

## Mark Scheme and Assessment Record

### Essential Digital Skills at Entry - Controlled Task Assessment Criteria

Task title/topic: **THEME PARK TRIP**

<b>Learner Name</b>	
<b>Learner Unique Identification Number</b>	
<b>Centre Name</b>	
<b>Centre Number</b>	

<b>Evidence</b>	<b>Marks available</b>	<b>Control Task Marks</b>
<b>Task 1</b>		
a) <ul style="list-style-type: none"> <li>● Password used independently to access their assessment user area (1)</li> </ul> <b>Note: Do not award if support has been given.</b>	1	
b) <ul style="list-style-type: none"> <li>● Created a folder in assessment area (1)</li> <li>● Given it a suitable name (1)</li> </ul>	2	
c) <ul style="list-style-type: none"> <li>● Opened a new file, using suitable software (1)</li> <li>● Saved a file in folder (1)</li> <li>● File has a suitable filename (1)</li> </ul>	3	
d) <ul style="list-style-type: none"> <li>● Screenshot shows search engine, criteria and results (1)</li> <li>● the address and postcode of the chosen theme park (1)</li> <li>● the cost of a day ticket to the theme park (1)</li> <li>● an image, captured (1) and saved (1)</li> <li>● information entered into file (1)</li> </ul>	1  2  2  1	

Evidence	Marks available	Control Task Marks
<b>Task 2</b>		
a) <ul style="list-style-type: none"> <li>● File retrieved (1)</li> <li>● Retrieved file saved in their folder with an appropriate name (1)</li> </ul>	1  1	
b) <p style="margin-left: 20px;">Folder opened to find the theme park information (1)</p>	1	
c) <ul style="list-style-type: none"> <li>● Information retrieved from Task 1 (1)</li> <li>● Repeated word deleted</li> <li>● Required information is entered in suitable locations:               <ul style="list-style-type: none"> <li>○ the address with postcode (1)</li> <li>○ the cost of the day ticket (1)</li> </ul> </li> </ul> <p>Award one mark only if two pieces of information entered but not in correct locations.</p>	1 1  2	
d) <p style="margin-left: 20px;">Image inserted (1)</p>	1	
e) <ul style="list-style-type: none"> <li>● title centred (1)</li> <li>● ticket cost shows £ with two decimal places (1)</li> <li>● page border added (1)</li> <li>● <b>two</b> other formatting features added eg underline, bold, colour, different fonts etc (2)</li> </ul>	5	

Evidence	Marks available	Control Task Marks
<b>Task 3</b>		
a) At least <b>two</b> contacts added to their email software	1	
b)  Email shows: <ul style="list-style-type: none"> <li>● two email addresses (1)</li> <li>● information sheet attached/information sheet information and image included (1)</li> <li>● suitable message included (1)</li> </ul>	3	

Evidence	Marks available	Control Task Marks
<b>Task 4</b>		
REGISTRATION FORM completed.  For completion of: <ul style="list-style-type: none"> <li>● all fields (3) or</li> <li>● ten fields (2) or</li> <li>● five fields (1)</li> </ul> Please note: We are not testing the learner's accurate data entry skills but the completion of the fields in the form. For example a field is considered as name, password, card type or card number, etc.	3	

<b>Assessment Summary: Controlled Task</b>	<b>Marks Available</b>	<b>Marks Awarded</b>
1.	12	
2.	13	
3.	4	
4.	3	
<b>Total Mark for Controlled Task</b>	32	

<b>Quality Assurance: Controlled Task</b>		
<b>Assessor:</b>		
Name:		
Signature:		Date:
<b>Internal Verifier:</b>		
<b>Feedback:</b>		
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.

Number	Observation	Evidence	Mark
O1	<p>The learner downloads 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><b>Instruction to Learner</b></p> <p><i>'Download and install an app that will help you during your planned trip.</i></p> <p><i>Apply one system setting and one accessibility setting in the app.'</i></p>	<p>Learner successfully</p> <ul style="list-style-type: none"> <li>• downloads App</li> <li>• installs App</li> </ul> <p>Learner applies relevant settings, <b>one</b> of which <b>must</b> be an accessibility setting:</p> <p>Setting 1:</p> <p>Setting 2: (accessibility):</p>	<p>/2</p> <p>/2</p>
O2	<p><b>Communicating:</b></p> <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.</p>	<p>Learner successfully:</p> <ul style="list-style-type: none"> <li>• Initiates call</li> <li>• Participates in call</li> </ul>	/2

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

<b>Quality Assurance: Observation</b>		
<b>Assessor:</b>		
Name:		
Signature:		Date:
<b>Internal Verifier:</b>		
<b>Feedback:</b>		
Name:		
Signature:		Date:

<b>Total Marks for Assessment</b>	<b>Controlled Task</b>	<b>Observation</b>	<b>Question Paper</b>	<b>Overall Total</b>
	/32	/6	/7	/45