Essential Skills Wales in Information and Communication Technology (ICT)

Example Entry 3 assessment

www.cityandguilds.com
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Version 1.1

Going to the cinema

Candidate's paper

Candidate's name:

City & Guilds enrolment number:

Unique Learner Number (ULN):

Date of registration for 3768:

Date assessment started:

Date assessment completed:

Candidate instructions

Make sure you understand these instructions before you start.

To complete this assessment, you will need:

- access to a computer.

If you need help:

- you can ask your assessor/tutor for help with the instructions
- you can use the computer's help facilities to assist you.

When you have finished or done as much work as you can:

1. Check you have put your name and details on the cover of this assessment paper.
2. Make sure you sign the declaration at the back of this assessment paper.
3. Hand your work to your assessor/tutor.

Task 1

You have been asked by your friends to organise a trip to the cinema.

1. Write out a list of possible dates that you and your friends could go.

2. Discuss with your assessor/tutor how you can use ICT to find out about films at the local cinema.

3. Start the computer system and log on. Make sure the settings are correct for your needs, eg screen resolution, volume, icon size.

4. Using the internet, check which films are showing at the local cinema and what time they start.

5. When you have found the film you would like to see, print out the page from the website showing the information you have found, or you can use a screen dump.

Task 2

You have been asked by your friends to organise a trip to the cinema.

1. You want to work out how much it is going to cost for you and all of your friends to go to the cinema.

2. Use a spreadsheet to calculate the **total** cost for **five** people (four friends plus you). The cost per adult is £6 and £3 for each child under the age of 16.

   Include travel costs as well as costs for some refreshments (eg popcorn or ice cream). If you don't know how much these will cost you can guess.

3. Save the spreadsheet using a suitable file name.

Task 3

You have been asked by your friends to organise a trip to the cinema.

1. One of your friends wants to use the internet to organise another trip, but first wants to know more about using computers and the internet safely.

2. Open a word processing package. Open a blank document.

3. Describe how you followed safe and healthy working practices when organising your cinema trip.
   - Describe the importance of being aware of internet security.
   - Describe the importance of backups.

4. Insert the image provided by your assessor/tutor into the document.

5. Use different fonts and font sizes to enhance the final document.

6. Use the spellchecking facility to check the document.

7. Save the document to a suitable **removable** source – eg USB pen, memory card or floppy disk.

Task 4

You have been asked by your friends to organise a trip to the cinema.

1. You receive an email from your assessor/tutor asking if you found the film you wanted to see and completed the other things your friends asked you to do.

2. Reply to the email stating that you have completed everything you have been asked to do.

3. Exit from the application and close down the computer system.

Declarations

The candidate and assessor declarations **must** be completed

Candidate name: _____

Candidate declaration:

I confirm that this assessment is entirely my own work.

Candidate signature _____ Date _____

For centre staff and City & Guilds' use only

Assessor declaration:

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. Assessment was conducted under the specified conditions, and is valid, authentic, reliable, current and sufficient.

Assessor signature _____ Date _____

Internal verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. I have internally verified this work.

Internal verifier signature _____ Date _____

External verifier declaration:

(if sampled)

I confirm that the candidate has met / not met (as applicable) the standard required by this assessment and has achieved all of the requirements for this Essential Skills Wales qualification. I have externally verified this work.

External verifier signature _____ Date _____

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