

**Functional Skills ICT Assessment
 Level 2**

Learner Name	Learner Signature	Assessment Date
Centre		Run Number
Assessor Name	Assessor Signature	Date

Task	1	2	3	4	5	Total
Available Marks	7	7	21	22	3	60
Assessor Marker						
IQA Marker						

Instructions to learners

You will need the following files for this assessment:

- Teaching Assistant Answer Booklet
- Presentation
- Exam Data
- Blackboard
- Heatherdene
- Jigsaw
- Tick

There are 2 sections to complete, Section A and Section B

Total marks available: 60

You **may** use the internet for **Section A**

Section B is not to be accessed whilst Section A is active

CHECK THE WORK CAREFULLY AND SAVE THE WORK REGULARLY

REMEMBER TO ADD YOUR NAME AND THE DATE TO ALL FILES.

You have **2 hours** to complete the assessment.

Scenario

You work as a Teaching Assistant at Heatherdene Academy. Caitlyn Elliott, the head teacher, wants your help with preparing for a Job Fair. She would also like you to help her with completing a spreadsheet she's having difficulty with.

Your task is to help Caitlyn with the following:

- Research the internet for information about DBS requirements for teaching assistants
- Prepare a slide show to be shown at the Job Fair
- Complete a spreadsheet containing the latest exam results for Caitlyn.

Section A

You may use the internet for this task only.

Section B is not to be accessed whilst Section A is still active.

You have **30 minutes** to locate all relevant information.

Make sure the information is saved as you will not be allowed to return to the internet.

Task 1

Caitlyn would like you to find some information about Teaching Assistants to use in a slide show at the Job Fair.

- a. Create folders to save the work. The main folder name must include your name and **Teaching Assistant**. Create a sub-folder of **Teaching Assistant** with the name **Completed Work**.

Take a screen print showing the folders and add this to the **Teaching Assistant Answer Booklet**.

(3 marks)

- b. Search the internet to find information about a **DBS check** to be included in the presentation:

- What do the initials **DBS** stand for?
- What year did **DBS** replace **CRB** (Criminal Records Agency)

Take a screen print showing the search terms you have used to find the meaning of the initials **DBS**. Add this to the **Teaching Assistant Answer Booklet**.

Enter the meaning of **DBS** in the **Teaching Assistant Answer Booklet**.

Enter the website address of where you found the meaning of the initials **DBS** in the **Teaching Assistant Answer Booklet**.

Enter the date that **CRB** was replaced by **DBS** in the **Teaching Assistant Answer Booklet**.

(4 marks)

(Total 7 marks)

You will need the above information for later tasks. Make sure all information has been saved.

Task 2

- a. Prepare an email to Caitlyn telling her that you have completed the research on DBS. Copy in Neal Petty, the Deputy Head and include the **Teaching Assistant Answer Booklet** file.

caitlyn.elliott@heatherdene.sch.uk

neal.petty@heatherdene.sch.uk

You do not need to send the email, just prepare it.

Display a screen print of the prepared email in the **Teaching Assistant Answer Booklet**. Make sure all text is visible.

- b. Add the Deputy Headteacher's email address to the Contacts address book.

Display a screen print showing the saved Contacts address book entry in the **Teaching Assistant Answer Booklet**.

(Total 7 marks)

Check that you have the following for Section A:

- Task 1 evidence completed in the **Teaching Assistant Answer Booklet**
- Screen print of the email from Task 2 displayed in the **Teaching Assistant Answer Booklet**

The internet access has ended.

You must not use the internet from this point forward.

Using the internet after this point will result in instant disqualification.

Section B

Not to be accessed until completion of Section A

The internet may NOT be used to complete any part of Section B

Task 3

Caitlyn has asked you to create a slide show about Teaching Assistants that will be displayed at the Academy's stand at the Job Fair. She has prepared some notes in a file called **Presentation**.

The slide show must:

- Include all text from the file **Presentation**
- Be on a maximum of five slides, including a title slide
- Contain a footer on all slides except the title slide, showing your name and today's date
- Use one of the given images on an appropriate slide.

a. Create the slide show following Caitlyn's instructions above.

(8 marks)

b. Include the image **Heatherdene** on all slides except the title slide.

(2 marks)

c. Find DBS and replace the initials with their full meaning found during the internet research.

Add the date that CRB was replaced by DBS, from the internet research.

(2 marks)

d. Make sure all the information is displayed appropriately, clearly designed and is error free.

(3 marks)

e. Apply a transition effect to all slides that will advance automatically each slide after 15 seconds.

Add a screen print of the slides in Slide Sorter view into the **Teaching Assistant Answer Booklet**.

(3 marks)

- f. Save the slide show into the **Completed Work** sub-folder using the filename **Slide Show**.

Add a screen print showing the file saved into the **Completed Work** sub-folder in the **Teaching Assistant Answer Booklet**.

(2 marks)

- g. Print the presentation as a handout showing two slides to a page.

(1 marks)

(Total 21 marks)

Make sure you have the following evidence:

- Screen print showing the slides displayed in Slide Sorter view, added to the **Teaching Assistant Answer Booklet**
- Screen print showing the file saved into the folder, added to the **Teaching Assistant Answer Booklet**
- Printout of the slides as a handout with two slides to a page.

Task 4

Caitlyn wants you to update a spreadsheet containing recent exam results. She wants to know the exam grade each learner achieved based on their individual marks. The information is in the file **Exam Data**.

- a. Caitlyn would like you to make changes to the spreadsheet:
- Sadele Smith needs amending to **Adele Smith**
 - Neil Blay received **89** marks
 - The student number for Nahari Ali is **T14447**
- (3 marks)**
- b. The exam grades are displayed in the spreadsheet, use a formula to display the **Grade Achieved** for each learner.
- (4 marks)**
- c. Sort the data in ascending order of **Last Name**.
- (2 Marks)**
- d. Calculate and display the lowest, highest and average marks in column H.
- (3 marks)**
- e. Present the spreadsheet so it is clear to understand and easy to read.
- (2 marks)**
- f. Display the spreadsheet as one page of A4 portrait.
Make sure all the information is fully visible.
Print a copy of the spreadsheet.
- (3 marks)**
- g. Amend the spreadsheet to show any formula you have used.
Print a copy of the spreadsheet.
- (1 mark)**

- h. Using an automatic feature, show only the learners whose grade is displayed as **Fail**.

Add a screen print showing only the learners whose grade is displayed as **Fail** to the **Teaching Assistant Answer Booklet**.

Save a copy of the data as **Retakes** in the **Completed Work** folder.

Print a copy of the data.

(4 marks)

(Total 22 marks)

Make sure you have the following evidence:

- Printout of the spreadsheet
- Printout of the spreadsheet showing formula
- Screen print of the Learners whose grade shows as Fail into the **Teaching Assistant Answer Booklet**
- Screen print of the saved file location pasted into the **Teaching Assistant Answer Booklet**

Task 5 - Theory

Answer the following questions in the Task 5 Section of the **Teaching Assistant Answer Booklet**.

- a. To unlock her computer, Caitlyn uses a password, but she is always forgetting it. Name **one** feature she can use on her new laptop instead of the password, that will offer the same level of protection.

(1 mark)

- b. What do the initials GDPR stand for in relation to information held on computers?

(1 mark)

- c. Give **one** example of a type of work that is protected by copyright.

(1 mark)

(Total 3 marks)

Finishing Off

Check that you have all the work printed and your name is on every piece of paper:

- Print of the presentation slides as handouts two per page from Section B Task 3
- Print of spreadsheet from Section B Task 4f
- Print of spreadsheet showing formula from Section B Task 4g
- Print of spreadsheet showing only Fail grades from Section B Task 4h
- Print of the document **Teaching Assistant Answer Booklet**

End of Assessment

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