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| **Centre name:** Gateway Digital Training Centre | **Centre number:** 61361-A |
| **Candidate’s name:** Tim Apple | **Candidate number:** 23568900 |

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| **Task and Skill** | **Task set** | **Marks Available** | **Marks awarded** | **Tutor Comments ( where relevant please note where you have adapted tasks in line with the requirements).** |
| Apply system settings | Change a setting on your device.  For example, you could:   * change the way your screen looks (display) * change the time or language * make changes to suit your level of vision or hearing. * Make sure your tutor can see you making the changes. | 1 mark for changing the setting | 1 | Tim changed the display setting on his phone.  He enlarged the display, and reduced the colour brightness. |
| Create, edit and use contacts when sending and receiving online communications | Exemplar task – this may be adapted  Your tutor (or someone else in your class who is not already in your contacts) will send you an email. The emails says, ‘*Now you have my email’*   * Add the person and their email address to the contacts on your device.   The same person will give you a telephone number (this could be the centre’s number)   * Edit your contacts to add the telephone number * Show your tutor the contact with phone number and email address OR take a screenshot and send it to them. | 3 marks in total  2 marks for adding name and email address  1 mark for editing the contact | 2  1 | Tim added the details from his classmate’s email onto his phone and then edited to add the phone number |
| Initiate and participate in a video call | Make a video call to one other person. You can choose   * which device you use * which way you want to make the call (e.g. Skype, WhatsApp or Facetime). * who you want to call.   Your video call should last at least 30 seconds.  Make sure your tutor can see you making the call. | 4 marks in total  1 mark for finding and connecting  2 marks for initiating and responding  1 mark for closing the conversation | 1  2  1 | Tim used WhatsApp on his own phone to video call his friend.  He demonstrated that he could correctly call, initiate and participate in the video call for over 30 seconds.  He appropriately closed the video call and checked his device to ensure the call was closed correctly. |

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| **Total marks available 8** | **Total marks awarded 8** |
| **Authentication statement**  I confirm that these tasks have been set and observed according to the instructions provided and that the evidence I observed was the candidate’s own work.  **Tutor name:**  **Tutor signature: Date:** | | |