Tutor Guidance–
Controlled Assessment Tasks

For OCN NI Level 1 Certificate in Essential Skills-Digital ICT

QualificationNo: 610/4241/9

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OCN NI Level 1 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 saving to cloud storage and accessing it on two devices. Therefore, learners must have access to cloud storage and two devices (e.g. desktop computer, laptop or mobile).

Skills Standard: Communicating

Learners will be required to send emails to their tutor and a peer. Therefore, they will need access to an email system and relevant email addresses.

Learners will be required to demonstrate formal and informal communication with a range of individuals. They must include evidence of this on **three** different platforms (text messages, social media messages and instant messages). Therefore, they will need access to these three platforms.

Skills Standard: Transacting

Learners will be required to demonstrate managing account settings of an online service e.g. making a purchase, financial transactions, utilities, government services, media Services. Therefore, they must have access to a service to be able to demonstrate this.

Learners will need to demonstrate submitting online forms. Two forms will be hyperlinked in the question. A copy of the completed forms should be uploaded to the Ambition-Assessments platform. These may be in the form of a screenshot or learners 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.

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 the 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% (56 out of 80 marks)** across the **Portfolio** and **MCQ** assessments.

Learners must achieve a **minimum score of 32 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
32	24