

## Mark Scheme and Assessment Record

### Essential Digital Skills Level 1 - Controlled Task Assessment Criteria

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<b>Learner Unique Identification Number</b>	149314
<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> <p>Screenshot identifying the learning resource used and <b>the resource is relevant to the operating system</b></p> <ul style="list-style-type: none"> <li>• within the operating system of the computer</li> <li>• electronic guides or notes provided during the course</li> <li>• tutorials</li> <li>• advice forums</li> <li>• blogs</li> </ul> <p>any other suitable resource. (1)</p> <p>Screenshot of the method to be used to check that the operating system is up to date (1)</p>	2	2
<p>b)</p> <ul style="list-style-type: none"> <li>• Screenshot of checking system is up to date showing system status</li> </ul> <p>(the system is up to date OR updates are available) (1)</p>	1	1

Evidence	Marks available	Control Task Marks
<b>Task 2</b>		
<p>a)</p> <ul style="list-style-type: none"> <li>• New folder created within Task 2 folder creating a hierarchy (1)</li> </ul> <p><b>Do not award mark if the new folder is not in Task 2 folder</b></p> <ul style="list-style-type: none"> <li>• New folder has meaningful folder name, smartphone, restart, phone, Edward, or has a link to scenario (1)</li> </ul> <p><b>Do not award mark if folder name is not related to the contents of the folder</b></p>	2	2
<p>b)</p> <ul style="list-style-type: none"> <li>• Screenshot of appropriate initial search criteria, use of key words such as android phone restarting, smartphone restart problem, use quotation marks and removal of unhelpful words(1)</li> <li>• The screenshot shows a method of fixing or solving the problem Information found is likely to be a solution to phone restarting. (1)</li> <li>• Evidence appears to be current e.g. date on web page, up to date relevant phrase(s) or keyword(s) seen on web page (1)</li> <li>• Information appears to be reliable e.g. established organisation/website, evidence of expertise, not biased, author details present, not a commercial website, accurate spelling (1)</li> <li>• File saved <b>with a suitable filename e.g. phone problem, phone restarting, android issue</b> (1)</li> </ul>	5	5
<p>c)</p> <ul style="list-style-type: none"> <li>• Correct contact details for Edward and message sent (1)</li> <li>• The message subject line meaningful <b>and appropriate</b> e.g. <b>Edward's phone problem</b> (1)</li> <li>• File attached to email (1)</li> <li>• Netiquette applied to <b>the</b> email message, message not in capitals, language is specific to the person <b>and appropriate the task and circumstances</b> (1)</li> </ul>	6	6

<ul style="list-style-type: none"> <li>Appropriate online communication method identified other than email in the table provided e.g. text message, instant message, private message on social media (1)</li> <li>Justified reason for the method identified (1)</li> </ul>		
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Evidence	Marks available	Control Task Marks
<b>Task 3</b>		
a) <ul style="list-style-type: none"> <li>A password has been applied to the contact details file (1)</li> <li>Correct password SampleEDS% used (1)</li> </ul>	2	2
<b>Task 4</b>		
a) <p style="color: red;">Evidence shows:</p> <ul style="list-style-type: none"> <li>Both headsets shown are within budget (£50) (1)</li> <li>Both headsets shown include a microphone (1)</li> <li>Both headsets display a review/score (1)</li> </ul> <p style="color: red;">If the learner gets 3 marks but the two headsets are <b>not</b> from different websites, only 1 mark can be awarded.</p> <p style="color: red;">If the learner gets 2 marks or less but the two headsets are <b>not</b> from different websites, no marks can be awarded.</p>	3	1
b) <p style="color: red;">Document shows:</p> <ul style="list-style-type: none"> <li>Reason given is relevant to the criteria provided by Edward (1)</li> </ul>	1	1

Evidence	Marks available	Control Task Marks
<b>Task 5</b>		
<p>a)</p> <p>Evidence shows:</p> <ul style="list-style-type: none"> <li>• Data copied into spreadsheet (ignore title) (1)</li> <li>• Format values to currency with two decimal places (1)</li> </ul>	2	2
<p>b)</p> <p>Evidence shows:</p> <ul style="list-style-type: none"> <li>• Effective function used for cheapest price, for any row, that can be replicated e.g. =MIN(B4:F4), =MIN(B7:F7) (1)</li> <li>• Effective function used for total, for any column, that can be replicated =SUM(B4:B8) Accept =D4+D5+D6+D7+D8 (1)</li> <li>• Function for Cheapest price or Total replicated (1)</li> </ul>	3	3
<p>c)</p> <p>Evidence shows:</p> <ul style="list-style-type: none"> <li>• Bar chart or column chart produced displaying only Stationery data for Supplier 1- Supplier 5 (no blank bars displayed) (1)</li> <li>• Chart title e.g Stationery costs (1)</li> <li>• Axes titles relate to the chart (ignore spelling) e.g. Cost, Supplier (1)</li> </ul> <p>Ignore Legend</p>	3	3

Evidence	Marks available	Control task Marks
<b>Task 6</b>		
<p>a) Evidence shows:</p> <ul style="list-style-type: none"> <li>Insert the image in a suitable location, does not obscure text, does not split list (1)</li> </ul>	1	1
<p>b)</p> <ul style="list-style-type: none"> <li>Image has been made smaller and brighter than original image and still legible (1)</li> </ul>	1	1
<p>c)</p> <ul style="list-style-type: none"> <li>A caption has been added in a position and size to enhance the image e.g. in line with the top or bottom and can easily be read by the audience (1)</li> </ul>	1	
<p>d)</p> <ul style="list-style-type: none"> <li>Border placed around the document, does not obscure image or text (1)</li> </ul>	1	1
<p>e)</p> <p>Evidence shows that the layout is appropriate for poster e.g.</p> <ul style="list-style-type: none"> <li>font size differentiates between the hierarchy of information on the page</li> <li>good use of white space</li> <li>document is balanced and appropriate for the audience. (2)</li> </ul>	2	2

<b>Assessment Summary: Controlled Task</b>	<b>Marks Available</b>	<b>Marks Awarded</b>
1.	3	3
2.	13	13
3.	2	2
4.	4	2
5.	8	8
6.	6	5
<b>Total Mark for Controlled Task</b>	<b>36</b>	33

**Quality Assurance: Controlled Task****Assessor:**

Name: Julia Jepson

Signature:



Date: 16/11/20

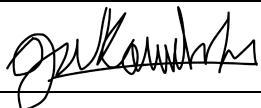
**Internal Verifier:****Feedback:**

Julia this was clearly marked, and well done for identifying that the student had used Amazon twice and not put a caption on the picture.

In future can you put a zero rather than leave a mark blank where it wasn't achieved.

Name: Ginny Kowalski

Signature:



Date: 17/11/20

<b>Total Marks for Assessment</b>	<b>Controlled Task</b>	<b>Question Paper</b>	<b>Overall Total</b>
	33 /36	8 /8	41 /44