



Pearson

Pearson
Level 1

Essential Digital Skills

Exemplar Answers



Essential Digital Skills Qualification (EDSQ)

Level 1

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.

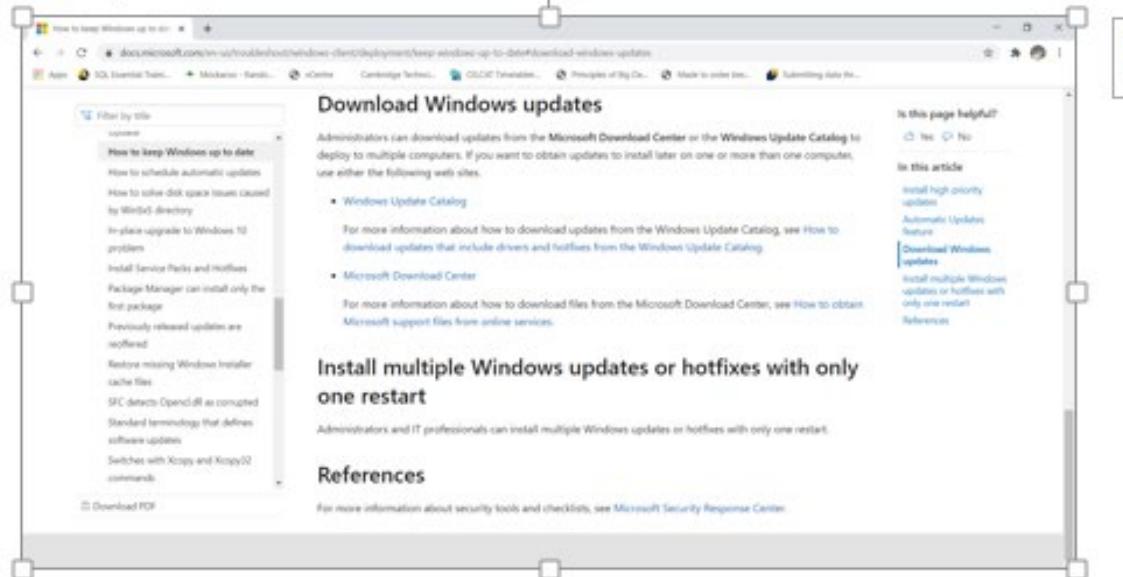
Task 1 (a)

- In this task learners are required to research how to update systems on their device.
- They need to screenshot their findings.

See overleaf, examples of what this could look like:

Jade Manzaneque - 149314

How to update



Download Windows updates

Administrators can download updates from the Microsoft Download Center or the Windows Update Catalog to deploy to multiple computers. If you want to obtain updates to install later on one or more than one computer, use either the following web sites:

- Windows Update Catalog
- Microsoft Download Center

For more information about how to download updates from the Windows Update Catalog, see [How to download updates that include drivers and hotfixes from the Windows Update Catalog](#).

For more information about how to download files from the Microsoft Download Center, see [How to obtain Microsoft support files from online services](#).

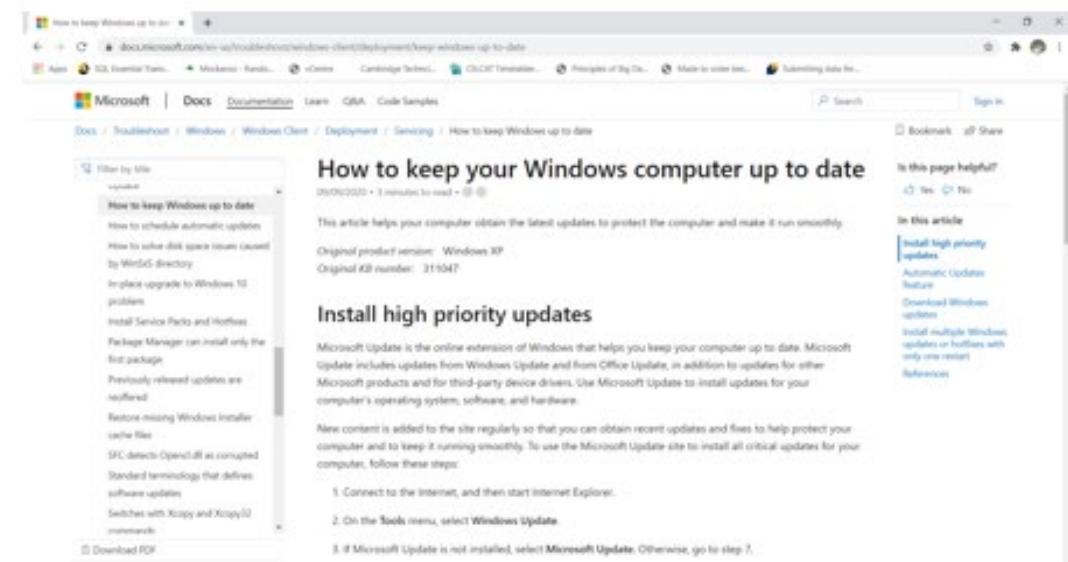
Install multiple Windows updates or hotfixes with only one restart

Administrators and IT professionals can install multiple Windows updates or hotfixes with only one restart.

References

For more information about security tools and checklists, see [Microsoft Security Response Center](#).

Operating system installed



How to keep your Windows computer up to date

05/06/2010 • 3 minutes to read • [Edit](#)

This article helps your computer obtain the latest updates to protect the computer and make it run smoothly.

Original product version: Windows XP
Original KB number: 311047

Install high priority updates

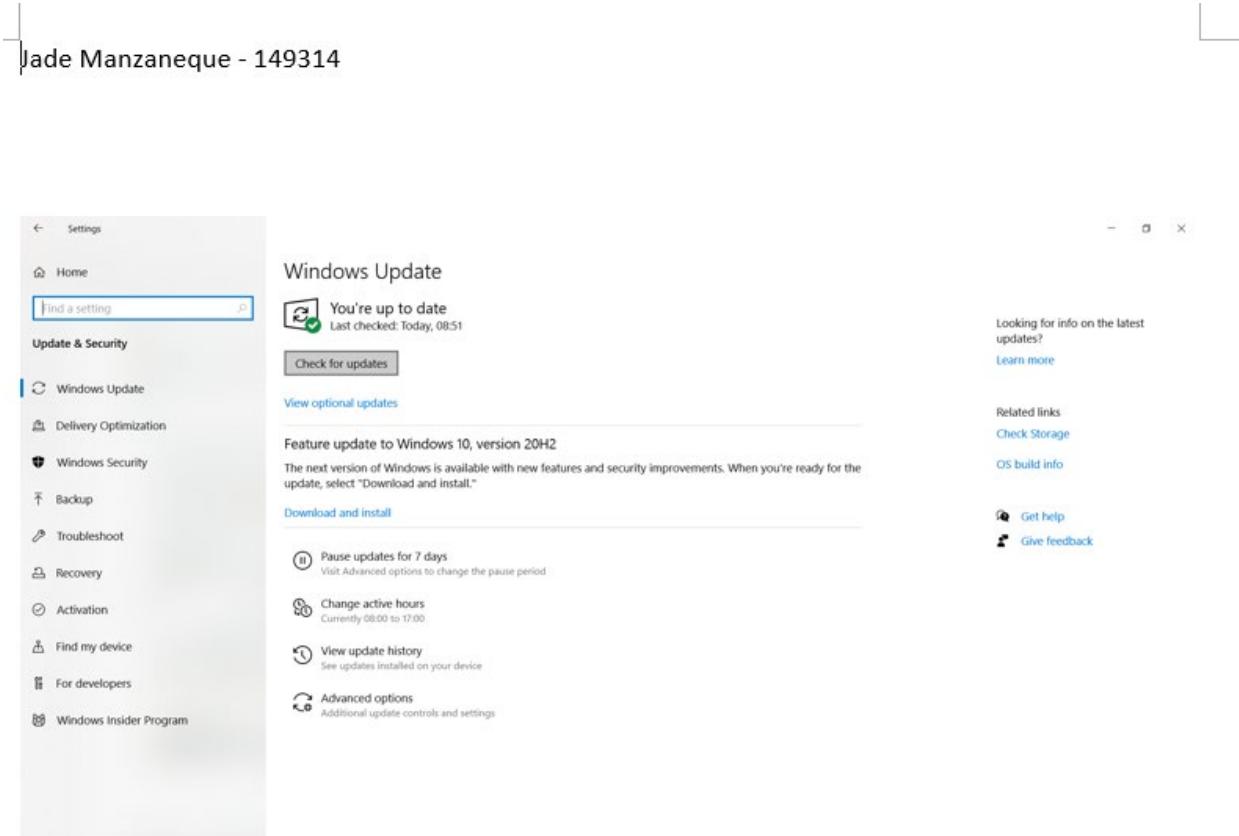
Microsoft Update is the online extension of Windows that helps you keep your computer up to date. Microsoft Update includes updates from Windows Update and from Office Update, in addition to updates for other Microsoft products and for third-party device drivers. Use Microsoft Update to install updates for your computer's operating system, software, and hardware.

New content is added to the site regularly so that you can obtain recent updates and files to help protect your computer and to keep it running smoothly. To use the Microsoft Update site to install all critical updates for your computer, follow these steps:

1. Connect to the Internet, and then start Internet Explorer.
2. On the Tools menu, select Windows Update.
3. If Microsoft Update is not installed, select Microsoft Update. Otherwise, go to step 7.

Task 1 (b)

- The learners need to check if their system is up to date, or if updates need to be installed and screenshot this as evidence. Here's an example:



Task 2 (a)

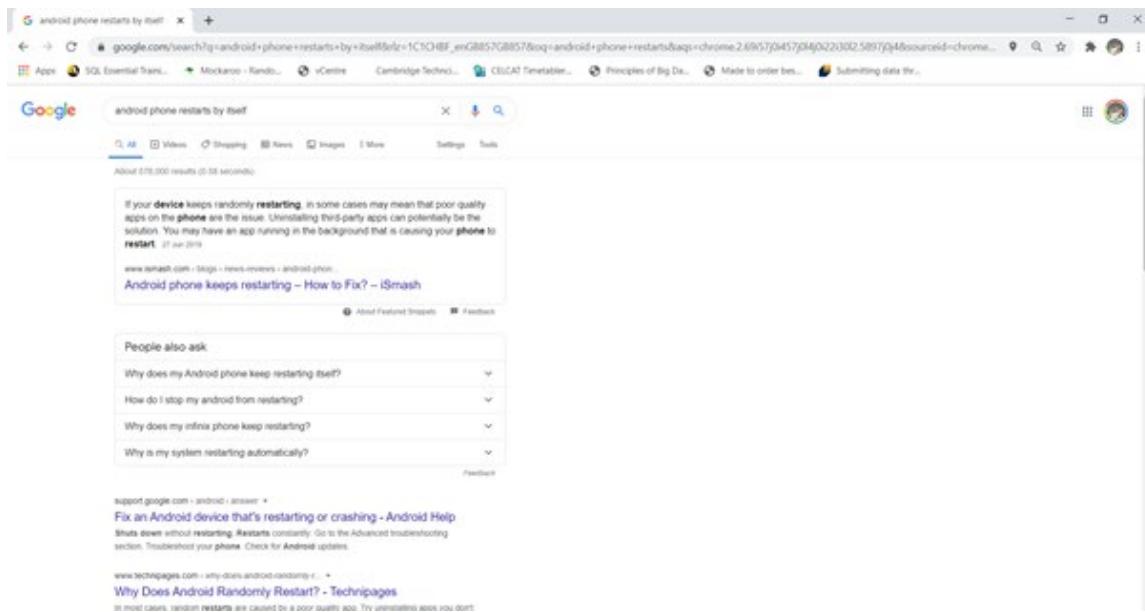
- Here a learner simply needs to create a new folder within the Task 2 folder and give it an appropriate name.

Task 2 (b)

- The learner needs to take several screenshots to help resolve a technical problem with his friend's mobile phone.

See overleaf for some examples:

Search Criteria

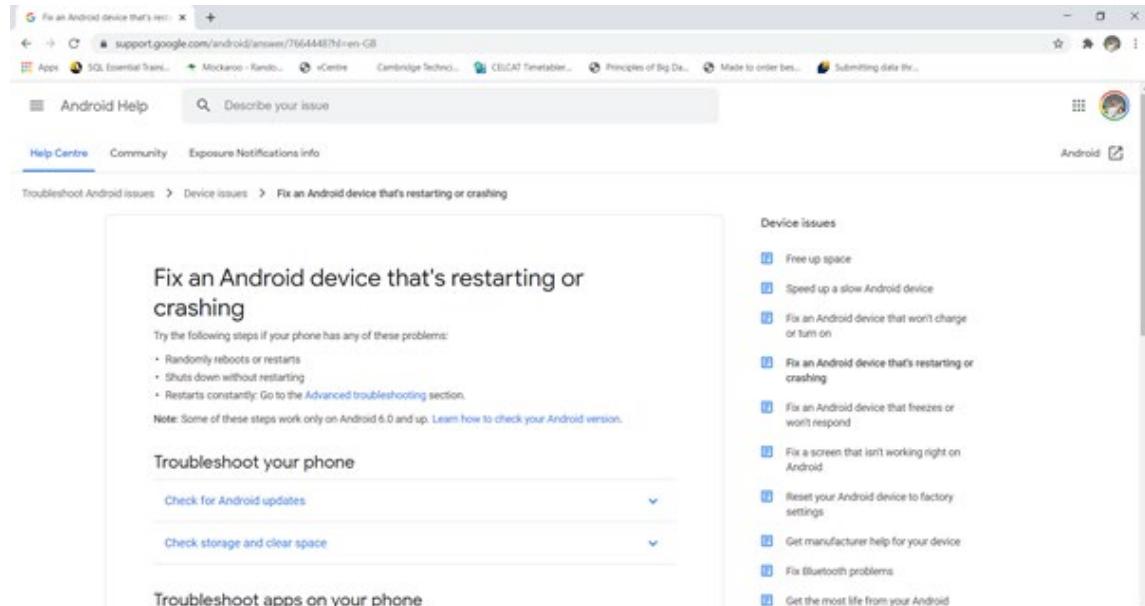


Google search results for "android phone restarts by itself".

People also ask:

- Why does my Android phone keep restarting itself?
- How do I stop my android from restarting?
- Why does my infinix phone keep restarting?
- Why is my system restarting automatically?

How to solve the problem



Fix an Android device that's restarting or crashing

Try the following steps if your phone has any of these problems:

- Randomly reboots or restarts
- Shuts down without restarting
- Restarts constantly: Go to the [Advanced troubleshooting](#) section.

Note: Some of these steps work only on Android 6.0 and up. [Learn how to check your Android version.](#)

Troubleshoot your phone

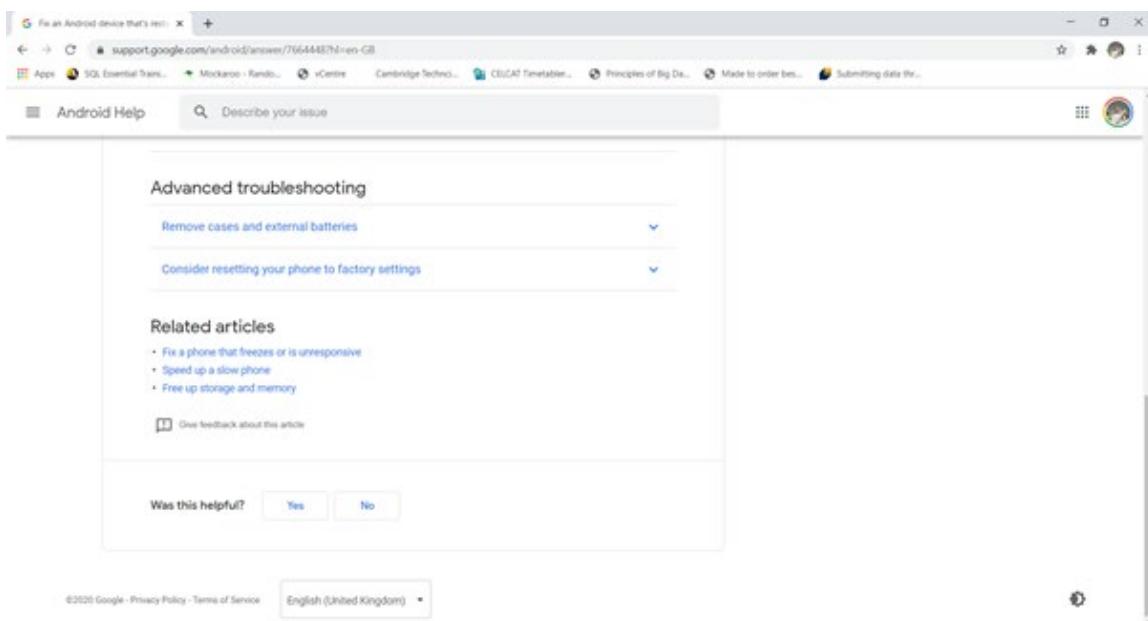
- Check for Android updates
- Check storage and clear space

Troubleshoot apps on your phone

Device issues

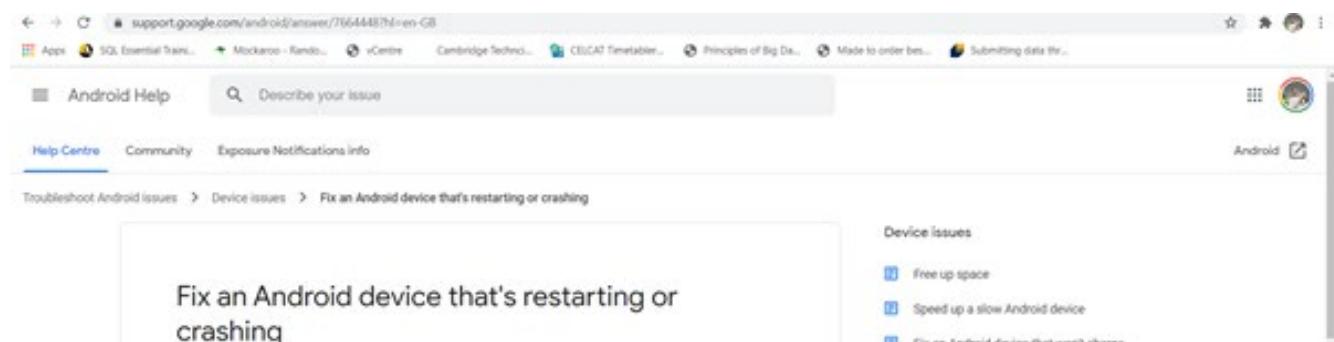
- Free up space
- Speed up a slow Android device
- Fix an Android device that won't charge or turn on
- Fix an Android device that's restarting or crashing
- Fix an Android device that freezes or won't respond
- Fix screen that isn't working right on Android
- Reset your Android device to factory settings
- Get manufacturer help for your device
- Fix Bluetooth problems
- Get the most life from your Android

Is the information up to date?



A screenshot of a web browser window. The address bar shows the URL: support.google.com/android/answer/7664448?hl=en-GB. The page content is an article titled "Fix an Android device that's restarting or crashing". The article includes sections for "Advanced troubleshooting" (with links to "Remove cases and external batteries" and "Consider resetting your phone to factory settings"), "Related articles" (with links to "Fix a phone that freezes or is unresponsive", "Speed up a slow phone", and "Free up storage and memory"), and a "Was this helpful?" poll with "Yes" and "No" buttons. At the bottom, there are links for "©2020 Google - Privacy Policy - Terms of Service" and a language selector set to "English (United Kingdom)".

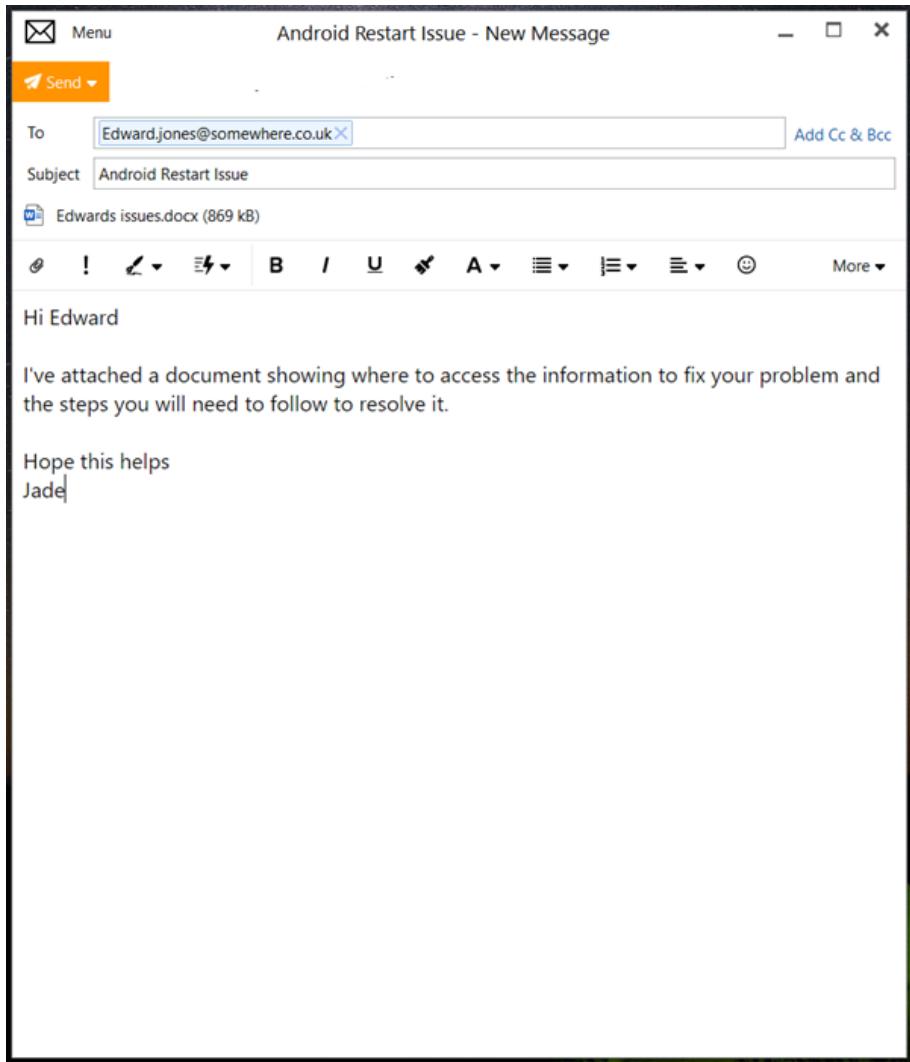
Reliable source?



A screenshot of a web browser window, similar to the one above, showing the same article about fixing an Android device that's restarting or crashing. The navigation bar at the top includes links for "Help Centre", "Community", and "Exposure Notifications info". The main content area shows the article title and sections, and the right sidebar shows the "Device issues" section with links to "Free up space", "Speed up a slow Android device", and "Fix an Android device that won't charge".

Task 2 (c)

- In this task the learner needs to send Edward an email containing the information you've collated in an attachment.
- The learner then needs to open the document titled Communication Method in the Task 2 folder and complete the table provided.



EDSQ Task 2 Communication method

You have sent an email to Edward to tell him you have completed the work and attached the information you found.

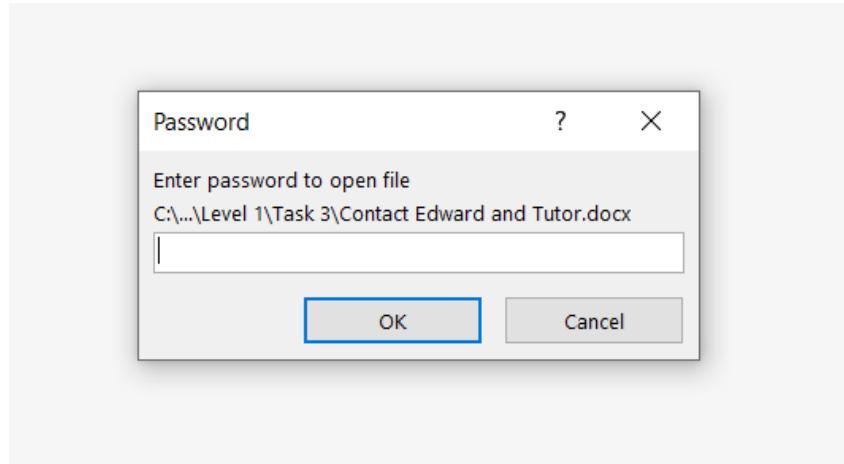
You need to contact your tutor to tell them you have sent Edward an email.

Complete the table:

Give one appropriate online communication method (other than email) you can use to contact your tutor.	Online communication method (other than email): Message through Microsoft Teams
Provide a justification of the communication method you have chosen.	Justification: Email is the best way as I can request a read receipt so I know its been received by my tutor.

Task 3 (a)

- In this task the learner needs to use a password function to protect the data in the file. The file should open to the password provided in the Sample Assessment Materials.



Once opened the content should look like this:

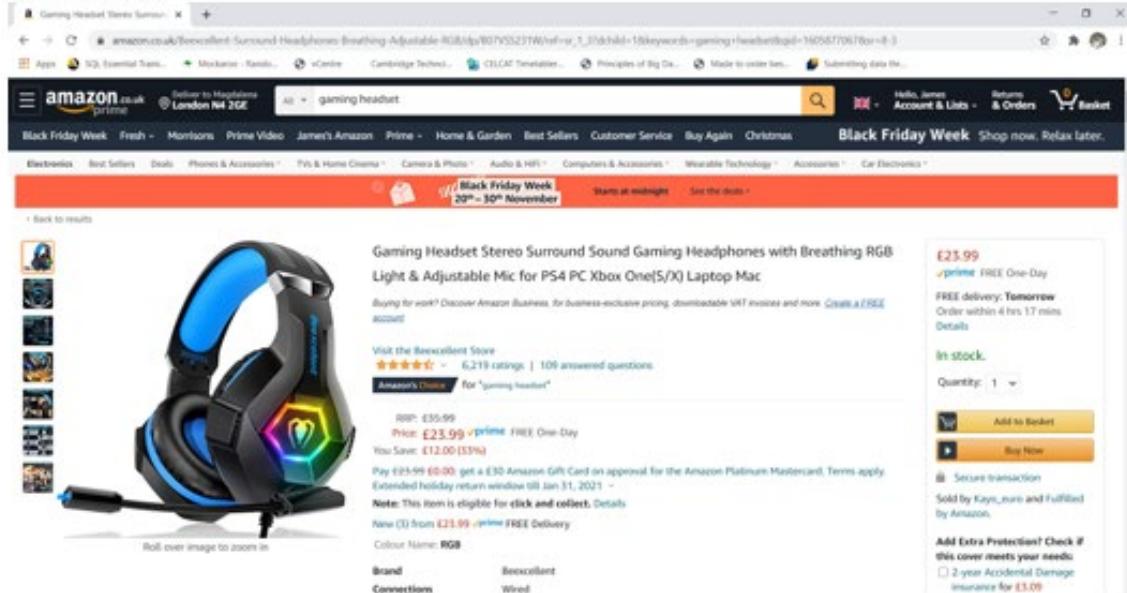
Personal Details	
Name	Mr Edward Jones
Address	21 Kenddell Street SHEERSB LE54 2LX
Date of birth	29 November 1966
Email address	Edward.jones@somewhere.co.uk

Details of Tutor	
Name	Magdalena Neal
Email address	m.neal@lincscollege.co.uk

Task 4 (a)

- The learner needs to find information about headsets using different websites and take screenshots of the information they find. These could look like this:

Screenshot 1



Gaming Headset Stereo Surround Sound Gaming Headphones with Breathing RGB Light & Adjustable Mic for PS4 PC Xbox One(S/X) Laptop Mac

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Visit the Beexcellent Store

★★★★★ - 6,219 ratings | 109 answered questions

Amazon's Choice for "gaming headset"

RRP: £35.99 Deal Price: £23.99 FREE One-Day
You Save: £12.00 (33%)

Pay £25.99 £0.00: get a £30 Amazon Gift Card on approval for the Amazon Platinum Mastercard. Terms apply.

Extended holiday return window till Jan 31, 2021

Note: This item is eligible for [click and collect](#). Details

New (1) from £23.99 FREE Delivery

Colour Name: RGB

Brand: Beexcellent
Connections: Wired

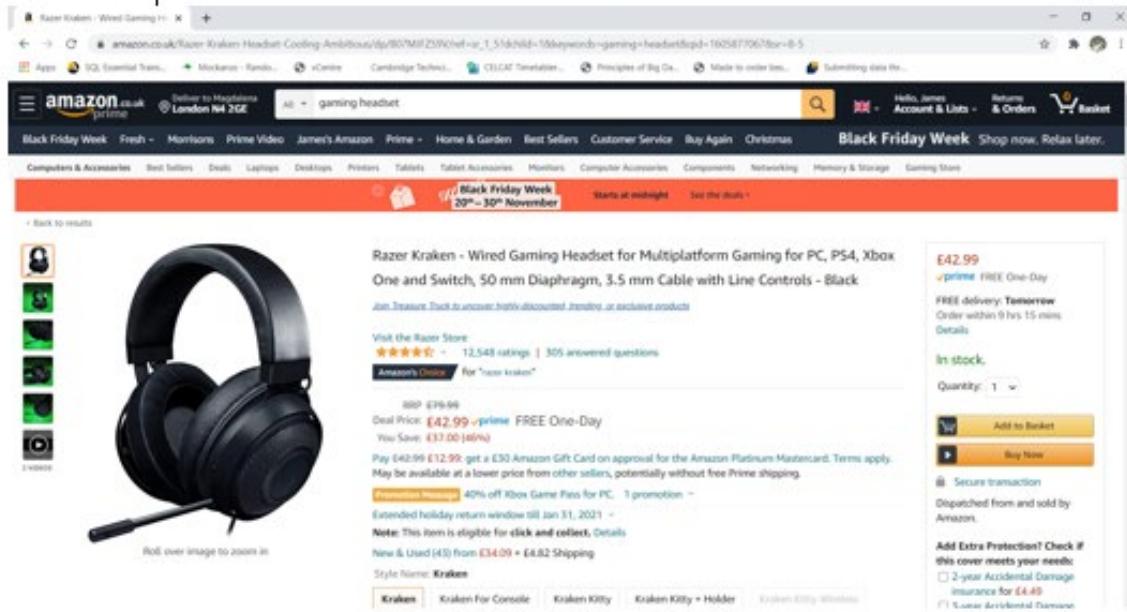
£23.99
 FREE One-Day
FREE delivery: Tomorrow
Order within 4 hrs 17 mins
[Details](#)

In stock.
Quantity: 1

Sold by [Beexcellent](#) and Fulfilled by Amazon.

Add Extra Protection? Check if this cover meets your needs:
 2-year Accidental Damage insurance for £3.09

Screenshot 2



Razer Kraken - Wired Gaming Headset for Multiplatform Gaming for PC, PS4, Xbox One and Switch, 50 mm Diaphragm, 3.5 mm Cable with Line Controls - Black

Join [Treasure Hunt](#) to uncover truly discounted, limited or exclusive products

Visit the Razer Store

★★★★★ - 12,548 ratings | 305 answered questions

Amazon's Choice for "razer kraken"

RRP: £79.99 Deal Price: £42.99 FREE One-Day
You Save: £37.00 (46%)

Pay £42.99 £12.99: get a £30 Amazon Gift Card on approval for the Amazon Platinum Mastercard. Terms apply.

May be available at a lower price from other sellers, potentially without free Prime shipping.

40% off Xbox Game Pass for PC. 1 promotion -

Extended holiday return window till Jan 31, 2021

Note: This item is eligible for [click and collect](#). Details

New & Used (43) from £34.09 + £4.82 Shipping

Style Name: Kraken

[Kraken](#) [Kraken For Console](#) [Kraken Kitty](#) [Kraken Kitty + Holder](#) [Kraken Kitty Wireless](#)

£42.99
 FREE One-Day
FREE delivery: Tomorrow
Order within 9 hrs 15 mins
[Details](#)

In stock.
Quantity: 1

Dispatched from and sold by [Amazon](#).

Add Extra Protection? Check if this cover meets your needs:
 2-year Accidental Damage insurance for £4.49
£1.00 Accidental Damage

Task 4 (b)

- In this task the learner has to recommend a headset. The answer should be brief (1 or 2 sentences) and could look like this:

Headset recommended

Headset 2 – Razor Kraken

Reason for your choice

The headset has more features, has good reviews, and is better rated overall.

Task 5 (a)

- In this task the learner must do some calculations and produce a chart using a spreadsheet. They must copy the information provided into a spreadsheet and format the cells.

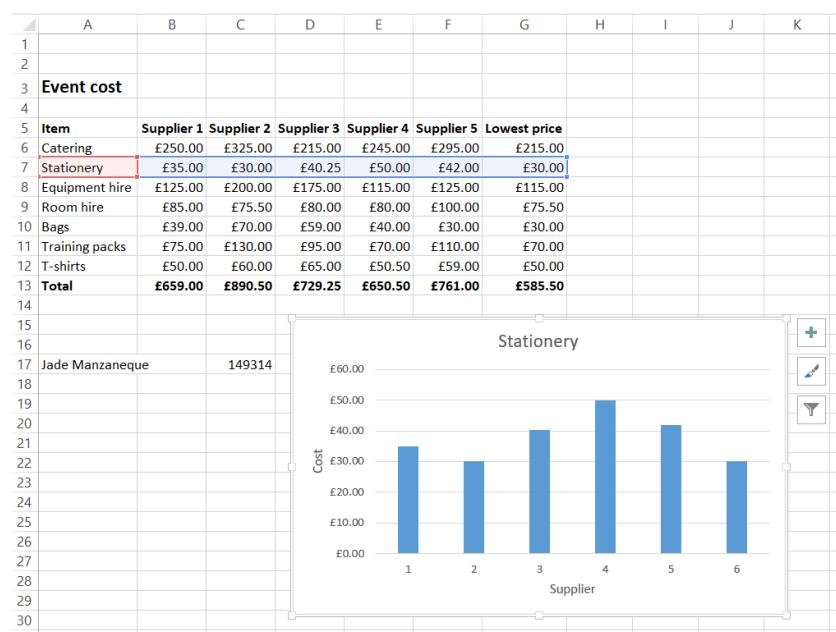
Task 5 (b)

In this task learners need to use functions to make calculations in the spreadsheet.

Task 5 (c)

Here the learners must create a bar chart based on the data.

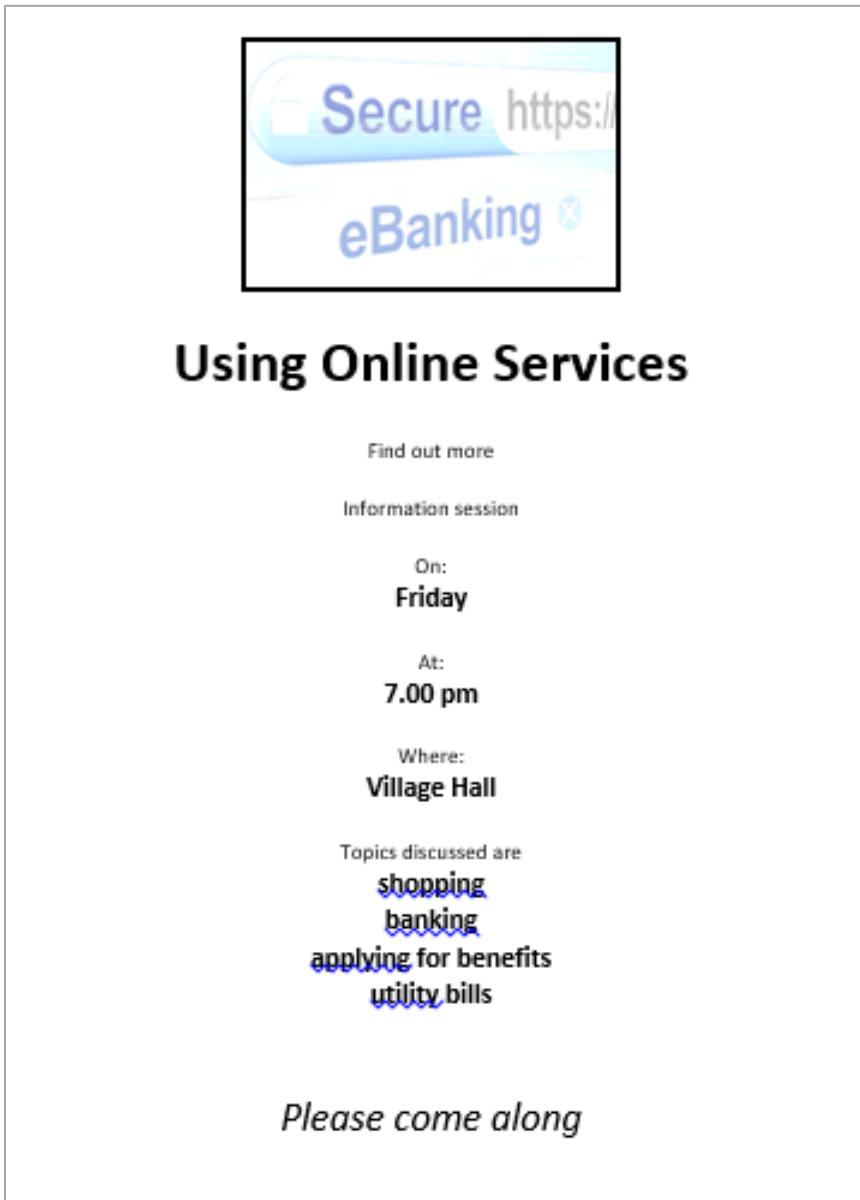
The below example captures 5a, 5b and 5c:



Task 6

- In this final task the learner must insert and edit and format the layout and contents of a poster.

Below is an example of what this could look like:



The poster template features a blue header bar with the text 'Secure https:// eBanking' and a small bank icon. Below this is a large bold title 'Using Online Services'. The main content area contains the following information:

Find out more
Information session
On:
Friday
At:
7.00 pm
Where:
Village Hall

Topics discussed are
shopping
banking
applying for benefits
utility bills

Please come along



If you have any technical questions, please visit the webpage or contact the ICT Subject Advisor, Tim Bradyon
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
FE Colleges: fecentresupport@pearson.com