



EDSQ Entry Level 3 **SAMPLE PAPER**

Additional assessment instructions

- These additional instructions are specific to the **EDSQ Entry Level 3 SAMPLE PAPER**.
- The resources, applications and internet access must be arranged by the centre **before** the learner sits the assessment.

NCFE Entry Level 3 Essential Digital Skills (603/7119/5)

SAMPLE PAPER – Selling a phone

Assessor instructions

Before the assessment

In order to prepare for the assessment, you will need to:

- prepare the Learner Observation Record for each learner sitting the assessment
- ensure that all learners have full internet access (shopping filters to be removed) and full access to local drive storage and cloud storage.

During the assessment

At the start of the assessment taking place, the Assessor should:

- explain to the learner that the purpose of this assessment is to allow them to demonstrate understanding of and competency in the essential digital skills they need for life
- present and explain the scenario and tasks to the learner, as required. Assessors may change the wording/phrasing to assist learner understanding, but must not change the meaning or give instructions which would unfairly assist learners in completing their assessment

Scenario

Part A: You have decided to sell your old mobile phone. You would like to advertise it at the local supermarket on their 'for sale' board.
Edit a poster that can be put on the 'for sale' board in your local supermarket.

Part B: To increase the chances of selling your phone, you want to put it on a selling website. You research some selling websites.

Part C: You will arrange delivery of your new mobile phone.

- explain to the learner where to save their evidence for section B – parts A and B
- ask the learner if they have any questions about the assessment
- supervise learners at all times during section A and section B
- inform learners that they may take a supervised break of no more than 15 minutes at the end of section A. This break may be shorter than 15 minutes and may be cancelled
- complete a Learner Observation Record for section B, part B (a, b and c), as evidence of the learner completing the tasks. The Assessor should observe the learner completing these tasks, using the mark scheme to decide if the learner has achieved the allocated mark(s). The Assessor should record this on the Learner Observation Record during the assessment
- inform the learner when the assessment is complete.



Evidence requirements

In section B, the learner evidence will consist of:

- tasks performed within Surpass
- documents uploaded to Surpass
- Learner Observation Record.

Screenshots and documents should be saved by the learner.

After the assessment

For tasks that require Assessor observation, you must use the Learner Observation Record.

At the end of section B, the learner will be instructed to click on 'Finish Test' to complete their assessment.

Once marking has taken place, all evidence must be stored securely along with the mark scheme.