Essential Digital Skills – assessment material

Entry Level

Examination paper – sample questions

1. **When completing a form online you may get an error message highlighted next to a specific part of the form. What would such an error message normally indicate?**

   a)   You entered some information incorrectly
   b)   You ran out of time to complete the form
   c)   You have to verify you age before you continue
   d)   You need to provide your card details

   (3 marks)

2. **Which of the following is a common implication of sharing your personal information with an online company?**

   a) The company may send you targeted advertisement
   b) The company will open a bank account in your name
   c) You will need to change your computer password.
   d) You will be exposed to hacker attacks

   (3 marks)

3 **Which of the following software applications would you use to create a budget and be able to automatically calculate income and outgoing figures?**

   a) Presentation software
   b) Word processing software
   c) Spreadsheet software
   d) Database software

   (3 marks)

4. **Which of the following can you do via instant messaging app on your mobile phone?**

   a) Open bank account
   b) Share pictures
   c) Send email
   d) Read newspaper article

   (3 marks)

5. **When you are using a public Wi-F, which of the following is the main security risk you may be facing?**

a) You may be paying a lot of money for the connection
b) Your mobile phone will be very slow as many people use the same network
c) Someone may send you spam
d) Someone may be able to get hold of your personal details

(3 marks)

Practical task - sample

Scenario

You enjoy listening to music and watching TV on your digital devices. You will check if your mobile phone has the correct software and storage space and configure some settings. Then you will do online research to find out about different music streaming providers. You will format and save your findings to a word-processing document. Lastly, you will compare the TV streaming services to advise your friend.

Task 1:   **(11 marks)**

Use a smartphone to do the following:

a) find apps installed on the smartphone that can be used to listen to music
b) choose one app, check for the latest update, and install its latest version
c) change the smartphone sound volume setting to 50%
d) check the amount of storage available on the smartphone
e) set a secure password to access the smartphone
f) enable screen lock on the smartphone

Type your findings in the document named "smartphone" and save it. Your tutor will let you know where to find it.

Mark scheme

Task 1	Assessment criterion	Evidence required	Mark available	Mark awarded
	1.4	Candidate uses search option in smartphone's apps menu to look for music apps, e.g., uses "music" as the search term.	1	
	1.4	Candidate selects a music app. May be observed or indicated in the "smartphone" document.	1	
	1.4	Candidate checks for updates on the music app version using a relevant app store application. Allow this mark for checking for updates on any smartphone app.	1	
	1.4	Candidate installs the latest version of the music app. Allow this mark for installing the latest version of any smartphone app. May be observed or indicated in the "smartphone" document.	1	
	1.5	Candidate changes the smartphone's volume setting to 50%, e.g., by going to sound options in settings menu or using side buttons. Allow this mark for changing the volume setting even if it is not set to exactly 50%.	1	
	1.3	Candidate navigates to device storage menu on the smartphone.	1	
	1.3	Candidate finds the available storage space. Must include correct units, e.g., GB. May be observed or indicated in the "smartphone" document.	1	
	14.2	Candidate navigates to security menu on the smartphone.	1	

14.2	Candidate sets a strong password to access the smartphone. The password must include at least 8 characters including lower- and upper-case letters, numbers, and symbols. May be observed or indicated in the "smartphone" document.	1	
14.2	Candidate enables screen lock on the smartphone.	1	
6.1	Candidate completes the word-processing file named "smartphone" with all relevant information.	1	
	Total for Task 1	**11**	

Level 1

Examination paper – sample questions

1. **A malicious software which encrypts data on your computer and demands financial compensation for decrypting it is called**

   a) Identify theft
   b) Ransomware
   c) Trojan
   d) Worm

   (3 marks)

2. **Which of the following email address would be most appropriate to use when sending a job application?**

   a) Jamie9@gmail.com
   b) Jayboy99@gmail.com
   c) James.Smith@gmail.com
   d) J.S.1999@gmail.com

   (3 marks)

3 **Which of the following is an example of online transactional service that focuses on media?**

   a) Online clothes shopping
   b) Streaming services
   c) Electricity provider
   d) Local council online tax portal

   (3 marks)

4. **When installing a new application on your smart phone you may be asked to provide some permissions, e.g., to access your pictures or location data. Why do applications ask for these permissions?**

   a) To check you are not a robot

b) To verify compatibility of your phone

c) To work properly

d) To prevent phishing attacks

<div align="right">(3 marks)</div>

5. **Which of the following online modes of communication would be the most appropriate to let a worker know they got a promotion?**

a) Instant message

b) Text message

c) Social media post

d) Email message

<div align="right">(3 marks)</div>

Practical task - sample

Scenario:

You and your friend are planning a week-long trip to Barcelona. You will research different holiday packages, including flight and hotel, organise them in a digital file and share the findings with your friend. Then you will participate in a video conference call to discuss these options. Finally, you will set up a secure online account on a holiday website.

Task 1:   (19 marks)

Use www.expedia.co.uk to find holiday options you like. The options you choose must meet the following requirements:

Flight:
- return economy flight for 2 people from your nearest international airport to Barcelona
- inbound flight must be 7 days after the outbound flight.

Hotel:
- one double room for 2 people
- stay for 6 nights

- free cancellation
- hotel 4 stars or higher
- guest rating for the hotel very good or higher.

Do not close the websites as you will need to refer back to the results you find in later tasks.

Choose 2 holiday options that meet all these requirements and create a digital file to capture all the relevant information. Make sure that you:
- use clear headings for each holiday option
- use a table to present the name of the hotel, the address and total price
- present information clearly using consistent font type and size
- include at least 1 picture of each hotel (or hotel room) and place it next to relevant option.

Create a folder named Holiday on your local drive. Save your file under the name Holiday Options in this folder.

Mark scheme

Task 1	Assessment Criterion	Evidence required	Mark available	Mark awarded
	2.1	Candidate navigates to www.expedia.co.uk and selects holiday packages option. May be evidenced by data captured or witness statement.	1	
	2.2	Candidate applies filters relating to the flights options to find a return flight that is • for 2 adults in economy class	1	
		• from their airport to Barcelona	1	
		• 7 days apart between outbound and inbound dates.	1	
	2.3	Candidate selects 2 holiday packages which include a hotel room that is • for 2 people	1	
		• for 6 nights	1	
		• eligible for free cancellation	1	
		• in a 4 star or higher hotel	1	
		• in hotel ranked very good or higher by the customers. Candidate may use relevant filters to narrow down their search results or sort them to dismiss irrelevant options.	1	

6.1	Candidate creates an appropriate digital file to capture information about the 2 holiday options, e.g., word-processing document or spreadsheet	1	
	Candidate saves their file under the name Holiday Option	1	
6.2	Candidate presents Information in the file in an organised and appropriate manner using • headings for each holiday option (e.g., Option 1, Option 2)	1	
	• a table to show the name of the hotel, the address and total price (in separate rows or columns)	1	
	• consistent font style and size throughout (ignore bolding, underline or italics)	1	
	Candidate includes 1 picture of one hotel (or hotel room) **OR** Candidate includes 1 picture for each hotel/ (or hotel room) Allow inclusion of hyperlinks to the images instead for just 1 mark	1 or 2	
6.3	Candidate places the images next to relevant options. Do not allow this mark if the images cover some of the information Allow this mark even if the information does not include all requirements.	1	
3.1	Candidate creates a folder named Holiday on their local drive.	1	

		Candidate saves their file to a folder named Holiday on their local drive. Allow file under a different name than Holiday Options for this mark	1	
		Total for Task 1	**19**	