

Pearson
Entry Level

Essential Digital Skills



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Essential Digital Skills Qualifications

Pearson Entry Level 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.

Instructions for Assessors

Contextualisation of task

At Entry Level Centres are permitted to contextualise the tasks to suit their cohorts. Centres may replace the 'THEME PARK TRIP' with an alternative trip. This may be a themed museum, e.g. a transport museum, but the following requirements must be met:

The alternative option must have:

- a cost for a day ticket
- a website with information and images.

Preparation for the Assessment

The Centre will need provide:

- separate assessment user areas for each learner with a password specific to that learner
- each learner with a separate email account for the assessment
- devices with internet access.

The user area and email account should be available to the learner **only** during the assessment session.

In addition, the Assessor will need access to the learner user areas following the assessment to be able to mark the evidence.

The Assessor will need to create a folder in the User Assessment Area called **DAY TRIP** in which to store the relevant datafiles – **FRIEND EMAIL** and **TICKET PURCHASE FORM**, which is an editable .pdf format.

The Assessor will need to create a folder in cloud storage in which to store the relevant datafile – **THEME PARK TRIP**. Before the assessment the Assessor must send the link to the datafile via email to each learner taking the assessment.

The Assessor will need to complete the datafile **FRIEND EMAIL** with suitable centre based email addresses that they have access to if they need to verify a learner's sent message. A learner will also provide a screenshot in their folder of the email they send. When complete this file should be available to each learner in their Assessment User Area.

The Assessor may choose whether to mark the evidence from digital versions or printed copies.

During the Assessment

In Task 1, learners should be observed accessing the device; however, unless support is requested, it will be assumed that the device has been successfully accessed independently.

The Assessor may need to provide support to ensure the learner can access the device; however, in this case, the mark for this element should not be awarded.

The Observation

Centres must schedule the individual session of each learner during the assessment window.

In addition to a computer, it is expected that the Centre will provide a device such as a tablet or mobile phone to support the Observation.

The device should have software or an application installed for video calls with at least **one** which will be provided by the assessor.

During the assessment the learner will follow the instructions in the Observation task booklet. The observation result should be recorded in the Task paper Mark Scheme Handbook.

Following completion of the observation, the Assessor should delete this app from the device.

Preparation for the Question Paper

The Assessor must complete the Mark Scheme record for the learner recording summary marks achieved by the learner during the assessment.

Post Assessment

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

Please check the examination details below before entering your candidate information

Candidate name

Candidate signature

Date

Pearson Entry Level Essential Digital Skills

Specimen assessment material for first teaching September 2020

Time 20 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.
- Write your answers in the spaces provided.
- Some questions must be answered by ticking a box.
- If you change your mind about an answer, put a line through the box and mark your new answer with a tick.

Information

- The total mark for this paper is 6.
- The marks for each question are shown in brackets.

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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Put a tick (✓) in the correct box.

1 Keyboard, mouse and monitor are examples of:

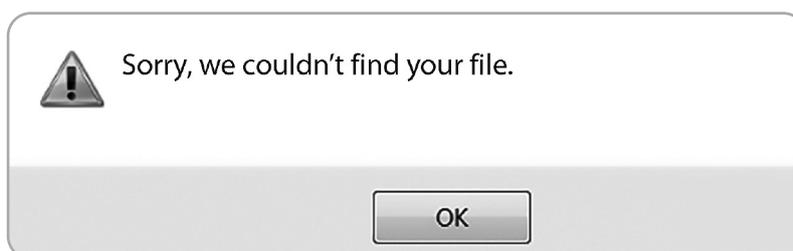
Tick **one** box.

		✓
A	Operating systems	
B	Hardware	
C	Word processing	

(Total for Question 1 = 1 mark)

2 You try to open a file and this message appears.

Identify the reason for this message appearing.



Tick **one** box.

		✓
A	File too large	
B	File sent	
C	File deleted	

(Total for Question 2 = 1 mark)

3 Your username is stored on a website you use regularly to buy cinema tickets.

Give **one other** example where your username may be stored when using other online accounts.

(Total for Question 3 = 1 mark)

4 You decide to buy a new printer online.

You use your debit card to pay for the printer.

Give **one other** way you could pay for the printer online.

(Total for Question 4 = 1 mark)

5 You use the public Wi-Fi network at the local café.

Give **one** security risk of using this public Wi-Fi network.

(Total for Question 5 = 1 mark)

6 Jeba suffers from eyestrain when she uses her computer.

Give **one** way Jeba can reduce the risk of eyestrain.

(Total for Question 6 = 1 mark)

TOTAL FOR PAPER = 6 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. Students 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	B Hardware		/1
2	C File deleted		/1
3	<p>Award one mark for any of the following:</p> <ul style="list-style-type: none"> • Email account • Social media account(s) • Online banking account(s) <p>For social media accounts we would accept 'brand' names.</p>	<p>Accept any other valid response.</p> <p>Do not accept 'other website' without clear differentiation</p>	/1
4	<p>Award one mark for any of the following:</p> <ul style="list-style-type: none"> • credit card • PayPal • Google Pay • Apple Pay 	Accept any other valid response.	/1
5	<p>Award one mark for any of the following:</p> <ul style="list-style-type: none"> • shoulder surfing • unauthorised access (e.g. hacking) • personal details could be kept by the cafe 	Accept any other valid response.	/1
6	<p>Award one mark for any of the following:</p> <ul style="list-style-type: none"> • take breaks • do not overuse device(s) • add anti-glare screen • change contrast/ brightness/colour scheme. 	Accept any other valid response.	/1
Total Marks for Paper			/6

Pearson Entry Level Essential Digital Skills

Specimen assessment material for first teaching September 2020

Controlled hours 1 hour 20 minutes

Paper
reference

XXXXXX/XX

Essential Digital Skills

Task

Data files required:

Theme Park Trip (from Cloud), Friend email, Ticket Purchase Form

Instructions

- Complete all parts of the tasks.
- You will complete the tasks under supervision.

Information

- The total mark for this paper is 30.
- 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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Pearson

Instructions for Learners

This assessment contains four tasks as follows:

Task 1 – 9 marks

Task 2 – 13 marks

Task 3 – 4 marks

Task 4 – 4 marks

For this assessment you will be given:

- a password to log on to your device to access your Assessment User Area
- an Assessment User Area with a folder called DAY TRIP to store your files for the tasks
- an email account to be used for the assessment.

You must save the evidence as directed in the assessment.

Assessment

You must complete ALL tasks within the assessment.

Set Task Brief

You and a group of friends want to spend a day at a local theme park.

You need to find out some information to help you plan the trip and create an information sheet to share with your friends.

Task 1a

Use the password that your Assessor has given you to log on to your device and access your Assessment User Area.

A folder called **DAY TRIP** has been created for you to save your work

(1)

Task 1b

You will need to find some information to help you plan the trip to the theme park.

You will need to put this information in a file:

- open a new file using a word processing application
- save the file using a suitable file name in the folder **DAY TRIP**.

(3)

Task 1c

Use a search engine to find the website for the park you plan to visit.

Take a screenshot of the search engine page with the search criteria used, and the results found. Paste the screenshot in the file you saved in **Task 1b**.

Make sure the screenshot is clear and easy to read.

Enter the name of your chosen theme park in the file you saved.

Use the link for your chosen park to find some information:

- address and postcode
- cost of a day ticket for the park.

Enter this information into the file you saved.

Capture and save one image of an activity at the park.

Make sure the file and images are saved in the **DAY TRIP** folder.

(5)

Evidence

The folder DAY TRIP which contains:

- A file with a suitable name that shows:
 - a screenshot of your search and results
 - the theme park address and postcode
 - the cost of a day ticket.
- The image you saved.

(Total for Task 1 = 9 marks)

Task 2a

You need to create an information sheet to share with your friends.

A file with some details of the trip has been started. The file is stored in the cloud.

You have been sent an email with the link to this file.

Use the link to open the file **THEME PARK TRIP**.

Save the file with a new suitable file name in the **DAY TRIP** folder.

(2)

Task 2b

You will need the information you found in Task 1 for this task.

Complete your information sheet.

- Edit the file to correct the mistake.
- Add the information you found in suitable positions:
 - the name, address and postcode of the theme park
 - the cost of a day ticket for the park.
- Insert the image you found.

(5)

Task 2c

Add suitable formatting to make the information clear and easy to read:

- centre the title
- make sure the cost of the ticket shows £ with two decimal places
- add a page border
- make sure the image is in a suitable position
- add **two** other suitable formatting features.

Resave and close the file.

(6)

Evidence

- An information sheet that shows details of the theme park trip, appropriately formatted, saved in the DAY TRIP folder.

(Total for Task 2 = 13 marks)

Task 3a

You need to email your information sheet to your friends.

Their email addresses are stored in the file **FRIEND EMAIL** in the **DAY TRIP** folder.

Open an email software application.

Add the names and email addresses of your friends to your contacts.

Take a screenshot of your contacts list and save it in your folder.

(1)

Task 3b

Prepare the email:

- enter the email addresses of two friends
- attach your information sheet
- include a suitable message to ask your friends if they want to go on the trip.

Send the email.

Take a screenshot of the email and save it in your folder.

(3)

Evidence

- A screenshot of the email addresses in your contacts list.
- A screenshot of the email you sent clearly showing the attachment and the message.

(Total for Task 3 = 4 marks)

Task 4

Open the file **TICKET PURCHASE FORM** in the **DAY TRIP** folder.

You must complete this form.

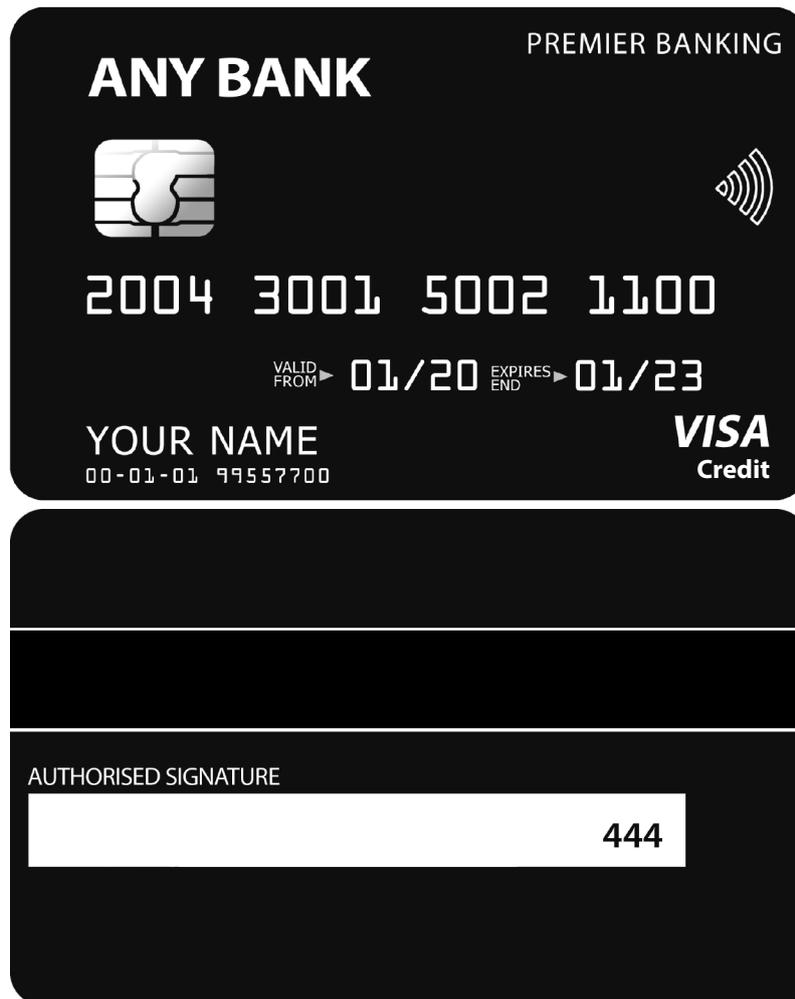
Here are some details you will need.

You and two other friends are going to the theme park.

You need to buy three tickets.

Remember that you will be going next Friday.

Use the details from this card for your purchase.



You do **not** want your card details stored for future purposes.

Save a copy of the completed form in the **DAY TRIP** folder.

(4)

Evidence

- A copy of the completed form in your DAY TRIP folder.

(Total for Task 4 = 4 marks)

TOTAL FOR PAPER = 30 MARKS

Pearson Entry Level in Essential Digital Skills - Observation

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.

Level

Entry

Total Marks

6

Controlled

hours

20

mins

Instructions

- Follow the instructions in this document.
- You will need to complete two observation tasks.
- The tasks will be completed under supervision.

Paper Reference (s)

XXXX/XX PXXXXXA

Tasks

Observation Task 1 – Install an app

You must find and install an app.

The app must be one that you can use to help you during the planned trip.

When the app is installed, you must apply two system settings.

One of these system settings must be for 'accessibility'.

Observation Task 2 – Video call

You need to make a video call.

The call must last for at least 30 seconds.

Your Assessor has given you a number to call.

Choose a suitable application to make a video call.

Use the number you have been given to make the call.

You need to speak to the person about the trip.

General Marking Guidance

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Applying the points-based mark scheme guidance

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Mark Scheme and Assessment Record

Essential Digital Skills at Entry - Controlled Task Assessment Criteria

Task title/topic: THEME PARK TRIP

Learner Name	
Learner Unique Identification Number	
Centre Name	
Centre Number	

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

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

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

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

Assessment Summary: Controlled Task	Marks Available	Marks Awarded
1.	9	
2.	13	
3.	4	
4.	4	
Total Mark for Controlled Task	30	

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

Observation Record

Date _____

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 the learner is provided in the observation task booklet.

Number	Observation	Evidence	Mark
O1	<p>The learner locates 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">• locates app (1)• installs app (1) <p>Learner applies two relevant settings, one of which must be an accessibility setting:</p> <p>Setting 1 - accessibility (1):</p> <p>Setting 2 (1):</p>	<p>/2</p> <p>/2</p>
O2	<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. The learner makes a valid contribution with reference to the trip and the call lasts at least thirty seconds.</p>	<p>Learner successfully:</p> <ul style="list-style-type: none">• Initiates call (1)• Participates in call (1)	<p>/2</p>

Assessment Summary: Observation	Marks Available	Marks Awarded
O1	4	
O2	2	
Total Mark for Controlled Task	6	

Quality Assurance: Observation		
Assessor:		
Name:		
Signature:		Date:
Internal Verifier:		
Feedback:		
Name:		
Signature:		Date:

Total Marks for Assessment	Controlled Task	Observation	Question Paper	Overall Total
	/30	/6	/6	/42

If you have any technical questions, please visit the webpage or contact the ICT Subject Advisor, Tim Brady on TeachingICT@pearson.com.

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