Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
Level 1 Controlled Task – Sample Paper
Assessment Pack

Community Awareness Event

Version **2.0**
Valid for use until (not applicable)

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 **4 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 (including research time):

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.
- 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 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 **4 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 2 of the Controlled Task and must be carried out under controlled conditions. This must 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/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	
Level 1	**DURATION: 4 HOURS**

ASSESSOR INSTRUCTIONS AND GUIDANCE

Before the candidate starts the task

Preparation

For Part 1, Part 2 and Part 4 of the assessment, each candidate is required to work independently. The candidate should be provided with electronic contacts of those they are to collaborate with before they start Part 3 of the assessment.

3. Assessment records

Essential Digital Literacy at Level 1
Controlled Task Assessment Criteria
Task Title: Community Awareness Event

DLL1.2 Digital Productivity	**Evidence**	CT Ref	Marks available CT	Controlled Task Marks
Be able to organise, store and protect digital information • *Organise folder structures to store information (2)* • *Manage files in folders efficiently (2)* • *Identify methods of protecting digital information (2)* • *Store and access digital data (2)*	Folder structure with one folder (1) At least one subfolder within main folder (1) At least one file is stored in an appropriate folder (1) File/folder suitable name (1) 1 mark for identifying and 1 mark for using a method for protecting digital information *(e.g. correct permissions or passwords)* Storing data (1) Accessing data (1)	1.1 1.3 evidenced throughout the task 1.2/4.3 evidenced throughout the task	8	
Be able to use digital technologies and tools to complete a task • *Select and use at least one appropriate digital technology and one appropriate tool to complete a task or solve a problem (4)*	Select one technology (1) Use a technology (1) Select one appropriate digital tool (1) Use a tool (1)	1.2/4.1	4	
Total Marks Available (minimum required for a pass)			12 (8)	

DLL1.3 Digital Information Literacy	Evidence	CT Ref	Marks available CT	Control Task Marks
Be able to search efficiently for and save digital information • *Use suitable keywords or phrases to search for information to complete a task or solve a simple problem (3)* • *Save the information for efficient retrieval (2)*	Use of suitable keyword/phase to evidence efficient search (1) Suitable information found on any 2 of: • information about the role of community groups • examples of resources used to promote community groups • copyright free images/videos of the community groups (2) Information saved (1) The research information is structured so that it is ready to share with the team (1)	2.1/2.2 2.2/2.3	5	
Be able to retrieve and use digital information to complete a task • *Retrieve and use digital information to complete a task (2)*	Retrieved and used at least 2 pieces of information for the task (1 mark per piece of information) (max 2 marks)	4.1	2	
Total Marks Available (minimum required for a pass)			7 (4)	

DLL1.4 Digital Collaboration	Evidence	CT Ref	Marks available CT	Control Task Marks
Be able to digitally collaborate effectively and efficiently • *Identify opportunities to collaborate using digital tools to complete a task or solve a simple problem (1)* • *Demonstrate effective and efficient synchronous and asynchronous digital methods of digitally collaborating with others to complete a task or solve a problem (6)* • *Review the selected methods of collaborating (2)*	Award mark if appropriate collaboration takes place during the task (1) Effective and efficient asynchronous method of communication with at least 2 others (e.g. email, chat facility, text messaging) (2) (1 mark if not effective and efficient e.g. reply is selected rather than reply all) Effective and efficient synchronous method with at least 2 others (2) (1 mark if not effective and efficient e.g. not all team members have equal access to chosen method, or the method does not allow appropriate techniques to be used e.g. no screen sharing) Suitable information is shared (1) An effective digital technique is used to provide comments on at least one other person's findings (1) Reasons why the collaborative methods were successful or not successful (2) (1 mark if only 1 reason given)	3.1/3.2/ 3.3 3.1 3.2 3.3	9	
Total Marks Available (minimum required for a pass)			9 (6)	

DLL1.5 Digital Creativity	Evidence	CT Ref	Marks available CT	Control Task Marks
Be able to demonstrate how digital creativity can be used to complete tasks • *Use an appropriate creative digital approach to complete a task (8)*	Digital resource using at least two media created (1) Appropriate information used from research (1) At least two creative features of digital tools used (e.g. images, tables, sound) (1) Appropriate use of at least four techniques appropriate for the level (e.g. editing images, formatting text, colour schemes, structure, adding hyperlinks) (4) *Note: Assessors must record the techniques and note where they have been used in the digital resource* Digital resource is appropriate for the task (1) Do not award mark if media used is unclear (e.g. pixelated, distorted, poorly cropped, contains static) or if content is not appropriate	4.2	8	
Total Marks Available (minimum required for a pass)			8 (6)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass (Y/N)
Digital Productivity	12	8		
Digital Information Literacy	7	4		
Digital Collaboration	9	6		
Digital Creativity	8	6		
Total Mark	36	24		

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

Structured Discussion Record: Community Awareness Event

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 4 out of 6 elements in the table below.

Confirm that the candidate has:	**Pass**	**Comments and examples to show how candidate met the criteria:**
discussed how online information can impact on self and others *e.g. negative - where inappropriate messages/images are visible, positive - where career prospects can be enhanced.*		
discussed methods of staying safe in a digital world *e.g. changing password regularly, checking that websites are safe - padlock symbol.* At least 2 methods.		
discussed how to maintain a digital device *e.g. frozen devices - reboot needed, app not working - delete and reload, software updates needed.* At least 2 ways.		

discussed why search result order does not determine reliability and relevance *e.g. effects of sponsorship, frequency of hits.*		
discussed digital collaborative tools that can be used for personal and professional practice *e.g. tools used in the Controlled Task, social networking sites, groups or pages for small enterprises/charity groups, benefits (e.g. cost, efficiency, increased productivity) and risks (e.g. security risk around privacy settings used, connectivity problems, accessibility) of digital collaborative tools.* At least 1 example for each practice.		
discussed reasons for using the creative digital approach, including any impact *e.g. provided information clearly for intended audience.* At least 2 reasons given.		

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