

Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Level 3 Controlled Task

Assessment pack

Talent Show

Sample
Version 2.0

Candidate name:
Candidate number:
Date registered for EDLS:
Unique Learner Number (ULN) <i>(if applicable)</i> :
Centre name <i>or</i> number:
Supervisor name:
Assessor name:
Internal Quality Assurer name:

Instructions

The candidate has up to **8 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

Date controlled task started :
Date controlled task completed <i>(no more than eight weeks later)</i> :
Total time spent:

Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:

- internally assessed, by appropriately qualified staff, using the Marking Schemes provided. Please see section 2.2 of the ***Qualification Handbook*** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- external quality assured/moderated by City & Guilds compliant with **Controlled Task Conditions**.

Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must normally be completed before the structured discussion is attempted.

Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

Working time

The candidate has up to **8 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the ***Qualification Handbook*** for further information.

The candidate is allowed research time when working on Part 1 of the Controlled Task and must be carried out under controlled conditions. This must be only be used for this part of the Controlled Task. The research time must be recorded on the front of the Candidate Pack.

Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. The candidate can access the Internet using supervised facilities.
- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.
- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.
- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.
- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

1. Assessment records

Essential Digital Literacy Skills at Level 3

Controlled Task Assessment Criteria

Task title/topic: Talent Show

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL3.2 Digital Productivity				
<p>Be able to organise, store, share, permission and protect digital information</p> <ul style="list-style-type: none"> Effectively manage storage structures of digital resources (4) Manage and review the most efficient way of organising the storage and permissioning of digital resources (2) Assess and implement appropriate methods of securing digital information (5) Store digital resources using appropriate indexing strategies for use in a range of digital projects and activities (2) 	<p>Evidence shows creation and use of at least two folders (1)</p> <p>At least one subfolder exists in each folder (2)</p> <p>Meaningful names applied consistently to all folders/files to support access (1)</p> <p>Evidence of appropriate permission of digital resources being granted (2), [1 for folders, 1 for files]</p> <p>At least two methods of securing digital information:</p> <ul style="list-style-type: none"> identified (2) assessed (2) <p>At least 1 implemented (1)</p> <p>Evidence of at least 2 indexing strategies e.g.tagging, bookmarking, file naming protocols (2)</p>	<p>1.1</p> <p>2.1</p> <p>2.1</p> <p>2.2</p> <p>1.3</p>	13	
Total Marks Available (minimum required for a pass)			13 (9)	

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL2.3 Digital Information Literacy				
<p>Be able to search for, evaluate and use digital information to complete complex tasks or solve complex problems</p> <ul style="list-style-type: none"> • <i>Carry out advanced searches using appropriate search engines, functions and features (2)</i> • <i>Retrieve, organise and classify digital information into a structured format using appropriate indexing strategies (1)</i> • <i>Use digital information which is in a suitable format for a range of audiences to complete complex tasks or solve complex problems (2)</i> 	<p>Evidence of multiple searches, using advanced/refined search criteria (2) (e.g. refining search by creative commons licences) [For unrefined searches award 1 mark only]</p> <p>Information found and stored in a structured format within the folder structure (1)</p> <p>Digital information has been retrieved and used to inform decision making process and design (1)</p> <p>Appropriate digital information has been shared (1)</p>	<p>1.2/1.3</p> <p>1.3</p> <p>2.3/3.1/</p> <p>2.3/4.2</p>	<p>5</p>	
<p>Total Marks Available (minimum required for a pass)</p>			<p>5 (3)</p>	

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLL2.4 Digital Collaboration				
<p>Be able to plan, organise and apply effective and efficient collaborative working practices (CT)</p> <ul style="list-style-type: none"> • <i>Explore opportunities to collaborate with others to complete a complex task or solve a complex problem (2)</i> • <i>Select appropriate digital methods of communicating with a team (2)</i> • <i>Use and evaluate the most suitable combination of digital tools (6)</i> 	<p>Collaboration has occurred (1) and a complex task completed (1)</p> <p>Evidence shows appropriate digital method of communication is used (1) with justification (1)</p> <p>Collaborative tools used to contact team (1) share resource (1) Review digital solution of one other team member (1)</p> <p>Evaluation of the team collaboration (1) evaluation shows justification with reference to efficiency (1) and effectiveness (1)</p>	<p>2.3/4.3 2.3/4.3</p> <p>4.1</p> <p>4.3</p> <p>4.2/4.4</p>	10	
Total Marks Available (minimum required for a pass)			10 (7)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass Y/N
Digital Productivity	13	9		
Digital Information Literacy	5	3		
Digital Collaboration	10	7		
Digital Creativity	12	9		
Total Mark - Controlled Task	40	28		

Quality Assurance: Controlled Task		
Assessor:		
Name:		
Signature:		Date:
Internal quality assurer (IQA):		
Feedback:		
Name:		
Signature:		Date:

Level 3 Structured Discussion Record: Talent Show

Guidance:

- Preparatory notes (verbal or written) should be submitted as supporting evidence
- All elements should be attempted by the candidate
- Assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

Date of discussion _____ Length of discussion _____

<p>Group members if applicable (max of 4)</p>
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Candidates must pass all elements in Table 1

Table 1:

Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
<p>Explained how to minimise risks for personal and professional digital projects using a range of protocols</p> <p><i>e.g. antivirus, password protection, spam filters, encryption, correct permissioning, deleting cookies, firewalls, deleting history, blocking certain sites or people, backing up data, performing regular updates, licensing resources to Creative Commons, copyrighting any resources that are not to be used publically/replicated, compliance with legal and organisational procedures including data protection.</i></p> <p>An explanation of at least 2 protocols.</p>		
<p>Evaluated how digital technologies, tools and techniques enhanced the learning experience.</p> <p><i>e.g.</i></p> <p><i>the advantages of using more than one device to access and develop applications or saved work, being able to conduct online research to enrich and enhance learning.</i></p> <p><i>the disadvantage of relying on the internet or a network, which may not be reliable</i></p> <p>At least one advantage and one disadvantage given.</p>		

Candidates must pass 2 out of 3 elements in Table 2:

Table 2:

Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
<p>Evaluated how well the technologies and tools you used allowed them to meet the requirements of this task</p> <p><i>e.g. advantages and disadvantages of the combination of technologies and tools used with justification for their appropriateness.</i></p> <p>Evaluated the combination of at least 1 technology and 1 tool using least 1 advantage and disadvantage with justification.</p>		
<p>Analysed digital sources of information with reference to how search engine results are manipulated by a variety of processes.</p> <p><i>e.g. how the results of the searches within the task have been influenced by search engine optimisation.</i></p> <p>At least 1 example given.</p>		
<p>Compared a range of online collaborative tools (at least 3 synchronous and 3 asynchronous).</p> <p><i>Potential security issues as well as accessibility has been explored, e.g. some collaborative tools allow users to track the history, while others can be edited anonymously.</i></p> <p>At least 3 synchronous and 3 asynchronous tools compared.</p>		

Quality Assurance: Structured Discussion		
Assessor:		
Name:		
Signature:		Date:
Internal quality assurer (IQA):		
Feedback:		
Name:		
Signature:		Date: