| Essential Digital Skills Qualifications | |
|---|---|
| **Pearson BTEC 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.<br><br>This booklet is specific to each series. | |

**Guidance**

The total mark for the assessment is 40.

The duration for the assessment is 2 hour.

# Instructions for Assessors

**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 the 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.

The students 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, these 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 they 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 they must be supervised.

**The Centre will need to set up:**

1. The centre will need to create a live email address for Edward Jones (fictional person in 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, the learners should only have access to their own folder (suggest folders are password protected).

   The folder structure is set out:

   - Task 1
   - Task 2 folder contains 'contact Edward and Tutor' file
   - Task 3
   - Task 4
   - Task 5 folder contains 'SAMcost' file
   - Task 6 contains 'SAMposter' and an Image file.

The task 3 file will need the email address for Edward Jones and the Tutor/assessor added before the assessment takes place.

The evidence folders should be available for each learner and placed within a folder marked with the centre number, learner name and candidate number.

Learners should only have access to their own evidence folders.

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 the 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. The learners must have access to word processing software, e-mail 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 align 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 the learner at the start of the assessment as extra time may be needed for printing.