



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

NCFE Level 1 Essential Digital Skills Qualification Learner Observation Record	
Learner name:	Centre name:
NCFE Learner number:	NCFE Centre number:
SAMPLE PAPER: Buying a dog	Date of assessment:

Task	Available marks	Marks achieved	Observation notes
Section B Part A (a) Hierarchical folder structure created and named correctly. Main folder named 'Fundraising' and sub-folders named 'websites' and 'social media.' [1 mark] .	1		
	Total marks: 1	Mark achieved:	

Declaration:
This confirms that the named Learner took part in the NCFE Level 1 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