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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NCFE Entry Level 3 Essential Digital Skills (603/7119/5) Witness 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** | | **Task completed successfully**  **(tick as appropriate)** | | | | |
| **Yes** | | | | **No** |
| **Section B Part B (a)**  New email created **[1 mark]** | | **1** |  | |  | | | |  |
| **Section B Part B (a)**  with subject **Where I will sell my phone** **[1 mark]** | | **1** |  | |  | | | |  |
| **Section B Part B (b)**  Appropriate search term (eg ‘selling websites’) copied into email  **[1 mark]**. | | **1** |  | |  | | | |  |
| **Section B Part B (b)**  Website URLs copied into email **[1 mark]** | | **1** |  | |  | | | |  |
| **Section B Part B (c)**  Email address correctly entered. One friend’s address in the ‘To’ field and sent **[1 mark]** | | **1** |  | |  | | | |  |
| **Section B Part B (c)**  The other friend’s email address correctly entered into the ‘CC’ field) **[1 mark]** | | **1** |  | |  | | | |  |
|  | |  |  | |  | | | | |
|  | | **Total marks: 6** | **Mark achieved:** | |  | | | | |
|  | | | | |  | | | | |
| **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**  **(Supervisor):** |  | | | | | **Date:** |  |  | |
|  | | | | | | | | | |

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| **To be completed by the external quality assurer (EQA):** | | | | | |
| **EQA Name:** |  | | **Date:** |  | |
| **Signed:** |  | **Achievement confirmed:** | | | Yes / No |
|  | | | | | |