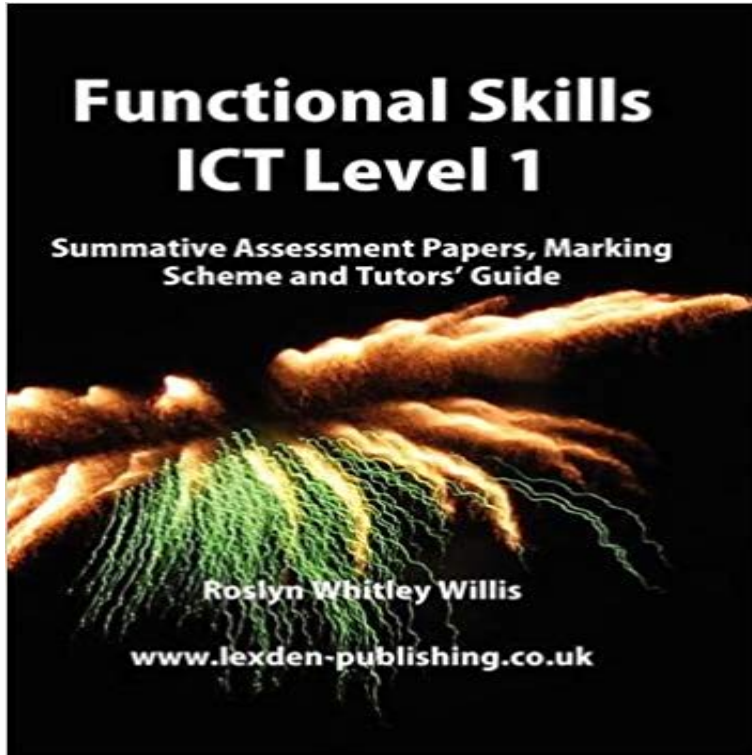


Functional Skills ICT Level 1: Summative Assessment Papers, Marking Scheme and Tutors Guide



This book provides a resource that can be used by tutors who deliver and assess students who are studying Functional ICT Level 1. The book contains 20 summative assessment practice papers in a range of contexts, which collectively cover the ICT Functional Skills Standards, and allow the tutor the flexibility to include the skills of internet research and sending and receiving emails. Each paper is scenario-based with linked activities and is accompanied by a detailed marking scheme. Consideration has been given to a range of examiners comments and the papers tasks reflect these comments. Among the forms that are included are formative and summative assessment sheets and a student achievement tracking sheet. The inclusion of a reflective statement pro forma means that students can be encouraged to provide a structured review of their planning and working practices, and their strengths and weaknesses. Each of these skills is important in the world of work and day-to-day life. The opportunity for students to practise a number of summative assessment papers will better prepare them for the summative assessment set by their awarding body, and encourage their competence in that assessment. About the Author Roslyn Whitley Willis has worked as a Key Skills tutor, assessor, verifier and co-ordinator in further and higher education. Additionally she has worked independently as a Key Skills consultant. She is the author of more than 20 widely accepted text books for Key Skills, Functional Skills, and Essential Skills Wales qualifications.

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