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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 |
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