



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

NCFE Entry Level 3 Essential Digital Skills (603/7119/5) Learner Observation Record	
Learner name:	Centre name:
NCFE learner number:	NCFE Centre number:
SAMPLE PAPER: Selling a phone	Date of assessment:

Task	Available marks	Marks achieved	Observation notes
Section B Part B (a) New email created [1 mark] with subject Where I will sell my phone [1 mark]	2		
Section B Part B (b) Appropriate search term (eg 'selling websites') copied into email [1 mark]. Website URLs copied into email [1 mark]	2		
Section B Part B (c) Email addresses correctly entered and sent to two friends [2 marks] (1 mark for a friend's address in the 'To' field and 1 mark for the other address entered into the 'CC' field)	2		

Total marks: 6	Mark achieved:	
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Declaration:
This confirms that the named learner took part in the NCFE Entry Level 3 Essential Digital Skills task(s) under controlled assessment conditions.
Signed (Assessor): _____ Date: _____

To be completed by the internal quality assurer (IQA):

IQA Name: _____ Date: _____

Signed: _____ Achievement confirmed: Yes / No

IQA comments:

To be completed by the external quality assurer (EQA):

EQA Name: _____ Date: _____

Signed: _____ Achievement confirmed: Yes / No