



Pearson

Pearson  
Entry Level

# Essential Digital Skills

Exemplar Answers



## Essential Digital Skills Qualification (EDSQ) | Entry Level

### Sample Answers for Task Assessment

This document is designed to provide an example of what learners could produce to meet the requirements of the task element of the assessment.

#### Task 1 (a)

- For this task an empty folder titled 'Day Trip' needs to be created for the learner.
- The learner needs to unlock a device and locate this folder.

#### Task 1 (b)

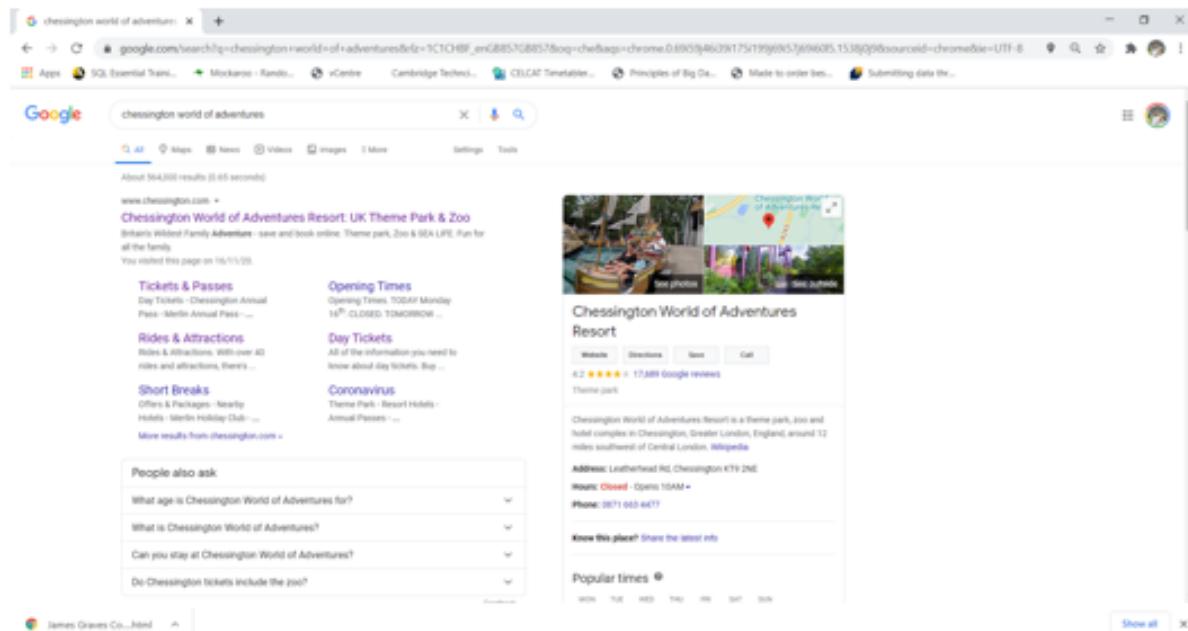
- For this task the learner needs to create a new document in a word processing application
- The learner must save the blank file with an appropriate file name within the Day Trip folder.

#### Task 1 (c)

- In this task the learners need to screenshot a search result for a theme park of their choice
- They must then add specific details about the theme park in the document.

See overleaf an example of what this could look like;

## Theme Park to visit: Chessington World of Adventures



### Address:

Leatherhead Rd,  
 Chessington  
 KT9 2NE

### Day Ticket:

£29.50 – prebooked

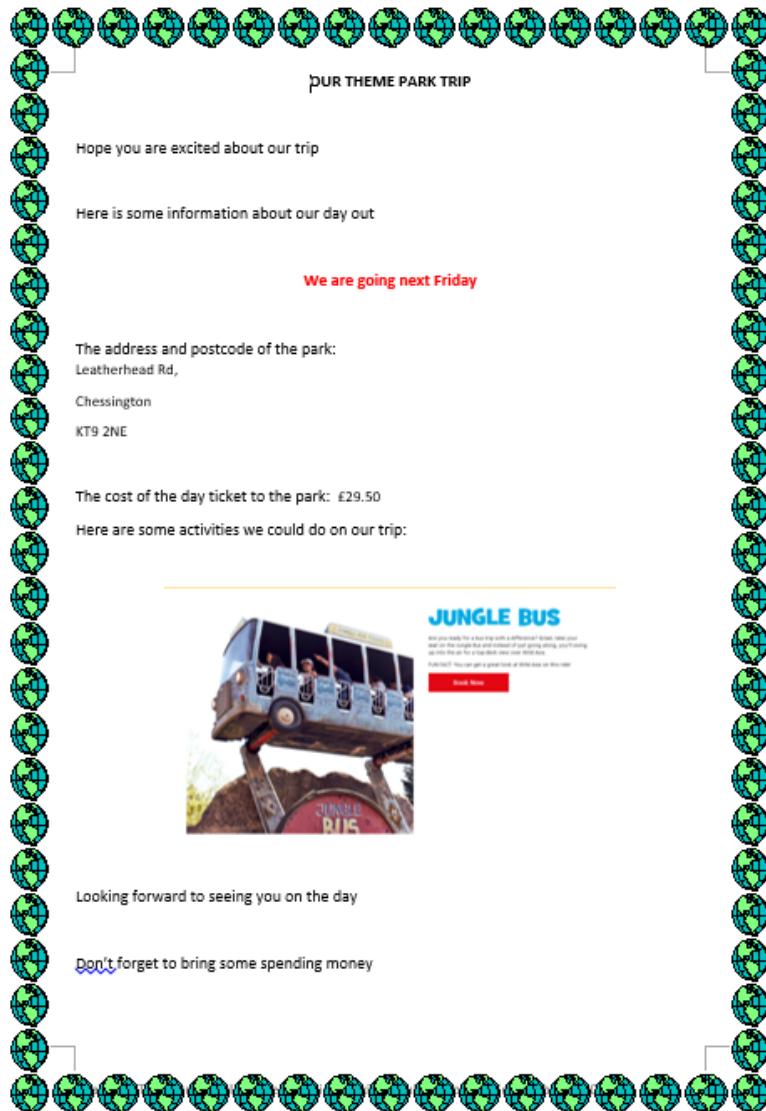
£48 – on the day

### Task 2 (a)

- Here learners need to access a file on the cloud and use a link to open the file.
- Save the file in the Day Trip folder.

### Task 2 (b) / Task 2 (c)

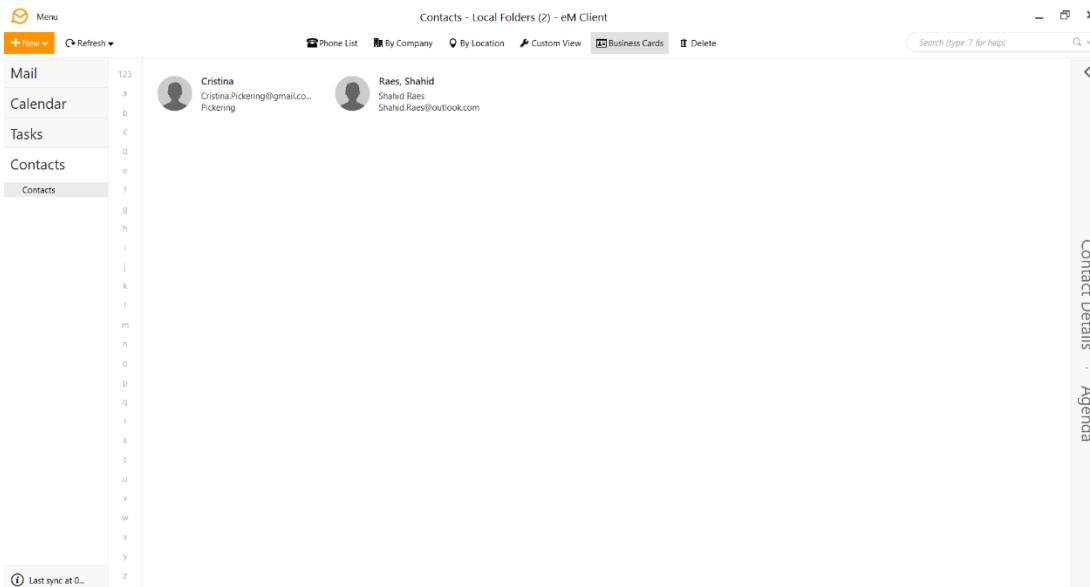
- The learners need to correct a mistake in the file and add information and images they've collated from Task 1 to create an information sheet.
- The learners must then use suitable formatting to make the information clear and easy to read. Here's an example of what this could look like;



### Task 3 (a)

- In this task learners need to demonstrate that they can use an email application to share information with their friends.

Here's an example of the contacts list they need to take a screenshot of:



### Task 3 (b)

- In this task learners need to email two of their friends and attach the information sheet with a personal message asking their friends if they want to go on the trip.

See overleaf an example of what this could look like:

✉ Menu Day Trip Out! - New Message — □ ×

Send ▾ "James [REDACTED]"

To ["Cristina" <Cristina.Pickering@gmail.com>](#) ["Shahid Raes" <Shahid.Raes@outlook.com>](#) Add Cc & Bcc

Subject Day Trip Out!

 THEME PARK TRIP Leaflet - Finished.docx (766 kB)

More ▾

Hi Cris and Shah,

I'm looking to do a trip to Chessington next week. Have a look at the attached Leaflet for it and let me know if you want to come.

James

#### Task 4

- Here a learner must complete the Ticket Purchase Form.
- Save a copy of the completed form in the Day Trip folder.



If you have any technical questions, please visit the webpage or contact the ICT Subject Advisor, Tim Brady on [TeachingICT@pearson.com](mailto:TeachingICT@pearson.com).

If you'd like to talk to us about getting started to deliver EDSQ you can contact our Sales teams; Work Based Learning Centres: [wblcentresupport@pearson.com](mailto:wblcentresupport@pearson.com)

FE Colleges: [fecentresupport@pearson.com](mailto:fecentresupport@pearson.com)