St John of God Community Services

Lifelong Learning

Assessment Manual

Title Computer Skills

M2T11

Award Type: Minor

Award Level:2

Version: 1.0

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1. Assessment Overview

Computer Skills is a QQI Level 2 minor award. At QQI Level 2, 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 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 graded 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:	2
Award Code:	M2T11
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**
(CS1) Turn a personal computer on and off safely.	Assessment 1
(CS2) Use frequently used keys appropriately, e.g. enter, space bar, upper and lower case, delete	Assessment 2
(CS3) Use a software package, involving opening a package, entering, and manipulating text/image/data, save to file, print, and exit safely	Assessment 3
(CS4) Identify common information/symbols	Assessment 4
(CS5) Access websites on the internet	Assessment 5
(CS6) Name some benefits of electronically stored information packages and the internet.	Assessment 6

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 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 always work safe and secure	
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:	M2T11
Level:	2
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

Programme Module Title	General Learning
Component Title and Code:	Computer Skills M2T11
Level	2
Assessment Technique	Portfolio of Work
Weighting	100%
Submission Date	

Assessment **There are 6 assessments for you to complete as part of your portfolio of work for your course, computer skills.**	
You can present your work in the way that works best for you, like using posters, photos, making a video, and using worksheets. The portfolio will be presented on book creator.	BOOK CREATOR
You must complete all 6 Units.	

Title:
(CS1) Turn a personal computer on and off safely.

Guidelines:

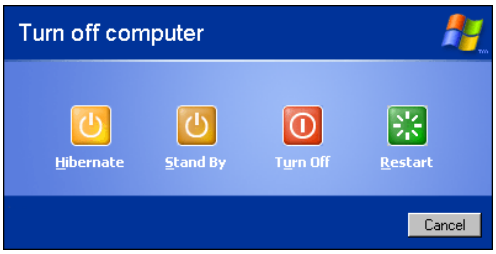
- Complete each task or worksheet assigned in section 1 of Computer skills.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Yor work will be submitted to you tutor.

Criteria:

- On completion of the assigned work the learner will be able to:
- Identify computer parts.
- Use vocabulary of information technology.
- Turn on computer, including entering a username and password.
- Understand the process of shutting down and rebooting a computer.

Learning Outcomes:

- Recognise components of a computer.
- Proficient in using information technology vocabulary.
- Demonstrate turning off and on a computer.
- Demonstrate entering a username and password.



Title:
(CS2) Use frequently used keys appropriately, e.g. enter, space bar, upper and lower case, delete.

Guidelines:

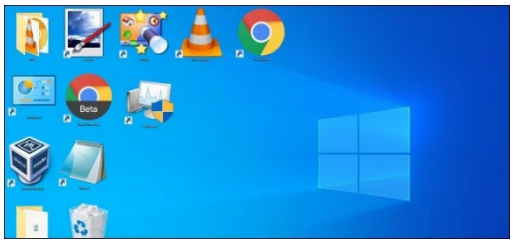
- Complete each task or worksheet assigned in section 2 of Computer skills.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

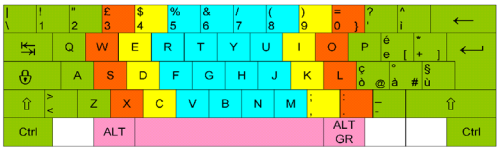
Criteria:

- On completion of the assigned work the learner will be able to:
- Become familiar with keyboard, icons, and shortcuts.
- Become familiar with the keyboard, using special keys, e.g. back space, caps lock, delete, enter, shift, space bar.
- Be able to type text to find information online.

Learning Outcomes:

- Demonstrate appropriate use of shortcuts, keyboard strokes and special keys.
- Recognised icons on the home screen and demonstrate appropriate action in using icons.
- Demonstrate typing text proficiently.





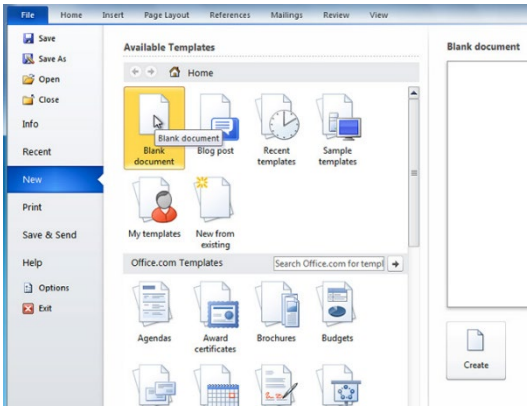
Title:
(CS3) Use a software package, involving opening a package, entering, and manipulating text/image/data, save to file, print, and exit safely.

Guidelines:

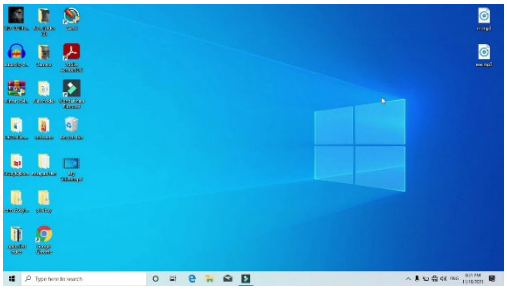
- Complete each task or worksheet assigned in section 3 of Computer skills.
- Your Tutor/Instructor will provide you with the material to complete the assigned task.
- Your work will be submitted to your tutor.

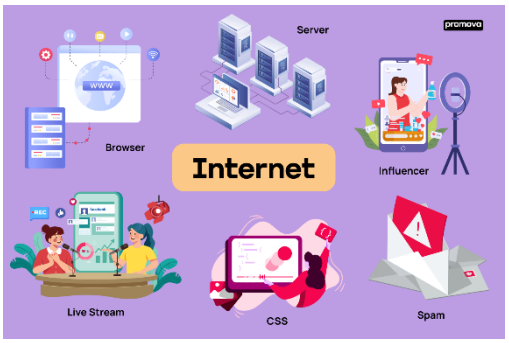
Criteria:

- On completion of the assigned work the learner will be able to:
- Identify software programmes on the computer.
- Utilise word processing programme to create a new document, type text and save.
- Using a software programme, move images using the mouse.
- Use ribbons, tools and icons associated with word.
- Be able to perform file management, create, save, and move files.



Learning Outcomes:

• Demonstrate the use of computer software programmes. • Demonstrate proficiency in using word. • Demonstrate manipulating text and images using word. • Demonstrate file management skills using word.	
Title: **(CS4) Identify common information/symbols.** **Guidelines:** • Complete each task or worksheet assigned in section 4 of Computer skills. • Your Tutor/Instructor will provide you with the material to complete the assigned task. • Your work will be submitted to your tutor. **Criteria:** • On completion of the assigned work the learner will be able to: • Be able to name and discuss common information regarding computers in everyday life, hardware, and software. • Be able to identify symbols and icons on the home screen, web browser, and software packages. • Be able to use internet icons, hyperlinks, secure site, YouTube icons.	  YouTube

Learning Outcomes: • Identify common information involving computer in everyday life. • Identify hardware and software associated with computers. • Demonstrate identifying symbols and icons during different tasks. • Demonstrate proficiency in using internet icons when using the internet.	
Title: **(CS5) Access websites on the internet.** **Guidelines:** • Complete each task or worksheet assigned in section 5 of Computer skills. • Your Tutor/Instructor will provide you with the material to complete the assigned task. • Your work will be submitted to your tutor. **Criteria:** • On completion of the assigned work the learner will be able to: • Be familiar with internet terms, search words and popular websites. • Be able to carry out everyday tasks, using the internet. • Be aware of internet safety when browsing on the web, paying bills, sharing	 

information and shopping online. • Be proficient in browsing on the web to access different information such as citizen information, local restaurants. paying bills. • Have an understanding of social media. **Learning Outcomes:** • Demonstrate the ability to use internet terms proficiently. • Demonstrate using the internet for everyday tasks. • Understand the process of staying safe on the internet. • Identify social media site and there uses.	
Title: **(CS6) Name some benefits of electronically stored information packages and the internet.** **Guidelines:** • Complete each task or worksheet assigned in section 6 of Computer skills. • Your Tutor/Instructor will provide you with the material to complete the assigned task. • Your work will be submitted to your tutor. **Criteria:** • On completion of the assigned work the learner will be able to:	

• List the benefits of using the internet. • Be able to follow safety rules when online. • Identify the benefits of storing information electronically e.g. cloud storage, external hard drive, server and UDB key. • Be able to perform file management and save information online. **Learning Outcomes:** • Name and describe the benefits of using the internet. • Identify safety techniques when using the internet. • Demonstrate storing information electronically and its benefits. • Demonstrate file management of information online.	

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:**	M2T11
Course Name:	Computer Skills		**Level:**	QQI Level 2	

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
Complete assigned worksheets on the correct use of different types of technology (CS1)		
Complete assigned worksheets identifying components of a computer (CS1)		
Complete the assigned worksheets demonstrating switching on and off a computer (CS1)		
Evidence entering a username and password correctly (CS1)		
Complete the assigned worksheets identifying icons and keyboard shortcuts (CS2)		
Complete assigned worksheets identifying keys on a keyboard (CS2)		
Evidence demonstrating keyboard skills and the use of special keys (CS2)		
Complete assigned worksheets identifying different types of software and their appropriate use (CS3)		
Evidence using word processing programme, opening programme, creating a new document, and saving it as directed (CS3).		
Complete assigned worksheets associated with using Ribbon, icons, and their function (CS3).		

Evidence demonstrating suing ribbon and icon on Microsoft word (CS3)		
Complete assigned worksheets and demonstrate completed tasks associated with file management (CS3)		
Complete assigned worksheets identifying everyday technology (CS4)		
Evidence identifying and using desktop icons appropriately e.g. printer, undo, close (CS4)		
Evidence demonstrating using ions and symbols in Microsoft word (CS4)		
Compete assigned worksheets associated with common symbols and icons on the internet (CS4)		
Demonstrate the correct using internet icons and symbols (CS4)		
Complete worksheets demonstrate proficiency in using internet terminology (CS5)		
Demonstrate awareness of common icons associated with the internet (CS5)		
Complete assigned worksheet associated with staying safe on the internet (CS5)		
Complete assigned works sheets and demonstrate using the internet for everyday tasks (CS5)		
Compete assigned worksheets associated with social media (CS5)		

Demonstrate appropriate use of social media sites (CS5)		
Complete assigned worksheets on the benefits of the internet (CS6)		
Demonstrate creating folders and storing information electronically (CS6)		
Complete assigned worksheets associated with saving and storing files (CS6)		
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 Accessor 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>