

Pearson
Level 1

Essential Digital Skills



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Pearson Level 1 in Essential Digital Skills

Assessor Guidance

This booklet contains guidance for the Assessor for the set task which must take place under supervised conditions.

This booklet is specific to each series.

Guidance

The total mark for the assessment is 44.

The duration for the practical task assessment is 1 hour 45 minutes.

The duration for the short answer questions assessment is 25 minutes.

Instructions for Assessors

Preparation of learners

To achieve a Pass for this qualification and for the purpose of evidence, learners must be able to take screenshots and save these into a document.

Contextualisation of task

At Level 1 centres are not permitted to contextualise the tasks to suit their cohorts. Centres may not replace or change the tasks in any way.

Preparation for tasks

The centre must decide a time that learners will take the two assessments.

The centre will contact Pearson and two weeks before the assessment date will be given access to download the assessment and supporting documentation, this assessment must be kept in a secure location.

Learners must not have access to the assessment before the designated start time of the assessment, the time and place decided by the centre. This assessment should be delivered under controlled conditions.

The assessment is split into two parts, tasks and short answer questions, which must be delivered in two separate sessions.

The tasks are one session and all learners must take this at the same time, under controlled conditions. The centre can put in structured breaks, but learners must be supervised.

The short answer questions are one session and all learners must take this at the same time, under controlled conditions. The centre can put in structured breaks, but learners must be supervised.

The centre will need to set up:

1. The centre will need to create live email address for Edward Jones (fictional person in the scenario) and the tutor/Assessor.

2. The learner evidence folder structure will be provided to download, the centre will then set up an evidence folder (marked with the centre number, learner name and candidate number) containing the folder structure for each learner. Learners should only have access to their own folder.

The folder structure is set out:

- Folder 1 (Task 1)
- Folder 2 (Task 2) folder contains **Contact Edward and Tutor** file and **Communication method** file
- Folder 3 (Task 3)
- Folder 4 (Task 4) folder contains **Headset information** file
- Folder 5 (Task 5) folder contains **SAMCost** file
- Folder 6 (Task 6) contains **SAMPoster** and **SAMImage** file.

The Task 2 file **Contact Edward and Tutor** will need the email address for Edward Jones and the name and email address for the tutor/assessor added before the assessment takes place. More detail of the files is given in the **Folder Structure Guidance** section of this document.

3. Learners will need an individual examination email account.
4. The practical tasks must be undertaken by the learners in one session on one day.
5. The short answer questions section must be taken by learners in one session on one day, this must not be on the same day as the practical tasks.
6. Chat/message facilities will be required in some assessments (not included in sample assessment material).
7. Learners must have access to word processing software, email software and spreadsheet software.

8. Ensure learners have internet access.

9. Learners should not be given an interim grade after an assessment.
Overall grades should be given in alignment with Pearson guidance after all assessments are complete.

The Assessor may choose whether to mark the evidence from digital versions or printed copies, but printing should only be used if the centre has an issue with storing information digitally. This should be made clear to learners at the start of the assessment as extra time may be needed for printing.

Please check the examination details below before entering your candidate information

Candidate name

Candidate signature

Date

Pearson Level 1 Essential Digital Skills

Specimen assessment material for first teaching September 2020

Time 25 minutes

Paper
reference

XXXXXX/XX

Essential Digital Skills Question Paper

You do not need any other materials.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your candidate information.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*

Information

- The total mark for this paper is 8.
- The marks for each question are shown in brackets
– *use this as a guide to how much time to spend on each question.*

Advice

- Read each question carefully before you start to answer it.
- Try to answer every question.
- Check your answers if you have time at the end.

Turn over ►

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- 1 Some results from a search appear with the label 'sponsored' beside them.

Give **one reason** why these have the label 'sponsored'.

.....

.....

(Total for Question 1 = 1 mark)

- 2 A website has some good information but will only let you see the information if you sign up to the website with an email address.

Give **one reason** why you would use a secondary email address rather than your main email address.

.....

.....

(Total for Question 2 = 1 mark)

- 3 You have bought an item online. When completing the transaction, the website offers to save your payment details for future use.

Give **one reason** why you may not want your payment details stored for future use.

.....

.....

(Total for Question 3 = 1 mark)

- 4 One method of protecting devices and data is to use a password manager application.

Give **two** other methods that can be used to protect devices and data from online threats.

.....

.....

(Total for Question 4 = 2 marks)

5 Fred has trouble sleeping after he has been playing online games with his friends.

Give **two** ways Fred could prevent this from happening.

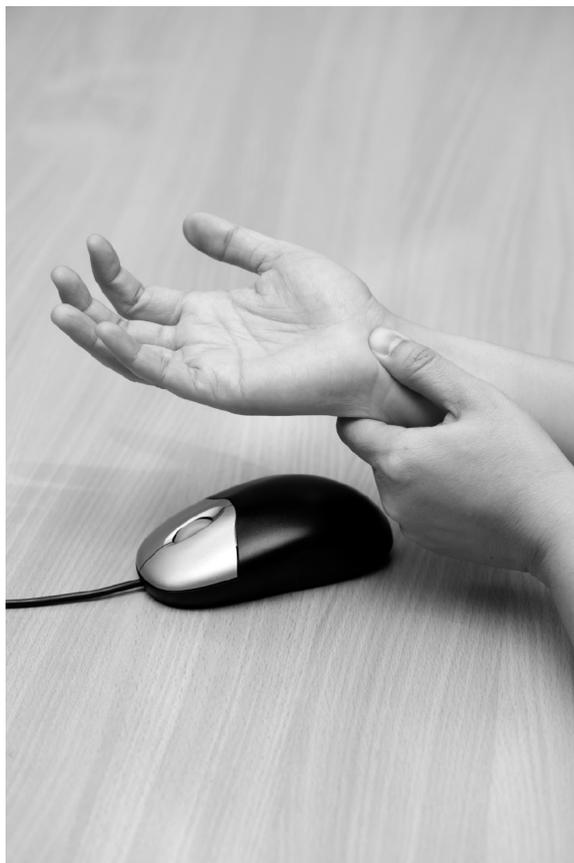
.....

.....

(Total for Question 5 = 2 marks)

6 Fred uses a computer for his work.

The image below shows Fred is suffering from repetitive strain injury (RSI) from using a mouse.



Give **one** way Fred could have prevented himself getting RSI.

.....

.....

(Total for Question 6 = 1 mark)

TOTAL FOR PAPER = 8 MARKS

General Marking Guidance

- All learners must receive the same treatment. Markers must mark the first learner in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Learners must be rewarded for what they have shown they can do rather than penalised for omissions.
- Markers should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Markers should always award full marks if deserved. Markers should also be prepared to award zero marks if the learner's response is not rewardable according to the mark scheme.
- Where judgement is required, a mark scheme will provide the principles by which marks will be awarded.
- When Markers are in doubt regarding the application of the mark scheme to a learner's response, a senior examiner should be consulted.
- Crossed out work should be marked **unless** the learner has replaced it with an alternative response.
- Accept incorrect/phonetic spelling (as long as the term is recognisable) unless instructed otherwise.

Points-Based Mark Scheme Guidance

Points-based mark schemes are made up of:

1) **Mark scheme rubric**

A mark scheme rubric instructs an examiner as to how each mark is awarded.

2) **Example responses**

These demonstrate the type of acceptable responses that a student might provide and where each mark is awarded.

3) **Additional marking guidance**

This informs Markers about any parameters which should be applied, e.g. 'accept any other appropriate/alternative responses.'

Applying the points-based mark scheme guidance

Markers should follow the mark scheme rubric and use the example responses as a guide for the relevance and expectation of the responses. Candidates must be credited for any appropriate response. Should candidates provide answers that meet the rubric but in an alternative order, credit should be given.

Question number	Answer	Additional marking guidance	Mark(s)
1	Award one mark for any of the following: <ul style="list-style-type: none"> The company has paid to get these displayed These have been paid for Somebody has paid to get these at the top of the page 	Accept any other valid response.	/1
2	Award one mark for any of the following: <ul style="list-style-type: none"> You don't want to share your main email address Don't want to share too much personal information You want to limit your digital footprint You don't want unwanted mail in your main email address 	Accept any other valid response.	/1
3	Award one mark for any of the following: <ul style="list-style-type: none"> You may not purchase any further items from this website Your payment details could be stolen and used Website was hacked 	Accept any other valid response.	/1
4	Award one mark for each answer to a maximum of two marks: <ul style="list-style-type: none"> Using a Virtual Private Network (VPN) Using multi-factor authentication Encrypting data Anti-virus software 	Accept any other valid response.	/2
5	Award one mark for each answer to a maximum of two marks: <ul style="list-style-type: none"> Do not go to bed straight after finishing the game Limit the screen time for each session Take more breaks Play during the day time 	Accept any other valid response.	/2
6	Award one mark for any of the following: <ul style="list-style-type: none"> Do not stretch to use the mouse Use good posture Take breaks using the computer Use a wrist rest 	Accept any other valid response.	/1
Total Marks for Paper			/8

Pearson Level 1 Essential Digital Skills

Specimen assessment material for first teaching September 2020

Controlled hours 1 hour 45 minutes

Paper
reference

XXXXXX/XX

Essential Digital Skills

Task

Data files required: Contact Edward and Tutor, Communication method, SAMCost, SAMPoster and SAMImage

Instructions

- This booklet contains material for the completion of the set task under supervised conditions.
- This booklet is specific to each series and this material must only be issued to learners who have been entered to undertake the task in the relevant series.
- This booklet should be kept securely until the start of the supervised assessment session.
- Complete all parts of the tasks.
- You will complete the tasks under supervision.

Information

- The total mark for this paper is 36.
- The marks for each task are shown in brackets.

Advice

- Read each task carefully before you start to complete it.
- Try to complete all parts of the task.
- Check your work if you have time at the end.

Turn over ►

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Instructions for Learners

This assessment contains six tasks as follows:

- Task 1 – 3 marks
- Task 2 – 13 marks
- Task 3 – 2 marks
- Task 4 – 4 marks
- Task 5 – 8 marks
- Task 6 – 6 marks

For this assessment you will be given access to the **EDS_Level 1 folder structure** (Task 1 folder to Task 6 folder) to store the assessment evidence, the folders listed below contain files that you will use in the assessment.

1 A learner evidence folder structure has been provided:

- Task 2 folder contains **Contact Edward and Tutor** file and **Communication method** file
- Task 4 folder contains **Headset information** file
- Task 5 folder contains **SAMCost** file
- Task 6 contains **SAMPoster** and **SAMImage** files.

You must save the evidence as directed in the assessment.

Assessment

You must complete ALL tasks within the assessment.

Set Task Brief for Tasks 1, 2 and 3

Your tutor has a friend called Edward Jones.

Edward knows you have recently updated your digital skills and would like you to help him with some tasks.

You are going to undertake tasks in this assessment to help Edward.

In some of the tasks there will be a scenario to set the scene for the tasks you will undertake.

The total time for the practical assessment is 1 hour 45 minutes.

In your electronic communications and the evidence you gather through this assessment, you are expected to show the use of appropriate language and behaviour in completion of these tasks.

Task 1

Edward is using an old computer and has asked you to check if the operating system needs updating.

To make sure you know how to help Edward, you need to check the computer system you are using is up to date.

Task 1a

Research how you will update the systems on your device.

Open a new document.

Take a screenshot of a learning resource you will use and another screenshot showing where the information on operating systems is listed.

Paste these into the document. You must include your name, candidate number and task reference on the document.

Save the document with the filename **Task 1a**, in the Task 1 folder, and close it.

Evidence required

Task 1a document with two screenshots to show each of the resources you used. The document should be titled with your name and candidate number and task reference.

(2)

Task 1b

Check your computer to make sure it has the latest operating system updates.

Open a new document.

Take a screenshot showing your system is up to date or if updates need to be installed and paste it into the document. You must include your name, candidate number and task reference on the document.

Save the document with the filename **Task 1b**, in the Task 1 folder, and close it.

Evidence required

Task 1b document with a screenshot to show if you have any system updates to be installed. The screenshot should be titled with your name and candidate number and task reference.

(1)

(Total for Task 1 = 3 marks)

Task 2

Edward has an Android smartphone. Sometimes the phone restarts without Edward restarting it.

Edward has asked you to find out what might be causing this and how it could be fixed. He wants you to save the information so he can access it if the problem happens again.

Task 2a

Create a new folder within the Task 2 folder to save the information you find and create a hierarchy. Make sure that the folder has a meaningful name to describe the contents of the folder.

(2)

You will use this folder to save the information you find in Task 2b.

Evidence required

Named evidence folder in the correct location

Task 2b

Search the internet to find out what might be causing Edward's phone to restart and how this problem can be fixed.

Make sure that any information you find is:

- up to date
- from a reliable source.

Open a new document.

Take four screenshots showing:

- the search criteria you used
- the information you found on how to fix the problem
- the information is up to date
- the information is from a reliable source.

Paste the screenshots into the document. You must include your name, candidate number and task reference on the document.

Save the document with a suitable filename, in the folder you created in Task 2a, and close it.

Make sure the website address is included for the information you have found.

(5)

Evidence required

Suitably named document with four screenshots showing the search criteria, how to fix the problem, and that the information is up to date and reliable.

A file titled **Contact Edward and Tutor** with the contact details for Edward and your tutor is in the evidence folder for Task 2.

Open the file.

Task 2c

Send Edward an email to let him know that you have completed the work. The email must include the information you have found as an attachment.

Open a new document.

Take a screenshot of the email you sent to Edward.

Paste the screenshot into the document.

You must include your name, candidate number and task reference on the document.

Save the document as **Edward message** in the folder you created in Task 2a.

You then need to contact your tutor to let them know you have sent an email to Edward.

Open the document **Communication method** in the Task 2 folder.

Complete the table provided.

You must include your name, candidate number and task reference on the document.

Re-save the document in Task 2 folder.

(6)

Evidence required

Edward message document

Communication method document

(5)

(Total for Task 2 = 13 marks)

Task 3

The file **Contact Edward and Tutor** used in Task 2 contains personal information. It will need to be password protected.

Move the file **Contact Edward and Tutor** from the Task 2 folder to the Task 3 folder.

Task 3a

Use the password **SampleEDS%** to protect the information in the file.

(2)

Evidence required

The password protected file

(Total for Task 3 = 2 marks)

Set Task Brief for Tasks 4, 5 and 6

You work for a charity.

Your supervisor knows you have learned new digital skills and would like help with some tasks.

You are going to undertake tasks in this assessment to help your supervisor.

In some of the tasks there will be a scenario to set the scene for the tasks you will undertake.

In your electronic communications and the evidence you gather through this assessment you are expected to show the use of appropriate language and behaviour in completion of these tasks.

Task 4

Your supervisor wants to use a headset when attending online meetings.

Product requirements:

- headset including microphone
- cost up to £50
- includes a review/scores.

Your supervisor wants you to compare two headsets.

Task 4a

Search the internet to find information about **two** suitable headsets using different websites.

Open document **Headset information** in the Task 4 folder.

Take a screenshot of each headset from each website.

Paste the screenshots into the **Headset information** document.

You must include your name, candidate number and task reference on the document.
Save the document in the Task 4 folder, do not close it.

(3)

Evidence required

Headset information document

Task 4b

Using the **Headset information** document, identify the headset that you would recommend to your supervisor and give one reason why you made this choice.

Your answer should be brief (1 or 2 sentences).

Re-save the **Headset information** document in the Task 4 folder.

(1)

Evidence required

Headset information document

(Total for Task 4 = 4 marks)

Task 5

Your supervisor is organising an event and wants you to do some calculations and produce a chart using a spreadsheet.

Task 5a

Open the file **SAMCost** in the Task 5 folder and copy the information into a spreadsheet.

Format all cells containing values to currency with two decimal places.

(2)

Task 5b

The spreadsheet shows the cost of each item for each supplier.

Use a function to calculate the total price for the items for Supplier 1.

Replicate the function for all the other suppliers.

Supplier 1 offers a 10% discount.

Use a formula to calculate the discount amount for Supplier 1.

Save the spreadsheet as **SAMCost** in the folder for Task 5. You must include your name, candidate number and task reference on the document.

(3)

Task 5c

Your supervisor would like to include a bar chart in the SAMCost spreadsheet to make the costs easier to understand.

Create a bar chart to compare the cost of stationery items from each of the five suppliers.

Make sure that the chart has a title and axis labels.

Re-save the spreadsheet SAMCost with the added bar chart in the folder for Task 5.

(3)

Evidence required

The spreadsheet file showing the calculations and the bar chart

(Total for Task 5 = 8 marks)

Task 6

Your supervisor needs a poster for the event.

He has started the poster.

Help him by finishing the poster.

Open the file **SAMPoster** in the Task 6 folder.

Task 6a

Insert the **Image** from the Task 6 folder into the poster in a suitable location. (1)

Task 6b

Make the image smaller and brighter. (1)

Task 6c

Add a caption in a suitable location and size that enhances the image. (1)

Task 6d

Put a border around the image. (1)

Task 6e

The box at the bottom of the poster includes some text and an image. The image is covering the text. Appropriate tools must be used to ensure the:

- image remains in the same position
- text flows around the image
- image and text remain within the box. (1)

Task 6f

Change the layout and format the poster so it is fit for purpose and audience. (1)

Save the poster in the folder for Task 6. You must include your name, candidate number and task reference on the document

Evidence required

The updated poster file

(Total for Task 6 = 6 marks)

TOTAL FOR PAPER = 36 MARKS

General Marking Guidance

- All learners must receive the same treatment. Markers must mark the first learner in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Learners must be rewarded for what they have shown they can do rather than penalised for omissions.
- Markers should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Markers should always award full marks if deserved. Markers should also be prepared to award zero marks if the learner's response is not rewardable according to the mark scheme.
- Where judgement is required, a mark scheme will provide the principles by which marks will be awarded.
- When Markers are in doubt regarding the application of the mark scheme to a learner's response, a senior examiner should be consulted.
- Crossed out work should be marked **unless** the learner has replaced it with an alternative response.
- Accept incorrect/phonetic spelling (as long as the term is recognisable) unless instructed otherwise.

Points-Based Mark Scheme Guidance

Points-based mark schemes are made up of:

1) **Mark scheme rubric**

A mark scheme rubric instructs an examiner as to how each mark is awarded.

2) **Example responses**

These demonstrate the type of acceptable responses that a student might provide and where each mark is awarded.

3) **Additional marking guidance**

This informs Markers about any parameters which should be applied, e.g. 'accept any other appropriate/alternative responses.'

Applying the points-based mark scheme guidance

Markers should follow the mark scheme rubric and use the example responses as a guide for the relevance and expectation of the responses. Candidates must be credited for any appropriate response. Should candidates provide answers that meet the rubric but in an alternative order, credit should be given.

Mark Scheme and Assessment Record

Essential Digital Skills Level 1 - Controlled Task Assessment Criteria

Learner Name	
Learner Unique Identification Number	
Centre Name	
Centre Number	

Evidence	Marks available	Control Task Marks
Task 1		
<p>a)</p> <p>Screenshot identifying the learning resource used and the resource is relevant to the operating system:</p> <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) <p>Screenshot of the method to be used to check that the operating system is up to date (1)</p>	2	
<p>b)</p> <ul style="list-style-type: none"> • Screenshot of checking system is up to date showing system status <p>(system is up to date OR updates are available) (1)</p>	1	

Evidence	Marks available	Control Task Marks
Task 2		
<p>a)</p> <ul style="list-style-type: none"> ● New folder created within the Task 2 folder creating a hierarchy (1) <p>Do not award mark if the new folder is not in the 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 the scenario (1) <p>Do not award mark if folder name is not related to the contents of the folder.</p>	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 of 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	

Evidence	Marks available	Control Task Marks
Task 2		
c) <ul style="list-style-type: none"> ● Correct contact details for Edward and message sent (1) ● The message subject line is 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 for the task and circumstances (1) ● 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) 	6	

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	

Evidence	Marks available	Control Task Marks
Task 4		
<p>a)</p> <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	
<p>b)</p> <p>Document shows:</p> <ul style="list-style-type: none"> • Reason given is relevant to the criteria provided by supervisor (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	
b) Evidence shows: <ul style="list-style-type: none"> ● effective function used for total, for any column, that can be replicated =SUM(B4:B9) Accept =B4+B5+B6+B7+B8+B9 (1) ● function for total replicated to other suppliers (1) ● formula to calculate 10% discount =B11*10% (1) – accept any cell for B11 Accept 0.1 or 0.10 in place of 10% 	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	

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	
b) <ul style="list-style-type: none"> ● Image has been made smaller and brighter than original image and still legible (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	
e) <ul style="list-style-type: none"> ● Appropriate tools have been used to ensure the: <ul style="list-style-type: none"> ● image remains in the same position ● text flows around the image ● image and text remain within the box. (1) 	1	
f) Evidence shows that the layout is appropriate for a poster, e.g. <ul style="list-style-type: none"> ● hierarchy of information on the page ● good use of white space ● poster is balanced and appropriate for the audience. 	1	

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

Quality Assurance: Controlled Task		
Assessor:		
Name:		
Signature:		Date:
Internal Verifier:		
Feedback:		
Name:		
Signature:		Date:

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

Pearson Level 1 in Essential Digital Skills

This document contains guidance for Centres for the folder structure that must be given to each learner.

Folder Structure Guidance

A folder structure will be sent to the centre at the same time as the task and exam material.

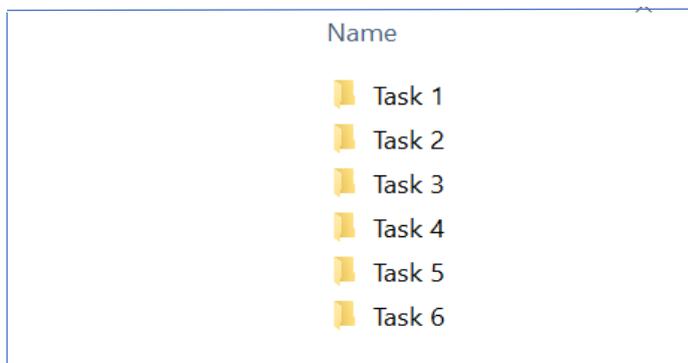
The folder structure is used to give the learners information to find files and a place to store the evidence generated.

Each centre will copy the folder structure for each learner and store it in a secure location that only the centre and the learner can access. The folder structure must be named:

(candidate name)_(candidate number)_(centre name)_(centre number)_EDSQ_LEVEL1_Folder_Structure

Learners must not be able to access each other's folder structures. The folder structure must only be available for the learner during the assessment.

Fig 1 folder structure



None of the folders contain any sub folders, but one will have to be added by the learners as part of a task.

Some of the folders contain files that the learners will use in the assessments.

Task 2 folder contains:

- **Communication method** and **Contact Edward and Tutor** (this will need Email addresses and a name added)

Task 4 folder contains:

- **Headset information**

Task 5 folder contains:

- **SAMCost**

Task 6 folder contains:

- **SAMImage**
- **SAMPoster**

The following six pages contain the documents.

EDSQ Task 2 Contact Edward and Tutor

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):
Provide a justification of the communication method you have chosen.	Justification:

EDSQ Task 2 Communication method

Personal Details

Name	Mr Edward Jones
Address	21 Kenddell Street SHEERSB LE54 2LX
Date of birth	29 November 1966
Email address	Email address must be added here by the centre

Details of Tutor

Name	Tutor name must be added here by the centre
Email address	Email address must be added here by the centre

EDSQ Task 4 Headset information

Task 4a

Your screenshots need to show this information:

- Web address
- Product name
- Cost of headset
- Is a microphone included
- Overall review/score

Any information missing in the screenshots must be completed in the table:

	Headset 1	Headset 2
Web address		
Product name		
Cost of headset		
Microphone included	Yes/No	Yes/No
Overall review/score		

Screenshot 1

Screenshot 2

Task 4b

Compare the information you have found on the two headsets.

Identify the headset you recommend to your supervisor and give one reason for your choice.

Headset recommended
Reason for your choice

EDSQ Task 5 SAMCost

Event cost

Item	Supplier 1	Supplier 2	Supplier 3	Supplier 4	Supplier 5
Catering	250	325	215	245	295
Stationery	35	30	40.25	50	42
Equipment hire	125	200	175	115	125
Room hire	85	75.5	80	80	100
Bags	39	70	59	40	30
Training packs	75	130	95	70	110
T-shirts	50	60	65	50.5	59
Total					

10% discount

For supplier 1



EDSQ Task 6 SAMPoster

Using Online Services

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



When using online services, you will need to ensure you understand the security of your data. During the information session you will be provided with information to ensure you are aware of the dangers that you might come across when using online services and how you can avoid them.

If you have any technical questions, please visit the webpage or contact the ICT Subject Advisor, Tim Brady on 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