Save

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 as to how much time to spend on each task.

Advice

- Read the instructions carefully before you start each task.
- Try to answer every task.
- Use the tick boxes 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

Test Player Preview

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.

◀ Previous 11 / 14 Next ▶ 00:45 Marks Save

Test Player Preview

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**

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

(1)

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)

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

00:45

Marks

Save

Test Player Preview

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.

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

(1)

5. Use an email software application to create the email:

a. Enter the email addresses of the secretary and leader.

b. Insert a relevant subject.

c. Attach your **TASK A EVIDENCE** document

d. Include a message telling them you have attached the information they needed.

e. Make sure your message has a greeting and a suitable close.

Take a screenshot of the email and save it in the **SAMS DFS ENTRY 3** folder.

(1)

(1)

(1)

(1)

(1)

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

00:45

Marks

Save

Pearson Edexcel Digital Functional Skills Qualification at Entry Level 3 – Sample Assessment Materials
Issue 1 – Feb 2024 © Pearson Education Limited 2024

9

Test Player Preview

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:

a. Add the following information in the correct locations. (2)

- 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.

Continue Task B on the next screen

Previous 13 / 14 Next 00:45 Marks Save

Test Player Preview

Task B Part 2

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

Previous 13 / 14 Next 00:45 Marks Save

10

Pearson Edexcel Digital Functional Skills Qualification at Entry Level 3 – Sample Assessment Materials
Issue 1 – Feb 2024© Pearson Education Limited 2024

Test Player Preview

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

Navigation: Previous 14 / 14 Next 00:45 Marks Save

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

Section B

Task A Part 1	Evidence	Mark(s)
A1	Screenshot shows search engine and relevant criteria	1
A2	Table shows information found: <ul style="list-style-type: none"> 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	1
Task A Part 2	Evidence	
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	1
A5	Screenshot of email shows: <ul style="list-style-type: none"> 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

Task B P1	Evidence	Mark(s)
B1	<p>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.</p> <p>Do not accept 'Presentation', 'LOCAL BUSINESS' or learner name</p>	1
B2	<p>a) Telephone number (0800 015 0400) inserted in correct location on slide 1</p> <p>Email address (help@service.gov.uk) inserted in correct location on slide 1</p> <p>b) Deadline changed from July to August on slide 1</p> <p>c) Date of exam added to slide 1 in a suitable position on slide 1</p> <p>Accept any reasonable date</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>

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

Task C	Evidence	Mark(s)
C	<p>WORK EXPERIENCE FORM completed.</p> <p>Award 4 marks for accurate completion of:</p> <ul style="list-style-type: none"> • 23samsv2&dfs • Fran Fouraud • 09/06/2005 (allow 09062005) • 01632 960455 • fran@samsdfs.biz • Office • 6 (weeks) <p>Award 3 marks for accurate completion of password and three fields above.</p> <p>Award 2 marks for accurate completion of password and any one field.</p> <p>Award 1 mark for accurate completion of any two fields other than password.</p>	4
Total marks for Task C		4
Total marks for Section B		33

February 2024

For information about Pearson Qualifications, including Pearson Edexcel and BTEC visit qualifications.pearson.com

Edexcel and BTEC are registered trademarks of Pearson Education Limited

**Pearson Education Limited. Registered in England and Wales No. 872828
Registered Office: 80 Strand, London WC2R 0RL.**

VAT Reg No GB 278 537121

DB200522 DOCUMENT2.1-23/0