# Essential Skills Wales
Essential Digital Literacy Skills (EDLS)
## Level 1 Controlled Task
## Assessment pack

| Talent Show |
|---|

Version **2.0**
Valid for use until *(not applicable)*

| Candidate name: |
|---|
| Candidate number: |
| Date registered for EDLS: |
| Unique Learner Number (ULN) *(if applicable)*: |
| Centre name *or* number: |
| Supervisor name: |
| Assessor name: |
| Internal Quality Assurer name: |

**Instructions**
The candidate has up to **4 hours in total** to complete this controlled task, although that time can be split over a number of sessions. Details of when each session started and ended **must** be recorded on the candidate pack and a summary recorded below:

| Date controlled task **started**: |
|---|
| Date controlled task **completed** *(no more than eight weeks later)*: |
| **Total** time spent: |

wjec
cbac

# 1. Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

## Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:
- internally assessed, by appropriately qualified staff, using the Marking Schemes provided. Please see section 2.2 of the *Qualification Handbook* for details of staff qualification.
- internally quality assured, by appropriately qualified staff.
- external quality assured/moderated by WJEC.
- compliant with **Controlled Task Conditions**.

## Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must normally be completed before the structured discussion is attempted.

### Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances. Please see section 4.3 of the *Qualification Handbook* for further information.

### Working time

The candidate has up to **4 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the *Qualification Handbook* for further information.

The candidate is allowed research time when working on Part 2 of the Controlled Task and must be carried out under controlled conditions. This must be only be used for this part of the Controlled Task. The research time must be recorded on the front of the Candidate Pack.

### Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor so long as they are not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.

- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.

- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.

- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the **Candidate Pack**. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

## Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the **Qualification Handbook** for further information on access arrangements.

## Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the WJEC pre-approved bank or a centre devised assessment that has been approved by WJEC) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

## Collaboration

This controlled task requires the candidate to work as part of a group for some activities.

# 1.  Assessor Guidance

<table>
<tr><td colspan="2"><strong>Essential Digital Literacy Skills Controlled Task</strong></td></tr>
<tr><td><strong>Level 1</strong></td><td><strong>DURATION: 4 HOURS</strong></td></tr>
<tr><td colspan="2">

**ASSESSOR INSTRUCTIONS AND GUIDANCE**

**Before the candidate starts the task**

**Preparation**

The scenario for this Level 1 EDLS assessment is about promoting a Talent Show

The assessor must provide the following information to the candidates:

- venue for talent show
- time and date of talent show
- ticket price

Before the candidate starts <u>Part 3</u> of the assessment, he/she should be provided with electronic contacts of those they are to collaborate with during the task.

</td></tr>
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# 2.  Assessment records

**Essential Digital Literacy at Level 1**
**Controlled Task Assessment Criteria**
**Task title/topic: Talent Show**

| DLL1.2 Digital Productivity | Evidence | Ref | Marks available | Controlled Task Marks |
|---|---|---|---|---|
| **Be able to organise, store, share and protect digital information**<br>• *Organise folder structures to store information (2)*<br>• *Manage files in folders efficiently (2)*<br>• *Identify methods of securing digital information (2)*<br>• *Store and access digital data (2)* | Folder structure with one folder (1)<br>Two subfolders within main folder (1)<br><br>At least 1 file stored in each folder (1)<br>File/folder suitable name (1)<br><br>1 mark for each way of securing information (max 2 marks)<br>(*e.g. correct permissions or passwords*)<br><br>Storing data (max 1 mark)<br>Accessing data (max 1 mark) | 1.1<br><br>1.2/1.4<br>1.3<br><br>1.3<br><br>1.4<br><br>2 | 8 | |
| **Be able to use digital tools and technologies to complete a task**<br>*Select and use at least one appropriate digital technology and one appropriate digital tool to complete a task or solve a problem (4)* | Select one device (1)<br>Select one digital tool (1)<br>Use a device (1)<br>Use a tool (1) | 1.3<br>1.3<br>4.1<br>4.1 | 4 | |
| Total Marks Available<br>(minimum required for a pass) | | | 12 (8) | |

| DLL1.3 Digital Information Literacy | Evidence | Ref | Marks available | Controlled Task Marks |
|---|---|---|---|---|
| **Be able to efficiently search for and save digital information**<br>• *Use suitable keywords or phrases to search for information to complete a task or solve a simple problem (3)*<br>• *Save the information for efficient retrieval (2)* | Use of suitable keyword/phrase to find:<br>• Information on types of prizes at talent shows<br>• Information about the types of acts<br>• Information about a local celebrity who may judge the show<br>• Copyright free images/video of talent shows. (maximum of 3 marks awarded)<br><br>Information saved (1)<br>Saved using bookmarking or other efficient method (1) | 2.1/2.2<br><br><br>2.2/2.3 | 5 | |
| **Be able to retrieve and use digital information to complete a task**<br>• *Retrieve and use digital information which is in a suitable format for a target audience (2)* | Information is shared with team digitally. Award 1 mark for sharing information, (1)<br>1 mark for a suitable format (1) | 3.2<br><br>2.3 | 2 | |
| Total Marks Available<br>(minimum required for a pass) | | | 7 (4) | |

| DLL1.4 Digital Collaboration | Evidence | Ref | Marks available | Controlled Task Marks |
|---|---|---|---|---|
| **Learning Outcome**:<br><br>**Be able to work effectively and efficiently with a digital team**<br>• *Identify opportunities to collaborate using online tools to complete a task or solve a simple problem (2)*<br>• *Demonstrate effective and efficient synchronous (real time) and asynchronous methods of collaborating with an online team to complete a task or solve a problem (5)*<br>• *Review the selected methods (2)* | Award marks if appropriate collaboration takes place during the task (2)<br><br>effective and efficient asynchronous method of communication (e.g. email) (2)<br>(1 mark if not effective and efficient – e.g. reply is selected rather than reply all)<br> effective and efficient synchronous method  (2)<br>(1 mark if not effective and efficient e.g. not all team members have access to chosen method)<br>suitable information is shared (1)<br><br>Reasons why the methods were successful or not successful (2)<br>(1 mark only if one reason is given) | 3.1/3.2/ 3.3<br><br>3.1<br><br><br><br>3.2<br><br><br><br>3.2<br><br><br>3.3 | 9 | |
| Total Marks Available<br>(minimum required for a pass) | | | 9 (6) | |

| DLL1.5 Digital Creativity | Evidence | Ref | Marks available | Controlled Task Marks |
|---|---|---|---|---|
| **Be able to demonstrate how digital creativity can be used to complete tasks**<br>• *Use an appropriate creative digital approach to complete a task (8)* | Multimedia resource using at least 2 media created. (1)<br><br>Appropriate information for entrants about talent show (1)<br>At least 2 images/videos **about** talent shows (1)<br><br><br>Appropriate use of at least 4 techniques: (e.g. formatting, colour schemes, use of templates, timings, hyperlinks) (4)<br><br> Multimedia resource is effective (1)<br>Do not award if media used is unclear (e.g pixelated, distorted, poorly cropped, contains static) | 4.1<br><br>4.1<br><br><br>4.1<br><br>4.1 | 8 | |
| Total Marks Available<br>(minimum required for a pass) | | | 8 (6) | |

| Assessment Summary: Controlled Task | Marks Available | Marks required for a Pass | Marks Awarded | Pass Y/N |
|---|---|---|---|---|
| Digital Productivity | 12 | 8 | | |
| Digital Information Literacy | 7 | 4 | | |
| Digital Collaboration | 9 | 6 | | |
| Digital Creativity | 8 | 6 | | |
| **Total Mark for Full Control Task** | 36 | 24 | | |

| **Quality Assurance: Controlled Task** | | |
|---|---|---|
| **Assessor:** | | |
| Name: | | |
| Signature: | | Date: |
| **Internal quality assurer (IQA):** | | |
| **Feedback:** | | |
| Name: | | |
| Signature: | | Date: |

# Level 1 Structured Discussion Record: Talent Show

**Guidance:**

- Preparatory notes (verbal or written) should be submitted as supporting evidence
- All elements should be attempted by the candidate
- Assessors should ensure that each candidate has the opportunity to demonstrate the required knowledge.

**Date of discussion _____ Length of discussion _____**

| Group members if applicable (max of 4) |
|---|
| |

**Candidates must pass all elements in Table 1**

**Table 1:**

| Confirm that the candidate: | Pass | Comments and examples to show how candidate met the criteria: |
|---|---|---|
| Outlined how online information can impact on self and others*.*<br><br>*The candidate has outlined at least two impacts associated with cookies and website tracking e.g.*<br>• *Companies may use cookies and/or websites to monitor interests and shopping habits*<br>• *Cookies and/or websites used to target advertising*<br><br>At least 2 ways outlined here for a pass. | | |
| Identified common problems encountered when using digital tools/technologies and indicated how these could be overcome.<br><br>*Candidate can identify any problems encountered when using digital tool and/or technologies and either their solution or suggested solutions.*<br><br>At least 2 common problems identified. | | |

**Candidates must pass 2 out of 4 elements in Table 2:**

**Table 2:**

| Confirm that the candidate: | Pass | Comments and examples to show how candidate met the criteria: |
|---|---|---|
| Identify a common digital problem and solution.<br><br>*This could include, but not be restricted to:*<br><br>• *Frozen devices – reboot needed*<br>• *App not working – delete and reload*<br>• *Device updates needed*<br>• *Software updates needed*<br><br>At least 1 digital problem and solution identified. | | |
| Gave reasons why the located source of information was reliable and relevant.<br><br>*Evidence could include for example: information is current; information is about appropriate.*<br><br>At least 2 reasons required. | | |
| Outlined how digital collaborative tools could be used to enhance personal and professional practices.<br><br>*For example: more cost and /or time effective, encourages team working,*<br><br>At least 2 ways outlined. | | |
| Identified how an approach/resource is developed using digital creativity and its potential impact on an audience.<br><br>*Using what they have created within the Controlled Task or other example(s), the candidate can identify how they have used digital creativity and the potential impact this has on an audience.*<br><br>At least one approach/resource identified. | | |

| Quality Assurance: Structured Discussion | | |
|---|---|---|
| **Assessor:** | | |
| Name: | | |
| Signature: | | Date: |
| **Internal quality assurer (IQA):** | | |
| **Feedback:** | | |
| Name: | | |
| Signature: | | Date: |