

Assessment Manual

Computer Skills

M1T11

Award Type: Minor

Award Level:1

Version: 1.0

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1. Assessment Overview

Computer Skills M1T11 is a QQI Level 1 minor award. At QQI Level 1, a student is graded as Successful or Referred:

Successful means that all the learning outcomes from the Component Specification have been demonstrated to an appropriate standard in the Students Portfolio of Assessment.

Referred means that the portfolio of assessment needs further work by the student before they can demonstrate the standard and achieve certification from QQI. When a student has not achieved the minimum standards for an award the grade is recorded as referred.

This minor award contains the following assessment technique:
Portfolio Collection of Work (100%)

This minor award is assessed by a portfolio or collection of work. This is a collection of work produced by the learner over a period of time that demonstrates achievement of a range of learning outcomes.

All learning outcomes must be achieved to get a successful grade.

Learners will be given an assessment completion date by their course tutor. **If learners do not complete their assessment by this date, they will be given a referred result.**

1.1 Assessment Criteria for Tutors

Tutor best practice is to ensure that all learners have the opportunity to demonstrate their learning, carry out each assessment and present it to the best of their ability.

Each module/course will have an assessment framework and a range of assessments and tasks for learners to complete.

The assessment brief clearly communicates to learners all assessments and learning tasks that need to be successfully completed to obtain the respective QQI qualification.

The assessment brief is structured to support learners to engage with and complete all module/course learning outcomes.

1.2 Assessment Brief

The assessment brief must be clearly laid out for the learner.

The assessment brief and agreed deadline must be communicated to the learner by the course tutor.

Learning outcomes must be mapped in the assessment.

The marking allocation for assessment must be clearly stated on the assessment brief.

1.3 Learner Declaration

Learners must ensure that all work presented is learner's own work. The learner will sign the learner declaration section. Signing this section means that learners confirm the coursework and assessment submitted is their own.

When all assessment work has been submitted the course tutor must ensure each learner signs the learner declaration section in the course assessment brief.

1.4 Assessment Overview

The assessment overview section in the assessment brief must be signed by **both the course tutor and the learner**.

The date the assessment brief was given to learners must be recorded.

The date all assessments were returned to the course tutor must be recorded.

This recording process ensures that the assessment brief has been distributed to the learner by the tutor and all assessment task elements have been submitted by the learner.

1.5 Tutor Marking Review

Some courses may have a course assessor who is not the course tutor.

The course assessor must be clearly identified in the assessment grading and recording process.

In the tutor marking review section of the assessment brief tutors/assessors must confirm that they have graded all assessment task elements and course assessments.

Tutors/assessors must clearly document if the learner has or has not completed all assessment tasks successfully.

2. Grading and Feedback

2.1 Grading

Assessors must complete all elements of the course marking sheet to award the learner their course grade.

Assessors will grade using the specified grading bands and outline the following:

The Assessment Criteria – Outline the learning outcome(s) the assessment is being graded against.

Allocation of Marks – Assessors will tick if the learning outcome has been achieved through successful completion of the relative assessment.

Evidence of Assessment – This must include the Assessment Title and Number. If there is an affiliated worksheet or handout allocated to the assessment the worksheet number must also be clearly outlined.

Grade Awarded – Assessors must specify the grade awarded and sign to validate the grade given to the learner. Date of grade issue records the date the grade was awarded by the course tutor.

2.2 Learner Feedback

Assessors must record the mode of feedback and date of feedback issue to the learner.

Overall course feedback to learners should contain the grade awarded to the learner as well as specific assessment related portfolio of work /skills demonstration feedback.

Feedback should be communicated in line with the learner's own preferred communication method and in line with SJOGCS13 Policy on using a Total Communication Approach.

3. Internal and External Verification

The course assessor must follow the process of preparing for internal and external verification.

All learner portfolios and assessment must be presented by the course assessor for internal/external verification.

The assessor is required to complete the course assessor section of the Lifelong Learning Internal Verification Submission Checklist. (See Appendix 1).

The assessor must present each learner portfolio as follows:

Portfolios

1. a) Module Name
 b) Module Code
 c) Learner Name
2. Completed assessment brief signed by the learner and tutor/assessor.
3. Completed marking sheet to include grading and feedback signed by module(s)/course assessor.
4. Evidence of learner assessment work – Clearly signposted and audio-visual work stored in the appropriate online location.

4. Learning Outcomes Mapping

Award Title:	Computer Skills
Award Type:	Minor
Framework Level:	1
Award Code:	M1T11
Credit Value:	5
Assessment Technique:	Portfolio of Work

Please note below all learning outcomes that must be achieved and evidenced for a learner to achieve a successful grade.

Module Learning Outcome	Assessment Technique(s) / Tasks
LO 1 Identify significant components parts of a computer, e.g. mouse, monitor, keyboard, printer.	Assessment 1
LO2 Use a mouse/joystick/input device for simple functions, e.g. to click, double click, click and drag, use different pointer shapes.	Assessment 2
LO3 Use a software package, e.g. a game, educational/personal software.	Assessment 3
LO4 Enter short text/graphics with appropriate input device.	Assessment 4
LO5 Name possible uses for selected software package	Assessment 5

5. Staff Supporting Assessment Agreement

(Only to be completed by staff who are supporting learners availing of learning support to complete assessment)

Supporting Staff Agreement I will:	Initial
Agree a time with the learner to provide learning support in order to assist the learner's independent completion of course and assessment related work. To add this learning support time to our weekly timetable	
Support the learner to ensure they have signed and dated their assessment brief	
Support the learner to record their assessment submission date, deadline and encourage contact with tutor if required	
Encourage the learner to keep work safe and secure at all times	
Support the learner to complete student feedback and course evaluation	
Facilitate independent learning activities	
Encourage learning opportunities and skills use from course where appropriate	

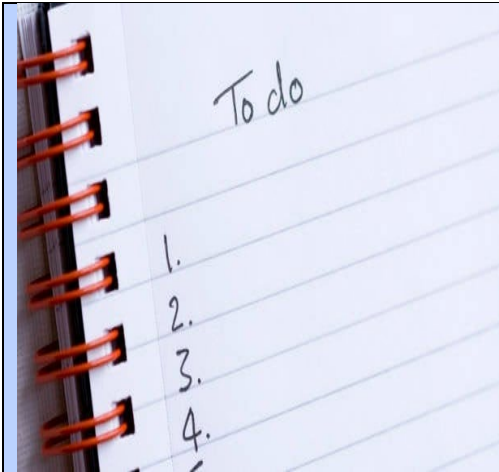
5.1 Assessment Brief – Computer Skills

Learner Name:	
Module:	Computer Skills
Module Code:	M1T11
Level:	1
Technique:	Portfolio of Work
Grading:	S = All assessments are completed satisfactorily R = Assessment incomplete or not completed satisfactorily
Assessment Start Date:	
Assessment Submission Deadline:	

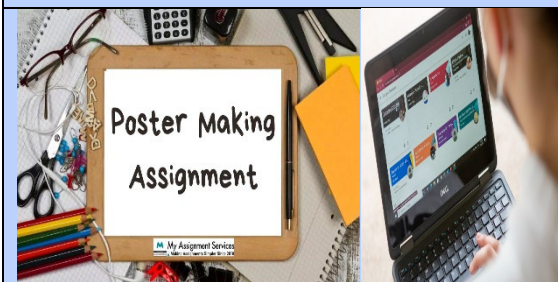
5.2 Assessment Brief for Reading

Programme Module Title:	Community Education
Component Title and Code:	Computers M1T11
Level	1
Assessment Technique	Portfolio of Work
Weighting	100%
Agreed Deadline	



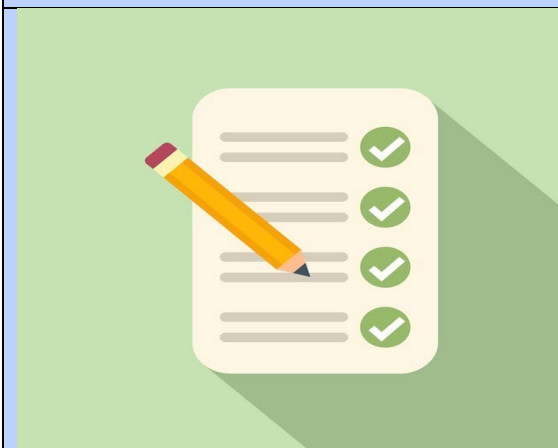


There are 5 **assessments** for you to complete as part of your portfolio of work for your module for Reading.

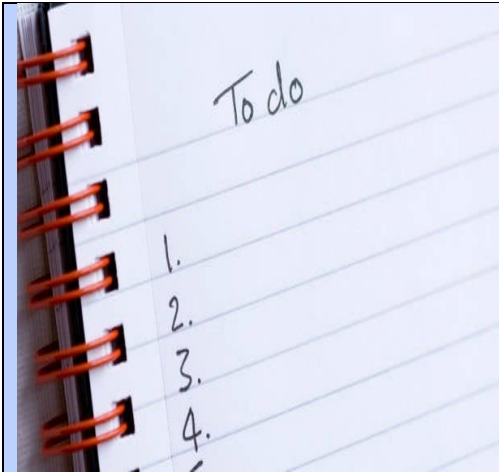


You can present your work in the way that works best for you.

- Group Discussions
- Posters
- Digital book / video
- Worksheets
- Computer Work



You must complete all the 5 **assessments**



Guidelines:

Within this module you will become familiar with the parts of a computer and have the ability to be able to interact with a computer and will be shown through computer work.



Criteria:

1. CS 1 – Identify significant parts of a computer
2. CS 2 – Use a mouse / joystick / input device for simple functions
3. CS 3 – Use a software package
4. CS 4 – Enter short text / graphics with appropriate input device
5. CS 5 – Name possible uses for selected software packages



Title Assessment 1 – CS1: Guidelines

Identify significant parts of a computer.

How Will You Do This:

Activity One:

- Instructor's will go through a PowerPoint slide show with you and explain the computer parts with you.

Activity Two:

Instructor's will show you the parts and label them individually.

Activity Three:

You will print pictures of a computer such as the keyboard, mouse and stick them on to a poster.

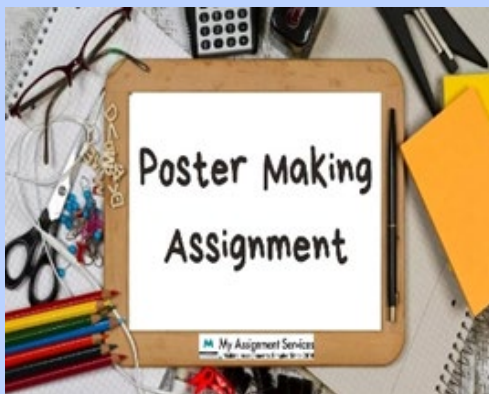
How Will You Do This:

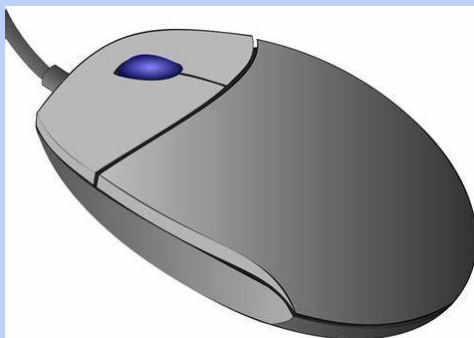
Activity One:

- You will create a Poster of computer Parts and their description.

Activity Two

- You will need to print of labels and label a sample a computer.





Activity Three

- You will take a video/picture by using the application book creator to put together a book.

Learning Outcome:

Recognise important computer parts and understand why we use them.

Title Assessment 2 – CS2: Guidelines

Use a mouse / joystick / input device for simple functions.

How Will You Do This:

Activity One:

- Your instructor will show you how to use a mouse/joystick

How Will they Do This:

Activity One:



- You follow instructions from your instructor and show how to use a mouse/joystick

Learning Outcome:

To learn how to use important objects on the computer.



Title Assessment 3 – CS3: Guidelines:

Use a software package.

How You Will Do This:

Activity One:

- Open the computer and identify a computer software package (Microsoft)

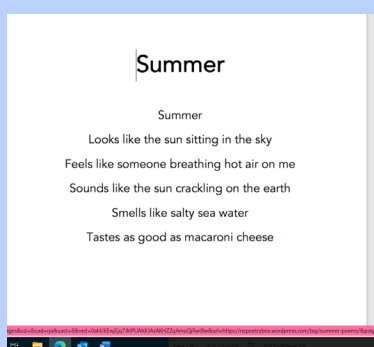
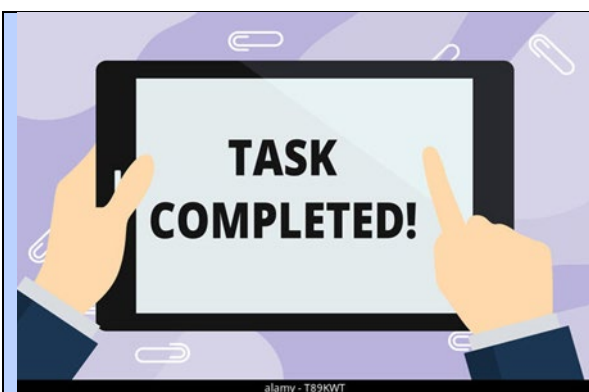
Activity Two:

- Identify the different applications on Microsoft and type each application you found on the software.

How They Will they Do This:

Activity One:

- You will record the activities on worksheets and input them into your folder.



Learning Outcome:

You will learn what a software package is and the importance of them on a computer.

Title Assessment 4 – CS4: **Guidelines:**

Enter short text / graphics with appropriate input device.

How You Will Do This:

Activity One:

- You will open the software package – Word.
- Then you will input a short text – Summertime story.
- You will use Touch Type Read and Spell – TTRS you will be able to obtain the knowledge of where to put their hands and fingers when they are using the keyboard to type.

How They Will You Do This:

Activity One:

- You will use the TTRS programme to help

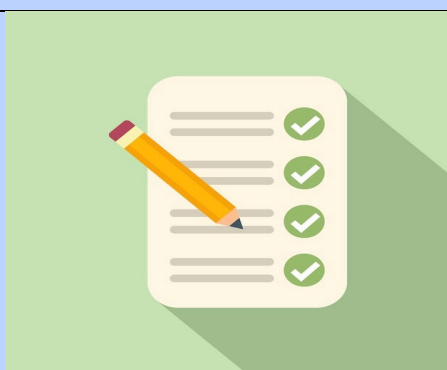


develop you typing skills.

- You will type summertime story on to work and print of off to store on your hardback folder.
- You will have a group discussion with your fellow peers about the different parts to the computer.

Learning Outcome:

You will understand how to open an application and type on Microsoft word.



Title Assessment 5 – CS5 Guidelines:

Name possible uses for selected software packages.

How You Will Do This:

Activity One:

• You will have a Group Discussion – About how we use the software package

Activity two:

- You will have an Individual discussion –



about what other people can use the software for.

How They Will Do This:
Activity One:

You will research what uses there are for selected software packages and pick out two programmes and gives their version of what they think the programme is used for.



Learning Outcome:

You will understand what a software package is and understand what it is used for.

Learner Declaration (Learner to complete this section)	
I confirm that all work in my portfolio has been completed by me.	Learner Signature: _____
	Date: _____
Assessment Overview (Both learner and course tutor complete this section)	
Date the assessment brief was given (insert date below) _____ Date the assessment was submitted by learner (insert date below) _____	Learner Signature: _____
	Date / /
	Course Tutor Signature: _____
	Date / /
Tutor Marking Review (Course tutor to complete this section)	
The tutor will deem the work successful when all assessments have been completed correctly and independently.	I can certify that < Insert Learner's Name> has / has not completed ALL elements of the assessment tasks correctly and independently.
	Course Tutor Signature: < Insert Tutor Signature> Date / /

6. Marking Sheet

Learner Name:		Date:		Course Code:	M1T11
Course Name:	Computer Skills		Level:	QQI Level 1	

Portfolio /Collection of Work – 100%
Grading Bands

Successful	Referred
Successful means that the learner has: Reached the required standard as outlined by the assessment criteria in the component specification. Provided sufficient evidence which has relevance and clarity.	Referred means that the learner has: Not achieved the minimum standards required as outlined by the assessment criteria in the component specification. Portfolio/Collection of work requires further work by the learner before they can demonstrate the required standard outlined in the assessment criteria in the component specification.

Assessment Criteria	Allocation of Marks	Evidence of Assessment
Learning Outcomes Demonstration	Tick if achieved	Assessment Workbook Title and Number
LO 1 Identify significant components parts of a computer, e.g. mouse, monitor, keyboard, printer.		Assessment 1
LO2 Use a mouse/joystick/input device for simple functions, e.g. to click, double click, click and drag, use different pointer shapes.		Assessment 2
LO3 Use a software package, e.g. a game, educational/personal software.		Assessment 3
LO4 Enter short text/graphics with appropriate input device.		Assessment 4
LO5 Name possible uses for selected software package		Assessment 5
Grade Awarded	Tick as appropriate	Successful ☐ Referred ☐
Grade provided by (Tutor/Assessor Signature)		Date of grade issue: / /
Learner Feedback		
Mode of feedback provided to learner:	Tick as appropriate Video ☐ Text ☐ LEAP ☐ Audio ☐ Visual ☐	
Learner Feedback provided by (Tutor/Assessor Signature)	Date of feedback issue: / /	

Appendix 1: Submission Checklist for Course Assessor and Internal Verifier

Information Needed	Details	Assessor check	Internal Verifier check
Assessor Responsibility			
Name of component(s) and component codes being assessed.			
Learner Name			
Date of Assessment			
Is the portfolio corrected?			
Is DOB and PPS sent to QQI coordinator/included if first time being assessed?			
Is there evidence of all LOs included and are they clearly marked?			
Is audio visual evidence stored in the appropriate online location?			
Are all elements of the marking sheet completed i.e. all LOs ticked and proper code included?			
Has Learner and Assessor signed all relevant sections the assessment brief?			
Is assessor feedback included in portfolio?			

Internal Verification Responsibility			
Is portfolio clearly labelled and in the appropriate folder?			
Has label been printed and attached with Learner Name, Title of Component and code on Label?			
Are audio visual elements of portfolio stored in the appropriate online location?			
Has the tutor given the I.V. the correct Assessment Brief and Marking Sheet?			
Is the record of Award and component in the results pack?			
Is the I.V. report completed and included in the results pack?			
Is the Assessment Brief and Marking sheet for each component in the results pack?			

Review Record

Date Portfolios were handed to I.V: Date / /

By Assessor (Name): <Insert IV Assessor's Name Here>

Date Portfolio handed in for EA submission: Date / /

By I.V. (Name): <Insert IV Assessor's Name Here>