

Instructions for the conduct of Digital Functional Skills Qualifications assessments

Version 1.1

 gateway
qualifications

learning your way

General document information

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Introduction

Qualifications covered by this guidance

Qualification Number	Qualification Title
610/2665/7	Gateway Qualifications Entry Level 3 Digital Functional Skills
610/2664/5	Gateway Qualifications Level 1 Digital Functional Skills

Assessment structure

The online assessments for both the Entry Level 3 and Level 1 DFSQ qualifications are externally set by Gateway Qualifications.

Assessments are on-demand, and Candidates are permitted to take assessments on different devices, such as a laptop or desktop computer. Candidates are required to complete the assessment within Surpass, Gateway Qualifications' online assessment platform.

Qualification	Entry Level 3	Level 1
Assessment structure	A single assessment component	A single assessment component
Duration	1 hour 30 minutes, plus 15 minutes for observed tasks	2 hours
Conditions	Supervised conditions	Invigilated conditions
Total marks	50	64
How is it marked?	Marked and internally quality assured by Centre. Externally quality assured by Gateway Qualifications	Marked and quality assured by Gateway Qualifications

Preparing for assessment

Equipment and software

Suitable equipment and software must be available for the assessments. Suitable hardware could be a laptop or PC. Further details on [System and Hardware Requirements](#) are provided on our website.

Staff and Tutor laptops must not be used for assessments. Devices used must allow the download of image and text files.

Suitable software must be provided as follows:

Candidate/Centre Access Requirements	Entry Level 3	Level 1
Internet browser(s)	✓	✓
Email programme(s)	✓	✓
Word processing software	✓	✓
Presentation software	✗	✓
Spreadsheet software	✗	✓

Clean drives for assessments

Each Candidate must be provided with a secure, clean area to save assessment files.

This area **must not** contain any existing files, either belonging to the Candidate or any other person. Candidates must not have access to files created prior to the assessment during their assessment. If this is found to be the case, it will be considered in line with the malpractice policy and procedure.

This may be achieved, for example, through the use of:

- laptops designated for assessment only, which have no access to network files and do not contain any saved files
- specific exam logins with profiles that contain no access to any other folders or files

Note that a breach of this requirement may constitute maladministration or malpractice as per Gateway Qualifications' Malpractice and Maladministration Policy. It is the Centre's responsibility to ensure there is an adequate process in place to ensure drives are wiped before and after each assessment. Gateway Qualifications may call upon the Centre's process for review in instances where concerns are raised as to the effectiveness of said process.

Internet access

Candidates must have access to the internet during the assessment. Centres must plan to manage internet access.

Unique login

Candidates must be provided with a unique login to the assessment. Under no circumstances should Candidates sit assessments using Tutor/staff logins or other Candidate logins.

A breach of this requirement may constitute maladministration or malpractice as per Gateway Qualifications' Malpractice and Maladministration Policy.

Registering Candidates

Candidates sit DFSQ assessments in the Surpass system, and these can take place at any time. However, Candidates must first be registered via the Quartz portal prior to scheduling an assessment. Candidate details will then automatically appear in Surpass for an assessment to be scheduled.

Guidance on registering Candidates via the Quartz portal can be found on our website on the [Registering Learners](#) page.

Reasonable adjustments and special considerations

Gateway Qualifications understands its requirement as an awarding organisation to make reasonable adjustments for Candidates with a disability (in accordance with the Equality Act 2010) so that they are not at a substantial disadvantage in comparison to someone who does not have a disability.

The standard Gateway Qualifications policy on reasonable adjustments will apply to EDSQ. Guidance for Centres on the reasonable adjustment applications process is set out in the Centre Handbook, which is available on the Gateway Qualifications website. This guidance is reviewed and updated regularly as required to align with new external guidance.

Gateway Qualifications has identified reasonable adjustments permissible for EDSQ, as detailed below. A reasonable adjustment is unique to an individual and should reflect their normal way of working.

The following adjustments are Centre-permitted:

- Centres may provide Candidates with additional time.
- Centres may provide Candidates with a reader.

Centres will be able to submit requests for other reasonable adjustments that are not included above.

Those providing assistance should refer to appropriate access regulations detailed in the [Centre Guidance for Reasonable Adjustments and Special Considerations](#).

Scheduling an assessment in Surpass

Both mock and live DFSQ assessments are scheduled in Surpass.

Assessments should be scheduled **a minimum of 24 hours before** the assessment date and ideally at least five days before.

The following guidance for using Surpass can be found on our [website](#):

- System and hardware requirements
- Scheduling assessments
- Rebooking or cancelling assessments
- Administration and invigilation
- Marking and internal quality assurance.

Scheduling mock assessments

Take care not to book a live assessment in error when scheduling a mock, as this may constitute maladministration or malpractice as per Gateway Qualifications' Malpractice and Maladministration Policy.

The process is almost the same for both. Refer to our Surpass guidance for further details.

Accessing the assessments

Once assessments have been booked in Surpass, invigilation packs will be available for download. Surpass refers to invigilation packs for both levels, even when a supervised assessment.

The packs contain the following:

- Attendance Register
- Invigilation Report
- Keycode slips for Candidates.

Invigilation packs must be stored securely before and after the assessment.

Mock assessments

Mock assessments provide Candidates with the opportunity to use the Surpass system and experience the structure of the assessments before taking the live test. Mock assessments can be scheduled on the online platform Surpass in the same way as live assessments. Detailed written guidance and step-by-step videos are available on our website, and they show the entire process.

Entry Level 3

The mock assessments can be marked in the same way as live assessments, providing an opportunity for markers and IQAs to familiarise themselves with the Surpass system prior to working with any live assessments.

Level 1

Although Level 1 live assessments are marked by Gateway Qualifications, mock assessments must be Centre-marked in the same way as Entry Level 3.

Unannounced Visits

Gateway Qualifications reserves the right to visit Centres at any time, including during assessment activity, without prior notification of the visit. Centres are required to accommodate such monitoring activity in accordance with Centre Agreement terms and conditions.

Assessment taking conditions

There are different levels of control for Entry Level 3 and Level 1 assessments as follows:

- Entry Level 3 assessments are supervised
- Level 1 assessments are invigilated

Entry Level 3 – Assessment supervision

DFSQ Entry Level 3 assessments must be taken under supervised conditions. This means Candidates are directly supervised at all times during the assessment. This process of supervision is known as invigilation in the Surpass system.

A Tutor/Assessor may take on the supervision duties but must not assist a Candidate with answering a question. Where a Candidate is given improper support or over-assistance during assessment, this constitutes malpractice, as stated in the [Gateway Qualifications Malpractice and Maladministration Policy and Procedure](#).

All assessment Supervisors must be trained by the Centre to ensure they are able to administer the assessments securely and in compliance with the regulations in this guide.

Level 1 - Invigilation

The Invigilator is responsible for conducting an assessment session under formal examination conditions in the presence of the Candidates. Invigilators have a key role in upholding the integrity of the assessment process. If an Invigilator is related to the Candidate undertaking the assessment, they cannot act as the sole Invigilator. The role of the Invigilator must be taken on by someone other than the Tutor/Assessor.

The role of the Invigilator is to ensure that the assessment is conducted according to the following principles:

- ensure all Candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the assessment before, during and after the assessment
- prevent possible Candidate malpractice
- prevent possible administrative failures.

Invigilators must not perform any additional tasks, e.g. marking, in the assessment room.

Supervision/Invigilation Guidance

The Centre must ensure that:

- all Candidates are within direct sight of the Supervisor/Invigilator throughout the assessment
- Candidates complete their work independently
- interaction with other Candidates does not occur
- staff overseeing the assessment are familiar with the specific instructions relating to the assessments contained in this document
- Candidates are not offered any advice or assistance other than accessing the assessment.

Surpass Invigilate screen

During assessments, Supervisors/Invigilators should have access to the Invigilate screen in Surpass to:

- monitor Candidate progress
- pause/resume assessments if required, for example, during an emergency
- ensure all Candidates have submitted their assessments properly once completed

Refer to the DFSQ Surpass Guidance for Centres for further details.

Assessment room

When more than one Candidate is taking an assessment in the same room, the assessments should be scheduled with the same start time to cause the least disruption to Candidates.

Any room in which an assessment is held must provide Candidates with appropriate conditions for taking the assessment. The Centre must pay attention to conditions such as heating, lighting, ventilation, and the level of outside noise. The Centre must ensure that the room is accessible and appropriate for Candidates with disabilities (in accordance with the Equalities Act 2010).

Display material (such as wall charts and projected images) which might be helpful to the Candidate must not be visible in the assessment room.

Recording attendance

The Supervisor/Invigilator should check the Attendance Register prior to starting the assessment to ensure:

- the date is correct
- the correct assessment type has been booked (e.g. a mock rather than a live test)

The Supervisor/Invigilator will be required to complete the Attendance Register (downloaded from Surpass as part of the invigilation pack) prior to the start of each assessment session. They should also indicate Candidates who were booked on the assessment and did not attend.

You can find guidance on creating and printing invigilation packs on our [website](#) and in our Surpass guidance documents/videos.

Candidate instructions

Prior to starting the assessment, the Supervisor/Invigilator must:

- advise Candidates to avoid using personal information such as existing passwords
- inform the Candidates they are now subject to supervised/invigilated conditions
- warn Candidates that any unauthorised material (e.g. teaching materials, mock assessment materials) must be handed in, although dictionaries are allowed
- remind Candidates that they are forbidden to communicate in any way with, seek assistance from, or give assistance to another Candidate while they are in the assessment room
- remind Candidates they may use a dictionary
- ensure any electronic bilingual dictionaries are on the same device as the assessment, i.e., Candidates may not use a bilingual dictionary on a mobile phone
- remind Candidates which assessment type/level they are sitting and ask them to double that all details shown on the screen are correct before starting (e.g., Candidate name, level, assessment type)

Timings

- Digital Functional Skills assessments at both levels are timed within the Surpass system and will end automatically after the allocated time has passed if the test has not already been completed.

Contact during the assessment

Entry Level 3

The Supervisor may advise Candidates of their individual key codes. Input from the Supervisor, such as clarification of requirements, is acceptable. However, the Supervisor must not provide answers to the assessment questions. The Supervisor should keep a

record of feedback and advice provided to groups of Candidates and to an individual Candidate where this may affect the assessment outcome.

Level 1

The Invigilator may advise Candidates of their individual key codes.

Evacuation procedures

Supervisors/Invigilators and Candidates must be aware of the evacuation procedure in case of an emergency. The following action should be taken by Supervisors/Invigilators:

- stop the assessment and pause the online assessment
- collect the attendance register (to ensure all Candidates are present)
- evacuate the assessment room - Candidates should leave the room in silence
- Candidates must be supervised as closely as possible while they are out of the assessment room to ensure there is no discussion about the assessment being sat
- the time of the interruption and how long it lasted should be noted on the invigilation record
- Candidates should be allowed the full working time for the assessment
- a full report of the incident should be made and a copy sent to the Customer Excellence Team at Gateway Qualifications.

Assessment support and contingency planning

The Supervisor/Invigilator should be familiar with the software and systems to be used by Candidates, to deal with technical difficulties that may arise.

However, it is strongly recommended that:

- technical help is available within the Centre during the test to deal with device crashes and other possible complications
- several spare devices are available during the test to allow Candidates to move to another device if necessary
- up-to-date virus prevention measures are in place.

Conduct of Candidates during assessments

Communication between Candidates is not allowed at any time during the assessment.

Candidates must be supervised throughout the progress of the assessment. The Supervisor/Invigilator must give complete attention to this duty at all times, being vigilant and remaining aware of emerging situations, looking out for possible cheating, malpractice or Candidates feeling unwell. The Supervisor/Invigilator is required to move around the assessment room quietly and at frequent intervals.

The Supervisor/Invigilator should be aware that Candidates may only use the internet as required by the assessment and not for any other purpose.

Any irregularities must be recorded.

Accessing and using files

During the assessment, Candidates must only have access to work on files that have been provided as part of the assessment. Candidates must not have access to prepared templates or other files.

Candidates will be required to download documents from the Surpass system and work on them outside of Surpass. They will then be required to upload completed files. It is important that this is only carried out within the assessment room.

Files can be uploaded in the following formats – .doc, .docx, .pdf, .jpg, .png, .ppt, .pptx, .xls, .xlsx, .pub, .pubx.

The available formats will vary according to the question type; e.g. a .jpg file would not be an appropriate format for evidence for a spreadsheet task.

Where Candidates are required to produce work outside of the assessment system, the Supervisor/Invigilator must make sure that it is the Candidate's own work and the work is completed during the assessment session. Candidates will be required to electronically sign a disclaimer at the end of the assessment confirming it is their own work.

Candidates are not permitted to have access to memory sticks, textbooks, Centre-prepared manuals, software-specific help facilities or other similar material during the assessment. Candidates may have access to dictionaries.

Details for assessments

Supervisors/Invigilators may provide the following which Candidates may require for the assessment:

- Access to an email account
- A postcode
- An email address
- A telephone number

Candidates are not required to enter any of their personal details (for example, passwords) as part of the assessments.

Authentication of Candidate work

At the end of the assessment, Candidates will be required to confirm that assessment evidence is all their own work.

Where assessments are Tutor/Assessor observed, Tutors/Assessors must provide confirmation within the Observation Record which is uploaded in Surpass.

Misconduct

These types of assessments rely heavily on the integrity of the Candidates. In cases where misconduct occurs or is thought to have occurred, Centres are required to inform Gateway Qualifications without delay. Gateway Qualifications will then determine the next course of action to be taken. This may involve an investigation whereby results may be withheld in accordance with the [Gateway Qualifications Malpractice and Maladministration Policy and Procedure](#).

Following assessment

The Supervisor/Invigilator must ensure all Candidate assessments are submitted by Candidates and marked as “Finished” within the Surpass Invigilation Screen.

All records relating to the assessments (e.g. records of reasonable adjustments, attendance records, invigilation records) must be retained for a period of three years and may be requested as part of a Centre compliance visit.

To maintain confidentiality of the assessments, **the Supervisor/Invigilator must ensure any downloaded files are deleted from the device** used by the Candidate at the end of the assessment.

Maintaining confidentiality

The confidentiality of assessments and mark schemes must be maintained throughout the assessment and quality assurance processes. Failure to do so may result in Gateway Qualifications conducting an investigation in accordance with the [Gateway Qualifications Malpractice and Maladministration Procedure](#). Appropriate security systems must be put in place to prevent unauthorised access to the assessment materials.

Marking of Entry Level 3 must be carried out in a location where the confidentiality of the assessments and mark schemes can be maintained.

The Centre must advise Gateway Qualifications immediately if the security of the assessments or confidential supporting instructions is put at risk.

Any natural disaster, fire, theft, loss, damage, or any other circumstances which render the existing accommodation or secure storage of assessment materials at risk must be reported immediately to Gateway Qualifications.

The following instructions apply to all confidential materials relating to the administration and delivery of assessments.

- Centres must be able to demonstrate that the appropriate security systems are in place to prevent unauthorised access to the assessment materials.
- Centres must maintain the confidentiality of Candidate responses and Candidate details.

Screenshots of assessment questions in Surpass **must not** be made.

Assessment content must not be duplicated or emailed.

Potential Maladministration/Malpractice

Potential Maladministration/Malpractice	Appropriate Mitigations
Candidates are not provided with clean drives for their assessments	<ul style="list-style-type: none"> • Provide specific exam logins or use dedicated laptops • Ensure all logins used for assessments are cleared of all folders/files after use, or are single-use only • Establish a rigorous process to ensure Candidates do not use their own logins • Do not allow Candidates to use inappropriate logins, such as those used by staff • Train assessment Supervisors fully in the processes for setting up, running, and concluding assessments, including the use of clean drives for Candidates
Centre staff book a live assessment in error instead of a mock	<ul style="list-style-type: none"> • Ensure assessments are booked at least 24 hours in advance of the assessment date • Check that attendance/invigilation records reflect the required level/type prior to commencing the assessment • Ask Candidates to closely check and confirm their Surpass onscreen details prior to starting the assessment • Ensure all staff have access to and follow the DFSQ Surpass Guidance for Centres
Assessments are not marked or moderated within a suitable timescale	<ul style="list-style-type: none"> • Ensure all assessments are marked within 14 days of the assessment date • Ensure all internal quality assurance activity takes place within 28 days of the assessment date
There is a breach of confidential assessment material	<ul style="list-style-type: none"> • Do not screenshot live assessments • Do not email details of live assessment material
Centre staff mark assessments before undertaking the mandatory training	<ul style="list-style-type: none"> • Ensure all relevant staff watch the training video and register for the webinar, and attend prior to commencing any marking of assessments

Entry Level 3 observed tasks and assessment adaptation

At Entry Level 3, a small proportion of the subject content statements are assessed through Tutor/Assessor observation, e.g. making a video call. Observed tasks will be set by Gateway Qualifications and undertaken prior to the timed assessment on Surpass. Tutors will be required to follow the rules of combination laid out below in Appendix 1. The outcomes of these tasks must be recorded on an Observation Record (Appendix 2), which the Tutor/Assessor will need to complete and upload to Surpass. It contains an authentication statement to be signed electronically by the Tutor/Assessor to confirm that all work is the Candidate's own.

Tutors must follow the guidance below. External quality assurance staff may request evidence as part of the ongoing Centre monitoring.

For these tasks, Candidates may use different devices such as a mobile phone, a tablet or a laptop. Tutors should select the most appropriate device.

Centres may make minor adaptations to each task to suit the device being used. The permitted adaptations are provided below. The amount of adaptation that Centres can make to a task is minimal, and Centres are not required to submit them before they use them.

Observed tasks permitted adaptations

Task 1

Across a cohort, Centres must use all 6 available system settings. Centres must follow the rules of combination as to which two system settings each Candidate must be assessed on. However, Centres will then be able to determine which actions a Candidate should perform in relation to a particular system setting. For example, if Candidates are required to change the time, the Tutor could determine the time the setting should be changed to.

Task 2

Centres will determine the details of the contact the Candidate has to create and edit and whether it is to be provided by text or email.

Task 3

Centres may determine the device to be used and who the Candidate is contacting. This may be the Tutor or a class member if this is deemed appropriate.

Task 4

The guidance below provides the parameters for any adaptations to this task. Centres may determine the device to be used, but they must check whether it is possible to record and view a video on the device. They must instruct Candidates on what to video, ensuring there are no potential safeguarding issues.

Appendix 1: Guidance for DFSQ Assessors on the conduct and assessment of observed tasks

Task 1

Subject content statement	Skills	Marks available	Tutor guidance	Evidence requirements
1.3	<p>Apply system settings. (2 marks)</p> <p>The Candidate must apply two system settings.</p> <p>Tutors should select two system settings from the list below in accordance with the rules of combination. They should cover the different allowable combinations across a cohort of Candidates.</p> <ol style="list-style-type: none"> 1. Display settings, e.g., brightness, resolution, background, colour, zoom, text, and icon size 2. Sound and audio settings, e.g., volume 3. Wi-Fi settings 4. Time, e.g., changing clock or alarm settings 5. Language settings, e.g., change the device language 6. Accessibility settings, e.g., zoom, magnifier, screen reader, audio 	2	<p>Rules of Combination – Rationale</p> <p>We are aware that Candidates will use different devices to complete this task and that the way system settings are applied will vary depending on the chosen device.</p> <p>For example, smartphones and tablets often allow users to amend system settings within one screen through their operating systems. In an effort to ensure that Candidates do not apply two system settings within the same screen, the 6 system setting areas within subject content statement 1.3 have been split into two groups. Tutors will be required to choose one system setting from each group for Candidates to apply.</p> <p>Group 1 includes:</p> <ol style="list-style-type: none"> 1. Display settings, e.g., brightness, resolution, background, colour, zoom, text, and icon size 2. Sound and audio settings, e.g., volume 3. Wi-Fi settings 	Tutor observation of Candidate applying a change to two system settings on a digital device.

Subject content statement	Skills	Marks available	Tutor guidance	Evidence requirements
	<p>descriptions, voice control, touchpad sensitivity</p> <p>1 mark is available for each application of a system setting</p>		<p>Group 2 includes:</p> <ol style="list-style-type: none"> 4. Time, e.g., changing clock or alarm settings 5. Language settings, e.g., change the device language 6. Accessibility settings, e.g., zoom, magnifier, screen reader, audio descriptions, voice control, touchpad sensitivity <p>Allowable combinations of system settings for Candidates to apply:</p> <ul style="list-style-type: none"> • 1 and 4 • 1 and 5 • 1 and 6 • 2 and 4 • 2 and 5 • 2 and 6 • 3 and 4 • 3 and 5 • 3 and 6 	

Task 2

Subject content statement	Skills	Marks available	Tutor guidance	Evidence requirements
3.1	<p>Create and edit details in a contacts list. (2 marks)</p> <p>The Tutor should provide the Candidate with contact details to enable them to add a new contact to their chosen device.</p> <p>The Tutor should then provide additional information with regard to the contact to enable the Candidate to edit the contact on their device.</p> <p>1 mark for creating a new contact on a device. Must include contact name and/or email address or phone number.</p> <p>Contact can be added to an email address list or through phone contacts.</p> <p>1 mark for editing the contact to include additional information, for example, email address, telephone number or correction to information.</p>	<p>1</p> <p>1</p>	<p>Tutors must provide details of a new contact to the Candidate that is not on their list of contacts.</p> <p>The Candidate should then add the new contact to their chosen device.</p> <p>The Candidate should then be asked to edit the contact details (for example, additional information that was not originally provided, such as email or phone number).</p> <p>Examples of new contacts could include the school/college/training provider details, local businesses, or a fictional contact. Please ensure contact details do not contain personal information.</p> <p>The details can be given to the Candidate in different written formats, e.g. email or text message.</p> <p>The Tutor observation record must contain evidence of how the Candidate met the criteria.</p>	<p>Tutors should observe and comment on the device and software used by the Candidate, the information added and the accuracy of the edited information.</p>

Task 3

Subject content statement	Skills	Marks available	Tutor guidance	Evidence requirements
3.3	<p>Initiate and participate in a video call. (2 marks)</p> <p>The Candidate must initiate and participate in a video call that is likely to last no more than 30 seconds. The Candidate must communicate with the other participant(s) but does not need to take part in a group chat. They must be the one to initiate the call.</p> <p>1 mark for using appropriate software to initiate a video call to another person, e.g., WhatsApp, Skype, Teams, FaceTime.</p> <p>1 mark for the video call</p>	<p>1</p> <p>1</p>	<p>The Tutor must agree which device and software the Candidate is going to use and to whom they will make the call. The call could be made using software such as WhatsApp, Skype, Teams, FaceTime.</p> <p>The Candidate can/may call another class member or the Tutor if this is appropriate.</p> <p>The video call is not likely to last more than 30 seconds.</p>	<p>Tutors should document details of the call, including the software used and the device</p>

Task 4

Subject content statement	Skills	Marks available	Tutor guidance	Evidence requirements
2.4.2	<p>Capture a video and view in a suitable application. (2 marks)</p> <p>The Candidate must take a video of anything in their surroundings but ensure no other people or sensitive information is captured in the video. Examples could include:</p> <ul style="list-style-type: none"> • the classroom • outdoor area/park/garden • nature - animal, tree, flowers, etc <p>1 mark for using appropriate software to capture a short (minimum 10-second) video.</p> <p>1 mark for saving and replaying the video to Tutor.</p>	<p>1</p> <p>1</p>	<p>Tutor must provide or agree a device for capturing video. If the Candidate uses their own device, they should ensure that the video software is suitable.</p> <p>The Candidate should not capture other people or sensitive information in their video.</p> <p>To avoid the need to request permission, Tutors should instruct Candidates to record objects rather than people.</p> <p>Tutors will be required to ensure that Candidates do not record other people or private property.</p> <p>The video must last a minimum of 10 seconds.</p>	<p>The Tutor should observe and comment on the Candidate opening the appropriate software, starting and ending the recording. The Candidate should then playback the video to the Tutor.</p>

Appendix 2: Observation record

Centre name:	Centre number:
Candidate name:	Candidate number:

Task number	Skills	Marks available	Tutor comments. Please describe how the Candidate has met the requirements of the task.	Marks awarded
1	<p>Apply system settings.</p> <p>Tutors will select two system settings for each Candidate to apply from the list below:</p> <ol style="list-style-type: none"> 1. Display settings, e.g. brightness, resolution, background, colour, zoom, text and icon size 2. Sound and audio settings, e.g. volume 3. WiFi settings 4. Time, e.g. changing clock or alarm settings 5. Language settings, e.g. change the device language 6. Accessibility settings, e.g. zoom, magnifier, screen reader, audio descriptions, voice control, touchpad sensitivity 	2 marks for changing two different settings on a device	<p>Please indicate which two settings Candidates have been allocated in line with the rules of combination provided. e.g. 1 and 4, 2 and 6, etc.</p>	

Task number	Skills	Marks available	Tutor comments. Please describe how the Candidate has met the requirements of the task.	Marks awarded
2	<p>Create and edit details in a contacts list.</p> <p>Tutors will give the Candidate a contact who is not in their contact list. The Candidate should:</p> <ol style="list-style-type: none"> 1. Add the details to their contacts list on a device. 2. Edit the details when provided with additional information about the contact. 	2 marks	Please provide evidence of the contact and any editing by the Candidate.	
3	<p>Initiate and participate in a video call</p> <p>The Candidate will use a digital device to make a video call to one other person.</p> <p>The Candidate's video call should last at least 30 seconds.</p>	2 marks	Please provide evidence of the Candidate making a video call, e.g. which application they have used, type of device, etc.	
4	<p>Capture a video and view in a suitable application.</p> <p>The Candidate will use a digital device to take a short video of their surroundings. It must be at least 10 seconds long.</p> <p>The Candidate will replay the video to their Tutor on their device.</p>	2 marks	Please provide evidence of the Candidate recording the video, e.g. type of device, application used and content.	

Total marks available 8	Total marks awarded

<p>Authentication statement</p> <p>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.</p> <p>Tutor name:</p> <p>Tutor signature:</p>		<p>Date:</p>
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