Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 1 Controlled Task – Sample Paper

Assessment Pack

Skills for Work

Version 2.0

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

Instructions

The candidate has up to **6 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** *(no more than eight weeks later)*:
Total time spent in hours:

Produced jointly by the four Essential Skills awarding bodies:
Agored Cymru
City & Guilds
Pearson
WJEC

1. 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 Mark Scheme provided. Please see section 2.2 of the **Qualification Handbook** for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- externally 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 be successfully 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 or if the academic term does not extend to 8 weeks. Please see section 4.3 of the **Qualification Handbook** for further information.

Working Time

The candidate has up to **6 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.

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/assessor 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.

2. Assessor Guidance

Essential Digital Literacy Skills Controlled Task	
Entry 1	**DURATION: 6 HOURS**

ASSESSOR INSTRUCTIONS AND GUIDANCE

Before the task

Part 1

- Provide the candidates with a digital device familiar to the candidates (this could include a smart phone, tablet or any other suitable digital device).
- Ensure a password, passcode or other security feature has been set on the device to be used by each candidate. This must be made available to the candidate.
- Set up a collaborative tool on each device that allows candidates to work together in real time (e.g. Padlet, Google Drive, Office 365). Start to populate the collaborative tool with a list of skills needed for work.
- Candidates can be given guidance on ideas for work-related skills, as the skill being assessed is adding the information to a collaborative document.
- Candidates should not be assisted in adding their information to the list.
- If there is only one candidate sitting this Controlled Task, additional activities must be entered onto the collaborative document. These may be entered by the assessor or by another person asked to contribute to the collaboration process.

Part 2

- Prepare a text file with a list of at least two work-related skills. This is a different file to the one set up in Part 1, but can be the same list of two skills. It does not need to be a collaborative document.
- Save the file so that it is accessible to each candidate.

Preparation for the Structured Discussion

- The assessor will need to provide a range of digital devices with information displayed (e.g. web pages) and paper-based resources (e.g. timetables, phonebook). This information should relate to the task context. The candidate will be required to identify at least one digital source from the items provided.

3. Assessment records

Essential Digital Literacy Skills at Entry 1
Controlled Task Assessment Criteria
Task Title: Skills for Work

DLE1.1 Digital Responsibility	**Evidence**	CT Ref	Marks available CT	Control Task Marks
Be able to access a digital device ● *Turn on and turn off a digital device (2)* ● *Use a security feature to access the device e.g. password, passcode, fingerprint (1)*	Turn on a device (1) Turn off a device (1) Use a security feature (1)	1.1 2.4 1.2	3	
Total Marks Available (minimum required for a pass)			3 (2)	

DLE1.2 Digital Productivity	**Evidence**	CT Ref	Marks available CT	Control Task Marks
Be able to open a file ● *Open a file (1)*	File has been opened (1)	2.1	1	

Be able to use a keyboard/interface on a digital device ● *Use a keyboard or interface to input information (1)*	A mark can be awarded for entering a password or adding something to a list (as appropriate to the task) (1)	1.2 or 1.3/2.2	1	
Be able to present information digitally ● *Present at least one piece of information for the task in a digital format (1)*	A work-related skill has been added to the file provided by the assessor (1)	2.2	1	
Total Marks Available (minimum required for a pass)			3 (2)	

DLE1.4 Digital Collaboration	**Evidence**	CT Ref	Marks available CT	Control Task Marks
Be able to use digital tools to collaborate with others ● *Use digital tools to collaborate with others to complete a task (2)*	A work-related skill has been entered in the collaborative tool (1) A work-related skill that has been added by another person is added to the file provided by the assessor (1)	1.3 2.2	1 1	
Total Marks Available (minimum required for a pass)			2 (1)	

DLE1.5 Digital Creativity	Evidence	CT Ref	Marks available CT	Control Task Marks
Be able to enhance a digital resource • *Use the creative features of digital tools to enhance a digital resource (2)*	Award 1 mark for each creative feature used (e.g. adding colour, changing font style and/or size, adding an image or sound, adding borders) (max 2)	2.3	2	
Total Marks Available (minimum required for a pass)			2 (1)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass (Y/N)
Digital Responsibility	3	2		
Digital Productivity	3	2		
Digital Collaboration	2	1		
Digital Creativity	2	1		
Total Mark	10	6		

Quality Assurance: Controlled Task	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date:

Entry 1 Structured Discussion Record: Skills for Work

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 _____

Group members if applicable (max of 4):

The candidate must pass 2 out of 3 elements in the table below.

Confirm that the candidate has:	**Pass**	**Comments and examples to show how the candidate met the criteria:**
given ways of keeping safe online *e.g. using passwords/passcodes, not sharing passwords/passcodes, being careful about making online contacts, respecting views of others, closing apps when finished.* At least 2 ways given.		
given another creative feature they could have used on the list *e.g. applying colour, changing fonts, adding an image/borders.*		
identified a digital source of information *Assessor to provide a range of digital devices with information displayed (e.g. online news, e-book, podcast) and paper-based resources (e.g. timetables, phonebook). Candidate to identify which are digital sources.*		

At least 1 digital source identified.		

Quality Assurance: Structured Discussion	
Assessor:	
Name:	
Signature:	Date:
Internal Quality Assurer:	
Feedback:	
Name:	
Signature:	Date: