



EDEXCEL FUNCTIONAL SKILLS LEVEL 1 IN ICT

Exam board: Edexcel

Unit structure:

The aims of these qualifications are to develop learner understanding and skills in:

- **using ICT**
- **finding and selecting information**
- **developing, presenting and communicating information.**

Assessment structure:

Level 1:	
Externally assessed Availability: please see our website for details First assessment: November 2010	100% of the total qualification
Overview of content Using ICT Finding and selecting information Developing, presenting and communicating information	
Assessment description A 2 hour test paper set and marked by Pearson Learners will be required to prepare a task using ICT systems (and appropriate resources) and submit this to Pearson The total number of marks available is 50 The component assesses all required functional skills ICT standards	

Assessment	One externally assessed assessment.
Tasks	Two sections in each assessment. Section A involves using the internet to find and select information. Section B involves working with numbers, creating a digital product and using communication tools. Each assessment has a theme.
Assessment-taking time	2 hours.
Marks	50 marks in total.
Assessment availability	Two series-based assessment opportunities each year. The test will be available within a five-day window. The test is also available on-demand by arrangement with Pearson.
Assessment preparation	The data files needed for the activities will be provided to centres securely before the test. Separate guidance will be provided on how to prepare the data files before the test. Centres will be required to prepare a separate user area for each learner so that they can save their work safely and securely as they progress during the test. Learners will need open access to the internet in Section A of the assessment. Internet is not allowed in Section B. Learners are advised to spend 15 minutes on Section A and 1 hour and 45 minutes on Section B. Centres must ensure that learners do not have access to the internet when completing activities in Section B. Learners will also need access to an email package. They do not need to be able to send emails. Learners will be required to provide printouts during the assessment. Centres must ensure that appropriate printing facilities are available and accessible during the assessment.
Sampling of coverage and range	The following coverage and range statements will be sampled in assessment. All other coverage and range will be assessed. Skills standard 2 – two out of three coverage and range statements assessed Skills standard 4 – one out of two coverage and range statements assessed.