



NCFE Entry Level 3 in Essential Digital Skills

603/7119/5

Topic: Selling a phone

Sample assessment material

Mark Scheme

To be completed by the Assessor	Mark
Section A	
Section B	
Part A	
Part B	
Part C	
TOTAL MARK	

Sample

Marking guidelines

General guidelines

You must apply the following marking guidelines to all marking undertaken throughout the marking period. This is to ensure fairness to all learners, who must receive the same treatment. You must mark the first learner in exactly the same way as you mark the last.

- The mark scheme must be referred to throughout the marking period and applied consistently.
- Reward learners positively, giving credit for what they have shown rather than penalising them for what they might have omitted.
- Utilise the whole mark range and always award full marks when the response merits them.
- Be prepared to award zero marks if the learner's response has no creditworthy material.
- Do not credit irrelevant material that does not answer the question, no matter how impressive the response might be.
- The marks awarded for each response should be clearly and legibly recorded in the grid on the front of the question paper.

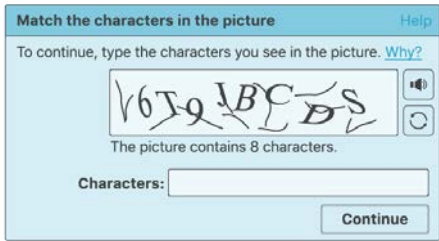
Assessment objectives

This assessment requires learners to:

AO1	Knowledge Learners should be able to: <ul style="list-style-type: none">• Recall• Select• Identify
AO2	Skills Learners should be able to: <ul style="list-style-type: none">• Apply• Demonstrate• Use

Section A

Q1	Which one of the following threats may allow access to a home network? Answer: D Unsecured Wi-Fi	1.1.1.1.2 [1 mark]
Q2	Which one of the following is a potential problem when sharing personal information online? Answer: D Unauthorised access	[1 mark] 1.1.1.2.2
Q3	Which one of the following shows that a website is secure? Answer: A HTTPS	1.1.2.1.1.1 [1 mark]
Q4	Which one of the following would be a reason for an organisation to collect personal information? Answer: B For marketing purposes	1.1.3.1.1 [1 mark]
Q5	Emily sees content on a social media site that she thinks is harmful. She clicks on a link on the screen to report it. Who will see the information Emily provides? Answer: D The website owner	1.2.1.1.3 [1 mark]
Q6	Which one of the following is a possible physical stress caused by using a computer? Answer: D Repetitive strain injury	1.3.1.1.4 [1 mark]
Q7	What must be checked before downloading an app to a mobile phone? Answer: A Available storage	2.1.1.2.3 [1 mark]
Q8	Which one of the following is an accessibility setting that can be changed on a device? Answer: A Magnifier	2.1.3.1.6.1 [1 mark]
Q9	Which one of the following would require a user to use 'keywords'? Answer: D To search for a website	2.2.1.1.5 [1 mark]

Q10	Which one of these file types would be used to store sound? Answer: D .wav	3.2.1.1.2 [1 mark]
Q11	Which one of the following adds to a user's digital footprint? Answer: D Using social media	4.1.1.1.2.3 [1 mark]
Q12	Which one of the following communication methods is private? Answer: B Email	4.1.2.1.2.1 [1 mark]
Q13	What does the following image show?  Answer: A A CAPTCHA	5.1.1.1.5 [1 mark]

Section B

Tasks	
<p>Part A</p> <p>a. phone for sale document downloaded and opened [1 mark]</p> <p>b. Heading underlined [1 mark] Heading made bold [1 mark] Heading centred [1 mark].</p> <p>c. Phone image cut from page 2. [1 mark] Image pasted and positioned at the bottom of page 1. [1 mark]</p> <p>d. Phone image is resized so that the poster is all on one page. Image must be less than 12cm (h) x 16cm (w). [1 mark]</p> <p>e. Image centred. [1 mark]</p> <p>f. All font formatted to font size 18. [1 mark]</p> <p>g. All text font colour formatted to black. [1 mark]</p> <p>h. All text under 'Key Features' formatted to a bulleted list. [1 mark]</p> <p>i. Border inserted around image. [1 mark]</p> <p>j. Document saved as mobile_phone_poster [1 mark]</p>	<p>2.3.1.2.1</p> <p>3.1.1.1.2.2</p> <p>3.1.1.1.2.1</p> <p>3.1.1.1.2.7</p> <p>3.1.1.1.1.4</p> <p>3.1.1.1.3.1</p> <p>3.1.1.1.3.2</p> <p>3.1.1.1.2.7</p> <p>3.1.1.1.2.5</p> <p>3.1.1.1.2.6</p> <p>3.1.1.1.2.8</p> <p>3.1.1.1.3.3</p> <p>2.3.1.1.1</p>
<p>Part B</p> <p>Tasks a-c evidenced by Learner Observation Record</p> <p>a. New email created [1 mark] with subject Where I will sell my phone [1 mark]</p> <p>b. Appropriate search term (eg 'selling websites') copied into email. [1 mark] The names and URLs of two selling websites copied into email. [1 mark]</p> <p>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)</p> <p>d. Creates two contacts, both with name and email addresses added correctly to email address book. [2 marks]</p> <ul style="list-style-type: none"> • Award only for first name, second name, and email address. 	<p>4.2.1.2.1</p> <p>4.2.1.1.1</p> <p>2.2.1.1.5</p> <p>2.2.1.1.2</p> <p>4.2.1.2</p> <p>4.2.1.1.1</p> <p>4.2.1.1.5</p> <p>4.2.1.1.5</p>

<p>No marks awarded for partial entry.</p> <p>e. Screenshot captured and saved of each contact detail from the address book into a new document named Contacts. [1 mark]</p>	<p>2.3.1.2.2</p>
<p>Part C</p> <p>a. Online form completed correctly with, address, postcode, email, and phone number. [1 mark] for data entry and [1 mark] for validating (confirming) email address entered.</p> <p>b. Delivery time slot 12pm-5pm selected. [1 mark]</p> <p>c. Mandatory terms and conditions box selected. [1 mark]</p> <p>d. CAPTCHA completed correctly. [1 mark]</p> <p>e. Submit button selected. [1 mark]</p>	<p>5.1.2.1.2 5.1.2.1.4</p> <p>5.1.2.1.1</p> <p>5.1.2.1.1</p> <p>5.1.1.1.5</p> <p>5.1.2.1.5</p>

Assessment objective grid

Question	AO1	AO2	Total
Section A			
1	1		1
2	1		1
3	1		1
4	1		1
5	1		1
6	1		1
7	1		1
8	1		1
9	1		1
10	1		1
11	1		1
12	1		1
13	1		1
Section B			
Part A		13	13
Part B		9	9
Part C		6	6
Total	13	28	41
%	32	68	100

Document information

Owner: Joanna Fairless, Head of Assessment Design

Change History Record

Version	Description of change	Approval	Date of Issue
v0.1	First draft		November 2019
v0.2	Feedback incorporated		September 2020
v0.3	Reformatted with new document style		December 2020