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.
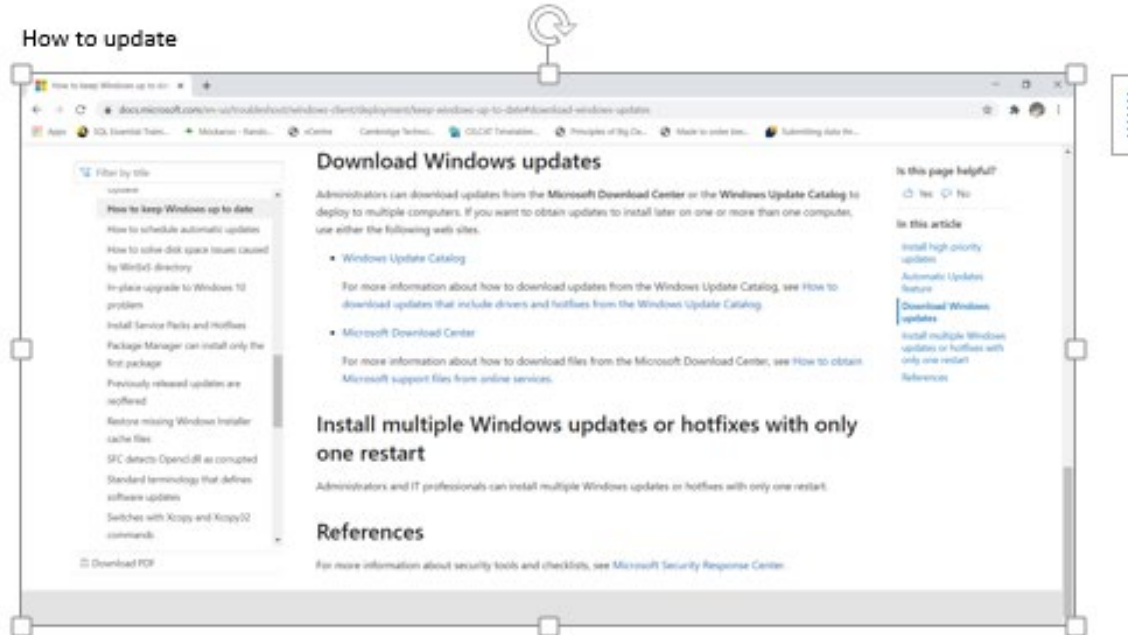
**Task 1 (a)**

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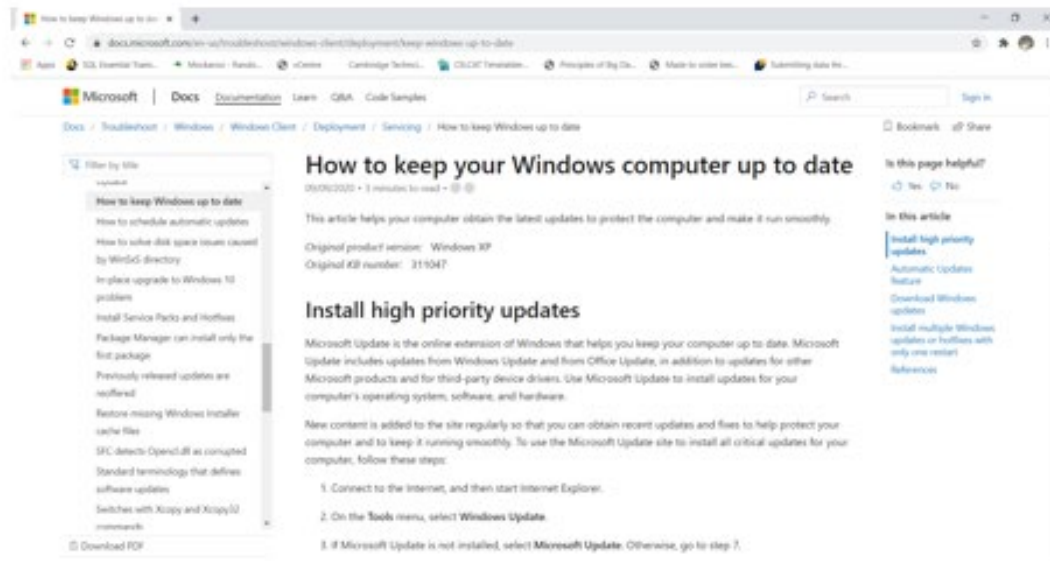- They need to screenshot their findings.

See overleaf, examples of what this could look like:

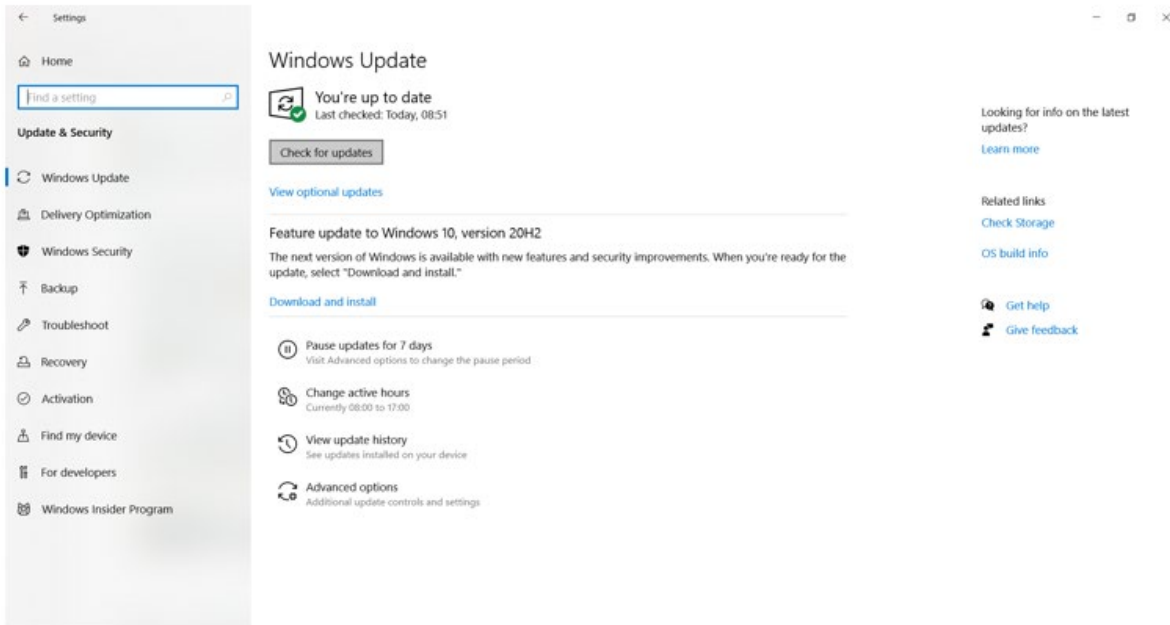Jade Manzaneque - 149314

## How to update



## Operating system installed

**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:

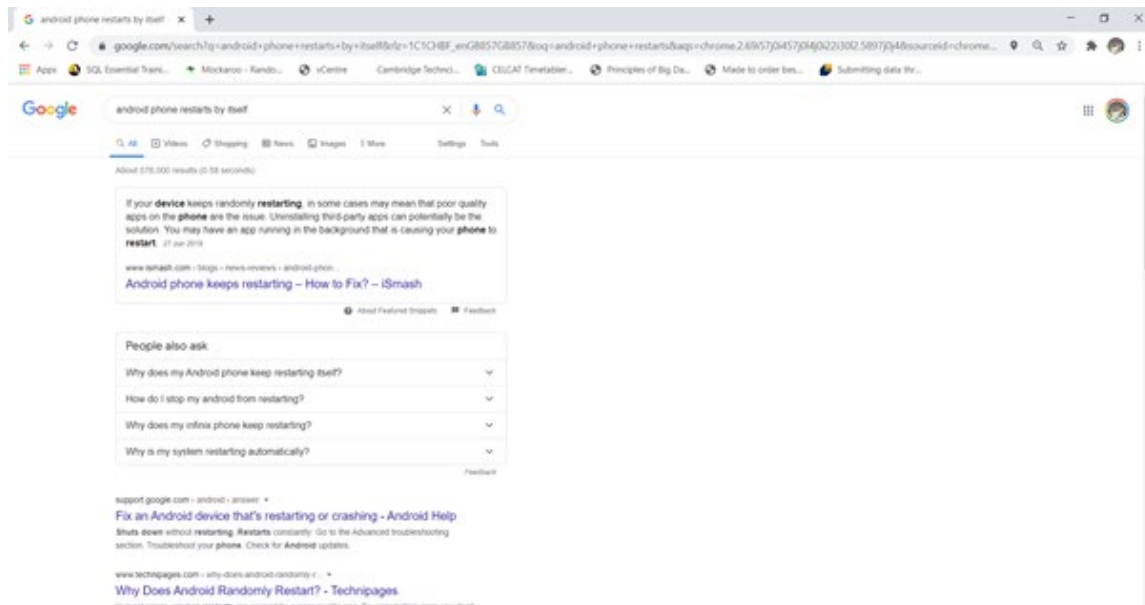Jade Manzaneque - 149314



**Task 2 (a)**

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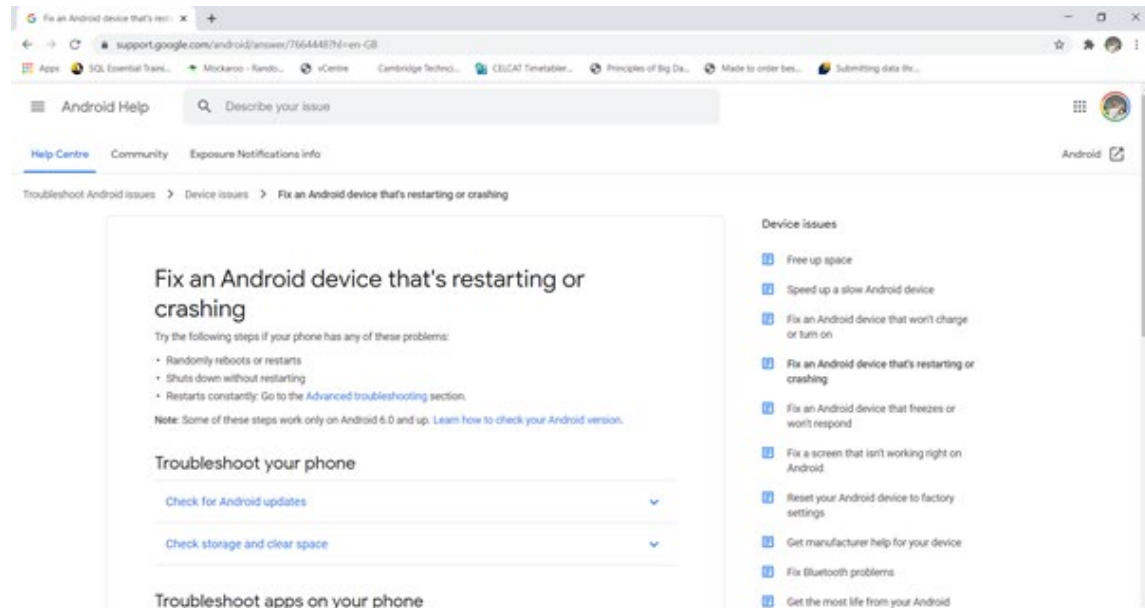
**Task 2 (b)**

- The learner needs to take several screenshots to help resolve a technical problem with his friend's mobile phone.
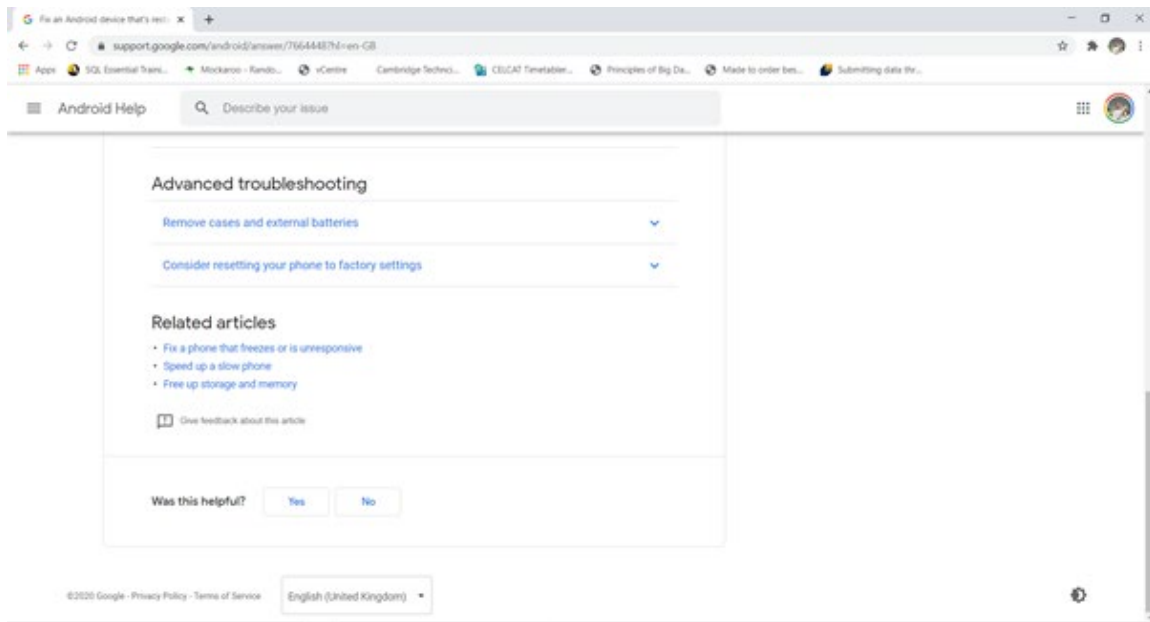
See overleaf for some examples:
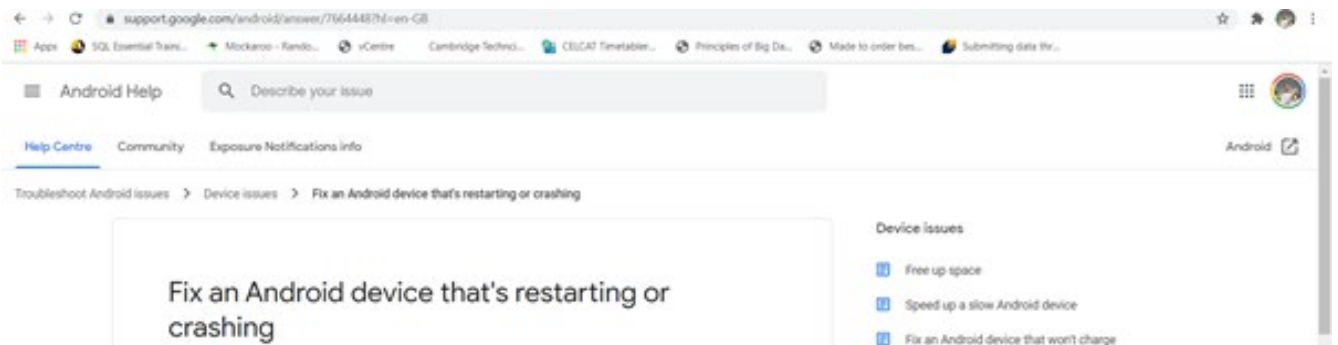
Search Criteria



How to solve the problem
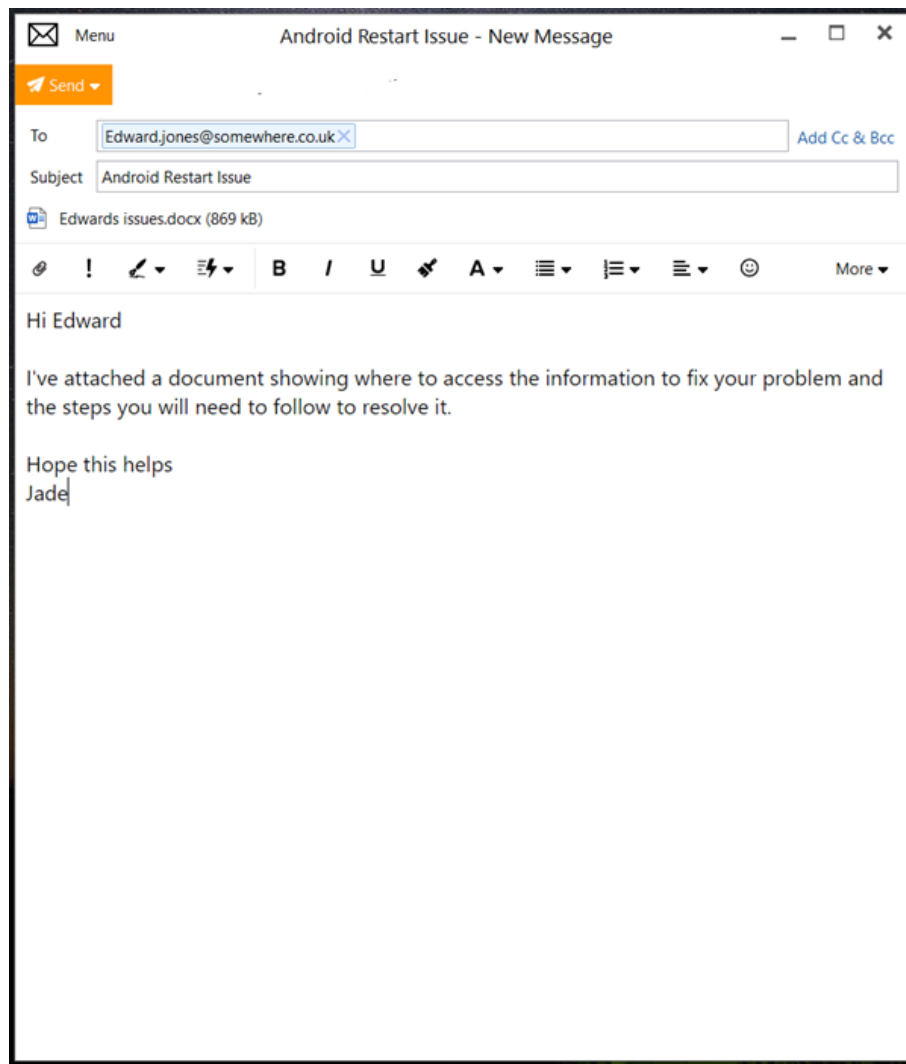
Is the information up to date?



Reliable source?

**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**

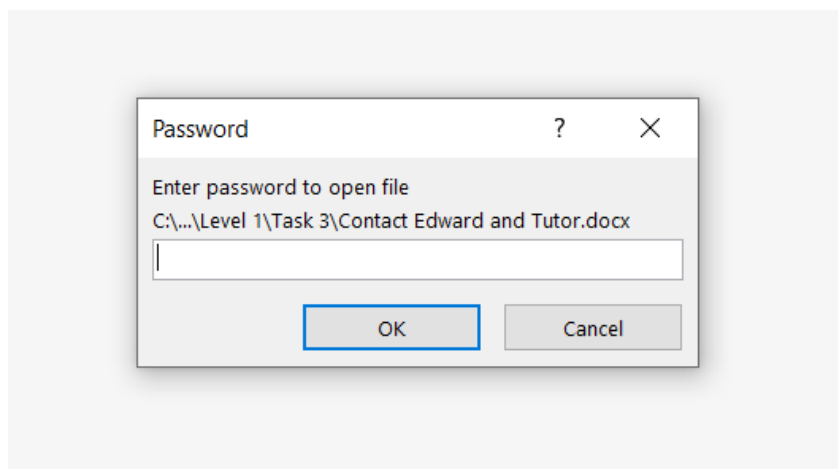You have sent an email to Edward to tell him you have completed the work and attached the information you found.

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):<br><br>Message through Microsoft Teams |
| Provide a justification of the communication method you have chosen. | **Justification**:<br><br>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<br>SHEERSB<br>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**



**Screenshot 2**

**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.
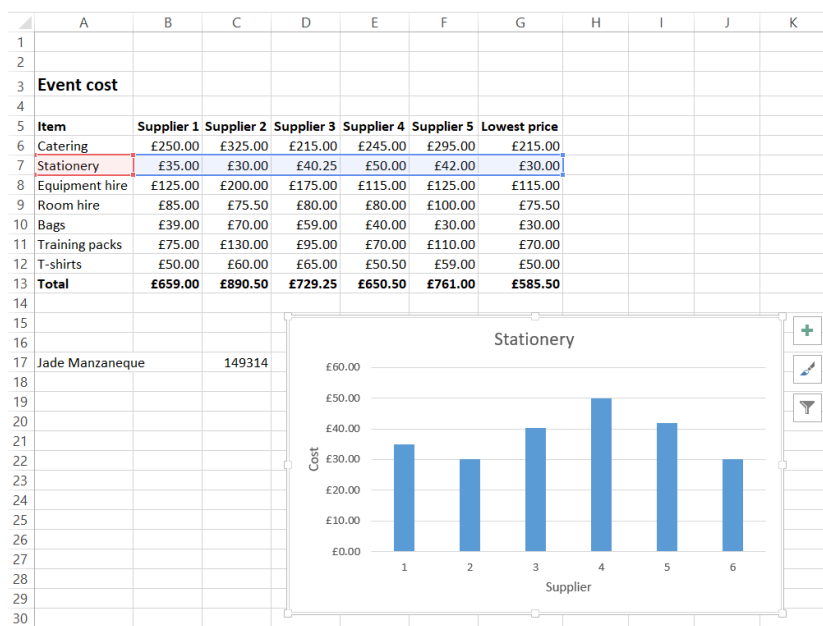
**Task 5 (b)**

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:

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