Essential Skills Wales in Information and Communication Technology (ICT)

Example Entry 3 assessment

www.cityandguilds.com
March 2010
Version 1.1

Going to the cinema

Assessment pack

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management, which provides management qualifications, learning materials and membership services), City & Guilds NPTC (which offers land-based qualifications and membership services), City & Guilds HAB (the Hospitality Awarding Body), and City & Guilds Centre for Skills Development. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

1 centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
2 candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (which can be found on the City & Guilds website) also apply.

Please note: the Essential Skills Wales standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the Welsh Assembly Government Department for Children, Education, Lifelong Learning and Skills (DCELLS).

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com
centresupport@cityandguilds.com

Contents

1	**Assessment guidelines**	**4**
1.1	Checklist and overview	4
1.2	Assessment guidance notes	5
2	**Assessment coverage and recording**	**6**
2.1	Coverage grid (for reference only)	6
2.2	Assessment record sheet	7

1 Assessment guidelines

1.1 Checklist and overview

General assessment guidelines applicable to all City & Guilds Entry level Essential Skills Wales (ESW) assessments can be found in the City & Guilds ESW qualification handbook. The following is a checklist of the basic guidelines as well as information particular to ESW ICT.

Overview of this assessment

The candidate will use the internet to check the films that are showing in the local cinema.

The assessment tasks are focused on the three skill areas at Entry 3:

- Use ICT systems (ICTE3.1)
- Find, select and exchange information (ICTE3.2)
- Develop and present information (ICTE3.3)

The evidence and skills requirements for ESW are explained in more detail in the DCELLS document 'Essential Skills Wales'. This can be downloaded from **http://bit.ly/dcells-esw**.

The assessment at Entry level is summative and should only be attempted once the candidate is deemed to have the skills and knowledge necessary to achieve – known as 'when ready'. Assessors/tutors must **not** teach to the actual assessment tasks and the assessment must be presented to candidates 'unseen', although it is expected that by the time of assessment candidates will have had plenty of practice in developing and using these skills in a range of contexts appropriate to the level, and should be familiar with the processes involved in the type of activity contained in this assessment.

Administration of the assessment

- The assessment must be completed under supervised conditions. This need not involve a formal 'examination' environment, although the assessor/tutor or another designated supervisor must be present throughout to ensure all work is produced independently by the candidate.
- The assessment consists of four tasks which may either be completed in one session or split over two, three or four **consecutive** sessions, with no learning or preparation given in between. Each task must be completed in one session. If Task 2, Task 3 and Task 4 are not completed immediately after Task 1, the candidate's paper and all materials produced by the candidate must be collected in and stored securely until the next session begins. On no account may candidates take any of their work away with them between sessions.
- Candidates may be assisted with any aspects of each task that are not being assessed. For example, the assessor/tutor may give help with spelling, reading and numeracy if asked, but may not assist the candidate in carrying out the ICT processes being tested. The assessor/tutor must not intervene or volunteer information unless asked for help. Candidates may use dictionaries (including a bilingual dictionary) without asking.
- Where candidates are unsuccessful in one or more of the tasks, they will need further practice in the relevant skill(s) before attempting another assessment at a later date. A different assessment (either another title from the City & Guilds pre-approved bank or a centre-devised assessment that has been approved by City & Guilds) must be used when re-attempting.
- Candidates that have attempted this assessment must **not** under any circumstances take any other 'Going to the cinema' assessment.

1 Assessment guidelines

1.2 Assessment guidance notes

Instructions for providing an image

In **Task 3** candidates must be provided with an image file (eg jpg) that can be inserted into the document they are asked to create about ICT security and safety.

The image **is not provided by City & Guilds** although any appropriate image (eg about computer room health or safety, internet safety or keeping backups of saved file) may be used. Before the assessment takes place, the file must be stored locally in a folder the candidate is able to access.

Instructions for sending the email to the candidate

Before **Task 4**, the assessor/tutor will need to send an email containing the following text to the candidate:

Dear _____

Have you decided which film you're going to see and when it's on? Have you printed out and saved this information? Please reply to let me know.

Thanks
[name]

Assessor/tutor notes for observation

In confirming that all four tasks are completed successfully, the assessor/tutor will need to observe and record that the candidate has:

- correctly used ICT (hardware and software) to help carry out each task
- opened and responded to the email
- followed safe, healthy and secure working practices at all times – eg checking hardware, checking for cables, asking for seating and lighting to be adjusted, avoiding hazards, taking breaks, minimising physical stress as required.

These evidence requirements are indicated on the assessment record sheet by an asterisk*.

Notes on using the assessment record sheet

The assessment record sheet (2.2) acts as a mark scheme and a record of achievement. It gives a breakdown of the Entry 3 ESW ICT evidence requirements met by successful completion of the four tasks and what needs to be recorded. A separate assessment record sheet must be completed for **every** candidate.

All evidence requirements indicated with an asterisk* must be observed by the assessor/tutor.

Candidates should not be penalised for spelling, punctuation or grammatical errors as long as the message is clear and they have demonstrated some correct use of spellchecking facilities.

Evidence may be presented in electronic form, in hard form, or in a combination of these.

To achieve a pass grade, all four tasks must be successfully completed.

2 Assessment coverage and recording

2.1 Coverage grid (for reference only)

Evidence requirements		Where assessed
ICTE3.1.1	Confirm your understanding of a straightforward given task that involves the use of ICT.	Task 1
ICTE3.1.2	Use ICT to help you carry out the task.	Task 1, 2 & 3
ICTE3.1.3	Follow safe, healthy and secure working practices at all times.	Task 1, 2, 3 & 4
ICTE3.2.1	Identify and use appropriate sources of ICT-based information.	Task 1
ICTE3.2.2	Search for and get ICT-based information that is relevant to each task.	Task 1
ICTE3.2.3	Enter, save, send and receive ICT-based information to suit your purpose.	Task 4
ICTE3.3.1	Enter and develop ICT-based information to suit your purpose, in the form of: a) text b) images c) numbers.	Task 2 & 3
ICTE3.3.2	Present information in ways that are fit for purpose, using ICT.	Task 2 & 3

2 Assessment coverage and recording

2.2 Assessment record sheet

Candidate's name:

City & Guilds enrolment number:

Date and time assessment used:
Task 1: Task 2: Task 3: Task 4:

Mark scheme	Evidence requirements	Tick if achieved
Task 1 – the candidate has:		
Produced a list of suitable dates (handwritten or electronic) when the cinema trip could take place *(NB: the dates given are not materially important)* *(confirming understanding of the task)*	ICTE3.1.1	❑
Confirm how ICT can be used to complete the activity *(NB: evidence for this can be written or oral)* *(confirming understanding of how ICT can be used)*	ICTE3.1.1	❑
Started the ICT system successfully and ensured settings are correctly adjusted *(following safe, healthy and secure working practices)*	ICTE3.1.3*	❑
Used the internet to search for and locate the name of a film showing at a local cinema and its start-time *(using ICT to help carry out the task, identifying and using appropriate sources of ICT-based information, searching for and getting ICT-based information relevant to the activity)*	ICTE3.1.2 ICTE3.2.1 ICTE3.2.2	❑
Printed or created a screen dump of the webpage containing the required information *(using ICT to help carry out the task)*	ICTE3.1.2	❑
Task 2 – the candidate has:		
Opened a spreadsheet package, and created a worksheet *(using ICT to help carry out the task)*	ICTE3.1.2*	❑
Entered the requested information and used this to calculate total costs *(entering and developing ICT-based information for a purpose)*	ICTE3.3.1(c)	❑
Saved the spreadsheet with a suitable file name *(presenting information for a purpose, using ICT).*	ICTE3.3.2	❑
Task 3 – the candidate has:		
Opened a word processing package, and started a blank document *(using ICT to help carry out the task)*	ICTE3.1.2*	❑
Entered and developed text relevant to the information requested, including a range of suitable fonts and font-sizes to enhance the document *(NB: the candidate will need to have produced enough text to show use of a range of fonts and font sizes)* *(entering and developing ICT-based information for a purpose)*	ICTE3.3.1(a)	❑

Mark scheme	Evidence requirements	Tick if achieved
Inserted the image provided *(see 1.2, above)* to develop the document *(entering and developing ICT-based information for a purpose)*	ICTE3.3.1(b)	❑
Used the spell-checking facility to check the document	ICTE3.3.2	❑
Saved the document to a suitable removable source (eg USB pen, memory card, floppy disk or any other kind of removable storage medium) *(presenting information for a purpose, using ICT)*	ICTE3.3.2	❑
Task 4 – the candidate has:		
Opened and responded as asked to the given email *(entering, saving, sending and receiving ICT-based communications).*	ICTE3.2.3	❑
Exited the application and shut down the computer system *(following safe and secure working practices)*	ICTE3.1.3*	❑
Throughout all four tasks, the candidates has:		
Followed safe, healthy and secure working practices at all times.	ICTE3.1.3*	❑

Please tick as applicable

❑ The candidate has met all of the evidence requirements indicated above and has successfully completed this assessment.

❑ The candidate was unsuccessful on this occasion.

The declarations on the final page of the candidate's paper must also be completed, even if the candidate was unsuccessful.

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

City & Guilds is a registered charity established to promote education and training