Tutor Guidance–
Controlled Assessment Tasks

For OCN NI Entry Level 3 Certificate in Essential Skills-Digital ICT

QualificationNo: 610/4240/7

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OCN NI Entry Level 3 Certificate in Essential Skills – Digital ICT

This document is designed to be read in conjunction with the qualification specification where the 'Further Assessment Guidance' section indicates the areas that should be covered for each assessment criteria.

Conducting the Assessment

It is the assessor's responsibility:

- to ensure the qualification is at the appropriate level for the learner
- to ensure the assessment task is undertaken within the learner's normal learning environment, which must be supervised
- to ensure the task is taken unseen by the learner - these assessments are confidential materials
- to ensure that if a task is taken across more than one session, that all materials associated with the assessment task are securely stored in a secure place until required again
- to ensure the learner completes the work unaided
- to mark the assessment tasks according to the mark scheme
- to ensure learners complete all controlled assessment tasks before submission

All submitted work will be subject to centre internal quality assurance and external quality assurance by OCN NI.

Note that clicking 'Finish' will submit the responses and learners will not be able to edit their work. 'Finish' should only be clicked when the learner is ready to submit their responses.

Learners' progress will be automatically saved by closing the window.

Uploading Evidence

The majority of learners' evidence will likely be screenshots and therefore learners must be confident in how to take screenshots, save them appropriately, and be able to locate and upload them to an online platform. It is recommended that any screenshots are annotated by the learner to indicate how they meet the requirements of the task.

For ease of marking, it is recommended that evidence files are saved with the **question number clearly labelled** in the file name.

The following sections outline specific guidance for the various skills standards in the qualification.

Skills Standard: Using Devices and Handling Information

Learners will be required to demonstrate changes to system settings. Where administration rights prevent actual system changes from being made, screenshot evidence of where and how the settings may be changed will suffice.

Learners will be required to demonstrate saving to both local (e.g. desktop, external pen drive or hard drive) and remote (cloud storage such as Google Drive, One Drive etc) storage locations. Therefore, learners must have access to local and remote storage options.

Skills Standard: Communicating

Learners will be required to create a contact list of (and send an email to) at least two others. Therefore, they will need the email addresses of two people within the Centre. These may be peers or staff members.

One of the tasks in this skills standard requires an email to be sent by the tutor. The email should have multiple recipients and allow the recipients to see each other's email addresses so the candidate can demonstrate the 'reply all' function.

A recorded video call to at least two people forms part of this skills standard. Note that each individual learner must demonstrate various functions within the call.

The application they chose to make this call must have the following functions available:

- chat
- mute/unmute
- camera
- raising hand
- changing background

Skills Standard: Transacting

Learners will need to demonstrate submitting an online form which will be hyperlinked in the question. A copy of the completed form should be uploaded to the Ambition-Assessments platform. This may be in the form of a screenshot, or candidates can opt to have their responses sent to their email which can then be saved and uploaded.

Note: it is permitted to use fictitious details for this task to avoid any GDPR issues.

Learners will be required to demonstrate adding items to a shopping basket and where to fill in login credentials. There is no requirement to complete a purchase.

Extending Time on Ambition-Assessments

Please note that this qualification is not timed. The timer displayed on the Ambition-Assessments platform is for operational purposes only. Please contact OCN NI if the on-screen clock is running out as additional time can be granted at any stage.

Marking the Assessments

- **MCQ Assessment** – Once the learner has completed the MCQ Assessment, it will be automatically marked by the Ambition-Assessments Platform.
- **Portfolio Assessment** – When the learner has completed their portfolio and submitted it for marking, the Tutor should log in to the Ambition-Assessments Platform to carry out their marking.

Internal Quality Assurance (IQA) – Once candidates have been marked and are ready for IQA, the Tutor should email their allocated IQA to confirm that the assessments are ready for internal quality assurance to take place.

For further information on how to complete the marking, please see the Ambition-Assessments User Guide.

Achievement Guidance for Tutors and Assessors

Once a learner has completed an assessment on Ambition-Assessments, the word **Pass** will appear next to their result. This means that the learner's score has been submitted to Quartz. It does **not** mean that the learner has met the combined pass mark required for the qualification.

To meet the qualification requirements, learners must achieve a **minimum combined score of 70% (49 out of 70 marks)** across the **Portfolio** and **MCQ** assessments.

Learners must achieve a **minimum score of 28 marks in the Portfolio Assessment** to be eligible to achieve the overall qualification pass mark. If a learner does not achieve this minimum Portfolio score, they must resit the Portfolio Assessment.

Minimum Portfolio Score	Maximum MCQ Score available
28	21