OCR
Oxford Cambridge and RSA

Functional Skills ICT

OLASS Centre Guidance

GUIDANCE FOR OLASS CENTRES

ENTRY 1

Electronic Message

<u>E1.5</u>

- Learners should receive an electronic message which will contain information to be inserted in their final document.
- They will need to navigate to and open an email or a text message, or to listen to a voicemail message, in order to find the required information.

Acceptable evidence:
  - printouts or screen dumps showing the received email or captured image of the text message
  - assessor comments on Assessment Record Form to indicate how the learners received a voicemail message; comments should also include the required information that was included in the voicemail message.

ENTRY 2

Given Information

<u>E2.3</u>

- Learners should be provided with a specified file, using appropriate software, such as Word.
- This file should include the given information learners will need to find.
- Extraneous information should also be included, interspersed among the required information, within the file.
- The information should be displayed on 2 or more pages within this file.

<u>E2.4</u>

- Learners should use appropriate search facilities to find required information within a specified file. The search may be achieved by use of key words in a search box within the file.

Acceptable evidence:
  - printouts or screen dumps showing the required information found in the specified file
  - print-out of the pages within the file supplied to candidates clearly showing the required and extraneous information.

Images

<u>E2.3</u>
- Learners should insert an image, which may be a picture or clipart.
- They should be provided with a specified file, using appropriate software. This file should contain a number of images (approximately 8 – 10 pictures or clipart).
- Some of the images must be appropriate to the topic, but others made available to candidates should not be suitable.
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<u>E2.4</u>
- Learners should scroll through the specified file in order to choose a suitable image.

Acceptable evidence:
>   - print-out or screen dump showing the image found.
>   - print-outs of the pages within the file supplied to candidates, clearly showing all the images provided.

ENTRY 2 & 3

Electronic Messages

<u>E2.7/E3.8</u>
- Learners should receive an electronic message which will contain some additional information to be added to their final document.
- They will need to navigate to and open an email or a text message, or to listen to a voicemail message, in order to identify the required additional information.
- Learners should create a new email or text message, enter required information and send the message; or learners should send an email or text message in reply to one they have received.
- Learners may record a voicemail message, giving required information, as a new voicemail message or in reply to a voicemail message they have received.

Acceptable evidence:
>   - print-outs or screen dumps showing
>   o the received email or captured image of the received text message
>   o the sent email or captured image of the sent text message, or the reply email or captured image of the text message sent in reply
>   - assessor comments on the Assessment Record Form to indicate how learners received and recorded a voicemail message; comments should also include the required information contained within the voicemail messages.

ENTRY 3

Given Information and Images

<u>E3.4</u>

- Learners should be provided with a number of files (3 – 5) in one folder, using appropriate software.
- These files should include information learners will need to search through and approximately 12 – 15 images (pictures or clipart) for candidates to scroll through.
- The given information and 3 – 4 suitable images candidates will require should be interspersed with extraneous information and 9 – 11 unsuitable images that learners should ignore.
- The information and images should be displayed within 3 – 4 pages of each file.

Acceptable evidence:
>   - printouts or screen dumps showing the required information found in the specified files
>   - printouts of files supplied to candidates clearly showing the given information and suitable images interspersed among extraneous information and unsuitable images within the 3 – 4 pages of each of the 3 - 5 files.