

## Mark Scheme and Assessment Record

### Essential Digital Skills at Entry - Controlled Task Assessment Criteria

Task title/topic: THEME PARK TRIP

|   |                      |
|---|----------------------|
| <b>Learner Name</b>                         | James Graves         |
| <b>Learner Unique Identification Number</b> | 10012378             |
| <b>Centre Name</b>                          | Lincolnshire College |
| <b>Centre Number</b>                        | 11034                |

| <b>Evidence</b>  | <b>Marks available</b> | <b>Control Task Marks</b> |
|--|------------------------|---------------------------|
| <b>Task 1</b>  |                        |                           |
| <p>a)</p> <ul style="list-style-type: none"> <li>● Password used independently to access their assessment user area (1)</li> </ul> <p><b>Note: Do not award if support has been given.</b></p>   | 1                      | 1                         |
| <p>b)</p> <ul style="list-style-type: none"> <li>● New file created using word processing software (1)</li> <li>● File has a suitable filename, e.g. 'day trip'(1)</li> <li>● File saved in correct location in the <b>DAY TRIP</b> folder (1)</li> </ul>  | 3                      | 3                         |
| <p>c)</p> <ul style="list-style-type: none"> <li>● Screenshot shows search engine, criteria and results (1)</li> <li>● The name, address and postcode of the chosen theme park (1)</li> <li>● The cost of a day ticket to the theme park (1)</li> <li>● One image, captured and saved (1)</li> <li>● Information entered and stored in file (1)</li> </ul> | 5                      | 5                         |

| Evidence   | Marks available | Control Task Marks |
|--|-----------------|--------------------|
| <b>Task 2</b>  |                 |                    |
| a) <ul style="list-style-type: none"> <li>● File retrieved from Cloud storage (1)</li> <li>● Retrieved file saved with an appropriate name in the <b>DAY TRIP</b> folder eg <b>Lego land trip</b>. (1)</li> </ul>  | 2               | 2                  |
| b) <ul style="list-style-type: none"> <li>● Theme park information retrieved (1)</li> <li>● File <b>edited</b> to <b>delete</b> repeated word (1)</li> <li>● Required information is entered in suitable locations:               <ul style="list-style-type: none"> <li>○ the name, address <b>and</b> postcode (1)</li> <li>○ the cost of the day ticket (1)</li> </ul> <p><b>Note: Award one mark only if information entered but not in correct locations.</b></p> </li> <li>● Image inserted (1)</li> </ul> | 5               | 5                  |
| c) <ul style="list-style-type: none"> <li>● title centred (1)</li> <li>● ticket cost shows £ with two decimal places (1)</li> <li>● page border added (1)</li> <li>● <b>image in suitable position, eg with relevant text and not overlapping other text within the file</b> (1)</li> <li>● <b>two other effective formatting features added that enhance the document eg underline, bold, colour, different fonts etc</b> (2)</li> </ul>  | 6               | 6                  |

| Evidence  | Marks available | Control Task Marks |
|---|-----------------|--------------------|
| <b>Task 3</b>   |                 |                    |
| a)<br>At least <b>two</b> contacts added to <b>learner's</b> email software   | 1               | 1                  |
| b)<br><b>Email sent shows:</b> <ul style="list-style-type: none"> <li>● two email addresses (1)</li> <li>● information sheet attached (1)</li> <li>● suitable message included (1)</li> </ul> | 3               | 3                  |

| Evidence  | Marks available | Control Task Marks             |
|---|-----------------|--------------------------------|
| <b>Task 4</b>   |                 |                                |
| <b>TICKET PURCHASE FORM</b> completed.<br><br>For <b>accurate</b> completion of: <ul style="list-style-type: none"> <li>● Ticket number, date of visit and not saving card details (1)</li> <li>● Filling card details:               <ul style="list-style-type: none"> <li>○ Card type, expiry date and CVV (1)</li> <li>○ Card number (1)</li> </ul> </li> <li>● Verification check completed (1)</li> </ul> | 4               | 3<br><br>Card number incorrect |

| Assessment Summary: Controlled Task   | Marks Available | Marks Awarded |
|---------------------------------------|-----------------|---------------|
| 1.                                    | 9               | 9             |
| 2.                                    | 13              | 13            |
| 3.                                    | 4               | 4             |
| 4.                                    | 4               | 3             |
| <b>Total Mark for Controlled Task</b> | <b>30</b>       | 29            |

| Quality Assurance: Controlled Task   |                  |                  |
|--|------------------|------------------|
| <b>Assessor:</b>   |                  |                  |
| Name: Alberto Lawrence   |                  |                  |
| Signature:   | <i>ALawrence</i> | Date: 20/11/20   |
| Internal Verifier:   |                  |                  |
| <b>Feedback:</b>   |                  |                  |
| Good evidence of marking and allowing the naming convention to stand, clearly identified the mistake of the card number. |                  |                  |
| Name: Ginny Kowalski   |                  |                  |
| Signature:   | <i>GKowalski</i> | Date: 22/11/2020 |

## Observation Record

Date 14/11/20

### Notes and Guidance:

- This part of the assessment must take no longer than 20 minutes to complete.
- All elements should be attempted by the learner.
- **The instruction to learner is below. The assessor can change the wording to suit the learner but must not tell them how to do it or change the task.**

| Number | Observation   | Evidence  | Mark                    |
|--------|---|---|-------------------------|
| O1     | <p><b><i>Instruction to Learner</i></b></p> <p><i>‘Locate and install an app that will help you during the planned trip.</i></p> <p><i>Select and apply two systems settings, one of which must be for accessibility, in the app.’</i></p> <p><b>Assessor:</b></p> <p>The learner <b>locates</b> and installs an app that is relevant to the context. For example: the theme park app, maps, bus timetable.</p> <p>The learner applies system settings. For example: ‘allow access to camera’; ‘allow access to location’; accessibility (magnifier, spoken content, audio descriptions; language).</p> | <p>Learner successfully:</p> <ul style="list-style-type: none"> <li>• <b>locates</b> app (1)</li> <li>• installs app (1)</li> </ul> <p>Learner applies <b>two</b> relevant settings, <b>one of which must</b> be an accessibility setting:</p> <p>Setting 1 - <b>accessibility</b> (1):</p> <p>Setting 2 (1):</p> | <p>2 /2</p> <p>1 /2</p> |
| O2     | <p>Communicating:</p> <p><b><i>Instruction to Learner</i></b></p> <p><i>‘Choose a suitable application for a video call to make contact with the</i></p>  |   |                         |

| Number | Observation   | Evidence  | Mark |
|--------|---|---|------|
|        | <p><i>person whose number you have been given by your assessor.</i></p> <p><i>Your video call must last for at least thirty seconds and what you say must be relevant to the trip.'</i></p> <p><b>Assessor:</b></p> <p>The learner is observed initiating and taking part in a video call using the device provided which has a contact set up for this purpose. <b>The learner makes a valid contribution with reference to the trip and the call lasts at least thirty seconds.</b></p> | <p>Learner successfully:</p> <ul style="list-style-type: none"> <li>● Initiates call (1)</li> <li>● Participates in call (1)</li> </ul> | 2 /2 |

| Assessment Summary: Observation       | Marks Available | Marks Awarded |
|---------------------------------------|-----------------|---------------|
| O1                                    | 4               | 3             |
| O2                                    | 2               | 2             |
| <b>Total Mark for Controlled Task</b> | 6               | 5             |

|                                       |                  |                |
|---------------------------------------|------------------|----------------|
| <b>Quality Assurance: Observation</b> |                  |                |
| <b>Assessor:</b>                      |                  |                |
| Name: Alberto Lawrence                |                  |                |
| Signature:                            | <i>ALawrence</i> | Date: 14/11/20 |
| <b>Internal Verifier:</b>             |                  |                |
| <b>Feedback:</b>                      |                  |                |
| Name: Ginny Kowalski                  |                  |                |
| Signature:                            | <i>GKowalski</i> | Date: 15/11/20 |

| Total Marks for Assessment | Controlled Task | Observation | Question Paper | Overall Total |
|----------------------------|-----------------|-------------|----------------|---------------|
|                            | 29 /30          | 5 /6        | 6 /6           | 40 /42        |