

**Functional Skills ICT**  
**Entry 1 College Café Sample Paper**

Learner name:	Run Number:	Date of Assessment:
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Ready to start		Coverage and range	Marks	Assessor Mark	IQA Mark
1.	Learner was sitting comfortably and worked safely at all times during the task.	2.1	1		
2.	Learner started the computer system.	1.1	1		
Finish the poster		Coverage and range	Marks	Assessor Mark	IQA Mark
3.	Learner opened the email. Learner read the email.	5.1	1 1		
4.	Learner has opened the file <b>MenuE1</b> using the password: <b>drinks747</b>	2.2	1		
	Using the information from the email learner has: <ul style="list-style-type: none"> <li>changed the opening time to <b>08:30</b> am</li> <li>added <b>Orange Juice</b> to the end of the menu (accept non-capitalisation)</li> </ul>	4.1	1 1		
	By adding information from the email or text message into the poster, the learner has found the given information.	3.1	1		
5.	The learner has added a label to the image. The label is appropriate in that it identifies the image.	4.2	1 1		
Total			10		
Pass Mark			7		

Assessor/Tutor Name			
Assessor/Tutor Signature		Date:	
IQA Name (if sampled)			
IQA Signature		Date:	
EQA Name (if sampled)			
EQA Signature		Date:	