

Mark Scheme and Assessment Record

Essential Digital Skills Level 1 - Controlled Task Assessment Criteria

Learner Name	Jade Manzaneque
Learner Unique Identification Number	149314
Centre Name	Lincolnshire College
Centre Number	11034

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

Evidence	Marks available	Control Task Marks
Task 2		
<p>a)</p> <ul style="list-style-type: none"> New folder created within Task 2 folder creating a hierarchy (1) <p>Do not award mark if the new folder is not in Task 2 folder</p> <ul style="list-style-type: none"> New folder has meaningful folder name, smartphone, restart, phone, Edward, or has a link to scenario (1) <p>Do not award mark if folder name is not related to the contents of the folder</p>	2	2
<p>b)</p> <ul style="list-style-type: none"> 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) The screenshot shows a method of fixing or solving the problem Information found is likely to be a solution to phone restarting. (1) 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) 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) File saved with a suitable filename e.g. phone problem, phone restarting, android issue (1) 	5	5
<p>c)</p> <ul style="list-style-type: none"> Correct contact details for Edward and message sent (1) The message subject line meaningful and appropriate e.g. Edward's phone problem (1) File attached to email (1) Netiquette applied to the email message, message not in capitals, language is specific to the person and appropriate the task and circumstances (1) 	6	6


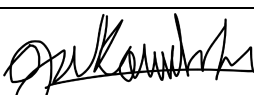
<ul style="list-style-type: none"> • Appropriate online communication method identified other than email in the table provided e.g. text message, instant message, private message on social media (1) • Justified reason for the method identified (1) 		
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Evidence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

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

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

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

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