



# **Tutor Guidance – Controlled Assessment Tasks**

**For OCN NI Level 2 Certificate in Essential Skills – Digital ICT**

**Qualification No: 610/4979/7**



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## OCN NI Level 2 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.**

### Pathways

For the Level 2 Certificate in Essential Skills, six pathways are available for learners. Each pathway consists of a different combination of units, with varying weightings assigned to the portfolio-based assessment and the multiple-choice question assessment. When scheduling assessments, please ensure you select the pathway that best meets the needs of your learners.

If a learner has not achieved the OCN NI Level 1 Certificate in Essential Skills – Digital ICT they will be required to complete the Level 1 Essential Skills Digital ICT – Multiple Choice Assessment as part of this qualification.

Pathway Options	Mandatory Unit	Unit	Unit
<b>Pathway 1</b>	Advanced Communicating  (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing  (Portfolio: 20 marks)	Advanced Number Handling  (Portfolio: 14 marks, MCQs: 4 marks)
<b>Pathway 2</b>	Advanced Communicating  (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing  (Portfolio: 20 marks)	Understanding Digital Marketing and Social Media  (Portfolio: 4 marks, MCQs: 16 marks)
<b>Pathway 3</b>	Advanced Communicating  (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing  (Portfolio: 20 marks)	Advanced Graphics  (Portfolio: 14 marks, MCQs: 4 marks)
<b>Pathway 4</b>	Advanced Communicating  (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Number Handling  (Portfolio: 14 marks, MCQs: 4 marks)	Understanding Digital Marketing and Social Media  (Portfolio: 4 marks, MCQs: 16 marks)
<b>Pathway 5</b>	Advanced Communicating  (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Number Handling  (Portfolio: 14 marks, MCQs: 4 marks)	Advanced Graphics  (Portfolio: 14 marks, MCQs: 4 marks)
<b>Pathway 6</b>	Advanced Communicating	Understanding Digital Marketing and Social Media	Advanced Graphics

	(Portfolio: 14 marks, MCQs: 6 marks)	(Portfolio: 4 marks, MCQs: 16 marks)	(Portfolio: 14 marks, MCQs: 4 marks)
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## Resource Files

To complete the tasks, learners will need to use a resource file. This file can be downloaded from the Instructions Page, which appears as soon as the learner logs into the system.

If the learner does not download the document at this stage, the page can still be accessed later from the question screen by clicking on 'Instructions' in the top right-hand corner of the page.

## 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.

Learners should carefully read the 'scenario' outlined before attempting any of the tasks. Learners will also be provided with additional information which is required for Skills Standards 'Advanced Document Creating and Editing' and 'Advanced Number Handling.'

## 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. If the on-screen clock is running out, additional time can be granted at any stage.

For step-by-step instructions on how to do this, please refer to the Ambition-Assessments User Guide.

## Marking the Assessments

- **MCQ Assessment** – Once the learner has completed the MCQ, 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.