



EDSQ Level 1 **SAMPLE PAPER**

Additional assessment instructions

- These additional instructions are specific to the **EDSQ Level 1 SAMPLE PAPER**.
- The resources, applications, and internet access must be arranged by the centre **before** the learner sits the assessment.

NCFE Level 1 Essential Digital Skills (603/7118/3)

SAMPLE PAPER – Buying a dog

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 work for a local dog shelter. Your manager has asked you to complete a number of tasks. Your manager has asked you to research the best way to fundraise online for the organisation.

Part B: Your manager has provided you with a Dos and Don'ts file. You need to turn this into a flyer that can be given to customers who are interested in adopting a dog.

Part C: Your manager has provided you with a spreadsheet showing the costs involved with owning a dog. You need to edit the spreadsheet before it can be given to customers.

Part D: Your manager has asked you to research and compare dry dog food options that could be used for one of the new dogs at the shelter. You have been provided with details of the dog.

- explain to the learner where to save their evidence for section B – parts A, B, C and D
- ask the learner if they have any questions about the assessment
- supervise learners at all times during section A and section B



- complete a Learner Observation Record for section B – part A (a), as evidence of the learner completing this task. The Assessor should observe the learner completing this task, using the mark scheme to decide if the learner has achieved the allocated mark. 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.