

Instructions for use								
Open the google for answer spreadsheet and copy the cells in column A to W only!								
Position is Paste Results Here A2 and paste								
Through conversation with the learner add information for cells X to AE								

Essential Digital Skills Initial Assessment			
Name	Miss Marple	Email	another.email@gmail.com
		Score	Level
Form Score	General knowledge	39	Level 1
Assignment Score	Word	12	Level 1
Assignment score	Excel	20	level 1
Overall score		71	
Your level is	Level 1	Your Assessor	
Outcome from additional learning support with Assessor			
<p>Learner may need additional learner support. Has declared a LDD and we will have to assess what additional support she requires Has a 6 month old baby</p>			
Next step			
<p>Enrolled on course instance 4603 E3 EDS</p>			

Word Assignment Marksheet to be completed by assessor		
		Points
1	Title of document colour changed, 1 point	0
2	Sub heading is bold, 1 point	0
3	Font is serif, 1 point	0
4	5 items in a numbered list, 2 points (one for items in list and 1 for numbering)	0
5	Picture inserted of TV personality, 1 point	0
6	Data inserted into table with appropriate headings, 4 points, 2 for table and 2 for appropriate headings	0
7	Line space decreased, font is ariel and purple, 2 points	0
8	folder created in My Document, file saved there and screenshot supplied, 6 points, 2 for folder created, 2 for file saved, 2 for screenshot	0
	Total Points	0

Timestamp	Score	What is this?	Can you turn on a phone, tablet or computer (e.g. by entering a password or passcode).	Can you make text on the screen larger or smaller?	Can you connect to the internet using wifi.	What would you use a browser for?	Give an example of what you can use Microsoft Word for	Give an example of what you can use Microsoft Excel for?	What would you use Outlook for?	You have been asked to search the internet to find the date for the Brazil Olympic Games in 2016. Write down what you type in the search bar?	Which website address would you choose to click on, to get the correct answer for the question above.	What is a URL?	Would you recommend two-factor authentication to a friend who wants to use online banking?	Why would you recommend two-factor authentication?	Name four things you should keep safe when using the Internet	Select the best password	Your Name	Your Postcode	Your email	English BICB Results	Needs a creche	Personal situation	Word Score	Excel score	Tutor assessed level	Addition al learner needs	Next Steps
7/20/22 11:39	39	Keyboard	Yes	Yes	Yes	accessing the internet	letters	spreadsheets	emails	020 8204 3567	Olympics 2016	www.olympic.co.uk	Uniform Resource Locator	Yes	security protection, bank details	passwords, date of birth, mothers maiden name, Xhtml, 9c7x	Miss Marple		anothermail.com	Entry 3	Has a 6 month old baby	Has been working in a school for the last 3 years and would like to apply for an admin position	12	20	Level 1	Learner may need additional learner support. Has declared a LDD and we will have to assess what additional support she requires	Enrolled on course instance 4603 E3 EDS

Excel Assignment Marksheet to be completed by assessor

		Points
1	excel started without help, 1 point	0
2	Information from the table entered accurately and starting in cell A1, 2 point, 1 for data entered and 1 for starting in A1	0
3	Column width adjusted, 1 point	0
4	Heading, month, price and total emboldened, 1 point	0
5	Formulate inserted in total column, 4 points, 2 for formula and 2 for correct result	0
6	Formula replicated 2 points	0
7	Font of top sellers changed to comic sans, 1 point	0
8	Row inserted called Cheese between Eggs and Sugar, 2 points	0
9	Total for cheese updated, 2 points	0
10	Row deleted (biscuit), 1 point	0
11	Sheet renamed to top sellers, 2 points	0
12	Heading merged and centered, 1 point	0
13	3 columns added with title, 3 points	0
14	formula inserted into the Total Revenue column to calculate the total revenue for the year (Total * Price), replicate to the other, 6 points	0
15	formula inserted into the VAT column (Total Revenue * 0.2), Replicate to the other Top Seller items, 6 points	0
16	formula inserted into the Revenue (VAT) column to calculate the total revenue inclusive of VAT, replicate to the other Top Seller items, 6 points	0
17	Currency format applied, 2 points	0
18	Work saved, 1 point	0
	Total	0