

Essential Skills Wales

Essential Digital Literacy Skills (EDLS)

Entry 2 Controlled Task Sample Assessment

Assessor pack

Fun Day

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 **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 <i>(no more than eight weeks later)</i> :
Total time spent:

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. 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 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 2

DURATION: 6 HOURS

ASSESSOR INSTRUCTIONS AND GUIDANCE

Before the task

You must set up an email account for each candidate that is different from their personal or work ones. You must set a password for each email account. You must give the candidate both the email address and password. Before the assessment you should make sure the login screen for the email account is displayed.

Prepare an email for every candidate.

The content of the email must include:

- some details about an activity (for example, a bouncy castle, pet show, helter skelter) taking place at the Fun Day, such as, who it is aimed at, what times the activity will take place and whereabouts in the park it will take place
- the cost to the public of the activity
- a link to a website providing information.

Include instruction for individual candidates to find **specific information** (from the given website that is at an appropriate level) about an activity such as any of:

- clothes that they should wear
- what the activity looks like – for example the shape of the bouncy castle
- what they might need to bring with them.

In their final product, the candidate(s) will use:

- the information provided in the email (e.g. name, location)
- the information they have found individually from the given website
- at least one other piece of information found by one other person.

NOTE the final product could be in the form of (but not restricted to) a flyer/poster, an animated presentation, a video or other digital form available to the candidates.

3. Assessment records

Essential Digital Literacy Skills at Entry 2

Controlled Task Assessment Criteria

Task title/topic: Fun Day

Criteria	Evidence	Ref	Marks available	Controlled Task Marks
DLE2.1 Digital Responsibility				
Be able to keep yourself safe in a digital world (CT) <ul style="list-style-type: none"> Configure security settings to keep yourself safe in a digital world (2) 	A password/PIN/Passcode is used (1)	1.1	2	
	Open the email account (1)	1.1		
Be able to open and respond to personal messages (CT) <ul style="list-style-type: none"> Open a personal file, email or message and respond to the personal file, email or message (3) Use appropriate language and behaviour (1) 	The email has been opened (1)	1.2	4	
	Reply written (1)	1.3		
	Reply sent (1) Email has appropriate tone and content (1)			
Total Marks Available (minimum required for a pass)			6 (4)	

DLE2.2 Digital Productivity				
Be able to create and save a file (CT) <ul style="list-style-type: none"> • <i>Create and save a file (2)</i> 	A new file has been created (1)	2.1/2.4	2	
	The file is saved (1)			
Be able to enter and present digital information (CT) <ul style="list-style-type: none"> • <i>Enter basic digital information (1)</i> • <i>Use basic formatting techniques to present digital information (2)</i> 	The details they have found about the activity is entered in the file/document (1)	2.2	3	
	Document shows at least 2 different techniques have been applied to make it stand out. (2)	2.3		
Total Marks Available (minimum required for a pass)			5 (3)	
DLE2.3 Digital Information Literacy				
Be able to locate digital information (CT) <ul style="list-style-type: none"> • <i>Locate information from a given digital source (2)</i> 	Evidence of search (1)	2.2	2	
	Requested information about the activity has been found from a digital source (1)			
Total Marks Available (minimum required for a pass)			2 (1)	

DLE2.4 Digital Collaboration				
Be able to use digital tools to collaborate with others (CT) <ul style="list-style-type: none"> • <i>Identify digital collaborative tools (1)</i> • <i>Communicate digitally with a team to plan a task (1)</i> • <i>Work online synchronously (in real time) with others to complete the task (2)</i> 	Evidence of collaboration tool being accessed (1) Candidate has collaborated with at least 1 other member (1) Candidate has shared information (evidence shows at least 1 piece of information obtained from another member of the group) (1) Candidate has shared information (evidence shows at least 1 piece of information accessed by another person) (1)	3.1/3.2	4	
Total Marks Available (minimum required for a pass)			4(2)	
DLE2.5 Digital Creativity				
Be able to create/edit a digital resource (CT) <ul style="list-style-type: none"> • <i>Choose appropriate creative tools (1)</i> • <i>Use creative tools to create and/or edit a digital resource (2)</i> 	Appropriate software chosen (1) Use creative techniques within the tool e.g. bold, centre, bullets, adding sound, adding image (1 mark for each to a maximum of 2) The final piece of work is (for example) any of the following: a flyer or animation providing information about their activity.	4.1 4.2	3	
Total Marks Available (minimum required for a pass)			3(2)	
Total			20 (12)	

Assessment Summary: Controlled Task	Marks Available	Marks required for a Pass	Marks Awarded	Pass Y/N
Digital Responsibility	6	4		
Digital Productivity	5	3		
Digital Information Literacy	2	1		
Digital Collaboration	4	2		
Digital Creativity	3	2		
Total Mark for Full Control Task	20	12		

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

Entry 2 Structured Discussion Record: Fun Day

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)

Candidates must pass 1 out of 1 element in Table 1

Table 1:

Confirm that the candidate:	Pass	Comments and examples to show how the candidate met the criteria:
<p>Gave examples of skills and knowledge that can be learned using digital tools</p> <p><i>The candidate has given examples of any skills and knowledge learned, e.g. they have used video tutorials to help them learn.</i></p> <p>At least 2 examples given.</p>		

Candidates must pass 1 out of 2 elements in Table 2:

Table 2:

Confirm that the candidate:	Pass	Comments and examples to show how candidate met the criteria:
<p>Stated at least 3 ways of keeping safe</p> <p><i>e.g. staying safe when using social media, online shopping or any other familiar context.</i></p> <p>At least 3 ways of staying safe given pass.</p>		

Confirm that the candidate:	Pass	Comments and examples to show how candidate met the criteria:
Identified basic digital hardware <i>e.g. any hardware they have used during the Controlled Task or in the teaching and learning.</i> At least 2 hardware items identified.		

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