Essential Digital Skills Qualifications	
Pearson BTEC 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.	

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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 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 in order to be able to mark the evidence.

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. When complete this file should be available to each learner in their Assessment User Area.

The **REGISTRATION FORM** is an editable .pdf format and must be included in the Assessment User Area for each learner. It is expected that the learner will use their own name and centre provided email address linked to the assessment user account for this task.

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** contact stored in the appropriate software.

The Assessor should choose a suitable 'app' for the learner to download and install. This app should be related to the context.

During the assessment the learner will be instructed by the assessor. Instructions for the learner are communicated by the assessor. The wording is provided in the Task paper Mark Scheme handbook. 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 sessions

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