

Functional Skills ICT
Entry 2 Café Poster 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.	The learner was sitting comfortably at all times during the task.	2.1	1		
	The learner worked safely at all times during the task.	2.3	1		
2.	The learner started the computer system.	1.1	1		

Check emails		Coverage and range	Marks	Assessor Mark	IQA Mark
3.	The learner checked for new email messages.	7.1	1		
4.	The learner opened the new email. The learner read the new email.	7.1	1 1		
5.	The learner composes an email reply saying they have read the message (response must contain some message text) evidence of reply can be viewed in the print out.	7.1	1		

Finish the poster		Coverage and range	Marks	Assessor Mark	IQA Mark
6.	The learner opened the file Cafe Poster E2 using the password: Prices1527	2.2	1		
	The learner has checked the information in the email and made the following change: <ul style="list-style-type: none"> Changed the offer period from DECEMBER ONLY to JUNE ONLY 	6.2	1		
	<ul style="list-style-type: none"> Entered details of the price reductions: All coffee drinks – 15% off Teas – 10% off Smoothies – 25% off Entered the telephone number for Mrs Moss: 07909 145145 	6.2 6.1	1 1		
	By using the email program and / or the word processing program the learner has used software applications for a purpose.	1.2	1		

7.	The learner has selected a suitable logo from the file Poster Logos E2 and copied this to the poster. All logos are suitable.	4.1	1		
	The learner has selected a suitable image from the file Poster Images E2 and copied this to the poster. All images are suitable.	4.1	1		
	By using either of these files, the learner has used ICT based sources of information to search for relevant items.	3.1	1		
	By adding information from the email or word processing documents into the poster, the learner has recognised and used interface features.	1.3	1		
8.	The learner has improved the quality of the poster by using any formatting techniques such as: <ul style="list-style-type: none"> • Different font styles • Alignment • Bold • Underlining • Any other formatting 	5.1	1 1 1 1		
Total			20		
Pass Mark			14		

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