Tutor Guidance–
Controlled Assessment Tasks

For OCN NI Level 2 Certificate in Essential Skills-Digital ICT

QualificationNo: 610/4979/7

Contents

OCN NI Level 2 Certificate in Essential Skills – Digital ICT 3

Conducting the Assessment 3

Pathways 3

Resource Files 5

Uploading Evidence 5

Extending Time on Ambition-Assessments 5

Marking the Assessments 5

Achievement Guidance for Tutors and Assessors 6

OCN NI Level 2 Certificate in Essential Skills – Digital ICT

This document is designed to be read in conjunction with the qualification specification where the 'Further Assessment Guidance' section indicates the areas that should be covered for each assessment criteria.

Conducting the Assessment

It is the assessor's responsibility:

- to ensure the qualification is at the appropriate level for the learner
- to ensure the assessment task is undertaken within the learner's normal learning environment, which must be supervised
- to ensure the task is taken unseen by the learner - these assessments are confidential materials
- to ensure that if a task is taken across more than one session, that all materials associated with the assessment task are securely stored in a secure place until required again
- to ensure the learner completes the work unaided
- to mark the assessment tasks according to the mark scheme
- to ensure learners complete all controlled assessment tasks before submission

All submitted work will be subject to centre internal quality assurance and external quality assurance by OCN NI.

Note that clicking 'Finish' will submit the responses and learners will not be able to edit their work. 'Finish' should only be clicked when the learner is ready to submit their responses.

Learners' progress will be automatically saved by closing the window.

Pathways

For the Level 2 Certificate in Essential Skills, six pathways are available for learners. Each pathway consists of a different combination of units, with varying weightings assigned to the portfolio-based assessment and the multiple-choice question assessment. When scheduling assessments, please ensure you select the pathway that best meets the needs of your learners.

If a learner has not achieved the OCN NI Level 1 Certificate in Essential Skills – Digital ICT they will be required to complete the **MCQ Fast Track Level 1 Certificate in Essential Skills - Digital ICT** Assessment as part of this qualification. The pass mark for this Multiple Choice Assessment is a standalone score of 70%.

Pathway Options	Mandatory Unit	Unit	Unit
Pathway 1	Advanced Communicating (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing (Portfolio: 20 marks)	Advanced Number Handling (Portfolio: 14 marks, MCQs: 4 marks)
Pathway 2	Advanced Communicating (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing (Portfolio: 20 marks)	Understanding Digital Marketing and Social Media (Portfolio: 4 marks, MCQs: 16 marks)
Pathway 3	Advanced Communicating (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Document Creating and Editing (Portfolio: 20 marks)	Advanced Graphics (Portfolio: 14 marks, MCQs: 4 marks)
Pathway 4	Advanced Communicating (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Number Handling (Portfolio: 14 marks, MCQs: 4 marks)	Understanding Digital Marketing and Social Media (Portfolio: 4 marks, MCQs: 16 marks)
Pathway 5	Advanced Communicating (Portfolio: 14 marks, MCQs: 6 marks)	Advanced Number Handling (Portfolio: 14 marks, MCQs: 4 marks)	Advanced Graphics (Portfolio: 14 marks, MCQs: 4 marks)
Pathway 6	Advanced Communicating	Understanding Digital Marketing and Social Media	Advanced Graphics

	(Portfolio: 14 marks, MCQs: 6 marks)	(Portfolio: 4 marks, MCQs: 16 marks)	(Portfolio: 14 marks, MCQs: 4 marks)

Resource Files

Some tasks require learners to use a resource file. For these questions, a cloud icon will appear beside the timer at the top of the page. The learner should click the cloud icon to download the resource file before completing the task.

Uploading Evidence

The majority of learners' evidence will likely be screenshots and therefore learners must be confident in how to take screenshots, save them appropriately, and be able to locate and upload them to an online platform. It is recommended that any screenshots are annotated by the learner to indicate how they meet the requirements of the task.

For ease of marking, it is recommended that **evidence files are saved with the question number clearly labelled** in the file name.

Learners should carefully read the 'scenario' outlined before attempting any of the tasks. Learners will also be provided with additional information which is required for Skills Standards 'Advanced Document Creating and Editing' and 'Advanced Number Handling.'

Extending Time on Ambition-Assessments

Please note that this qualification is not timed. The timer displayed on the Ambition-Assessments platform is for operational purposes only. Please contact OCN NI if the on-screen clock is running out as additional time can be granted at any stage.

Marking the Assessments

- **MCQ Assessment** – Once the learner has completed the MCQ Assessment, it will be automatically marked by the Ambition-Assessments Platform.
- **Portfolio Assessment** – When the learner has completed their portfolio and submitted it for marking, the Tutor should log in to the Ambition-Assessments Platform to carry out their marking.

Internal Quality Assurance (IQA) – Once candidates have been marked and are ready for IQA, the Tutor should email their allocated IQA to confirm that the assessments are ready for internal quality assurance to take place.

For further information on how to complete the marking, please see the Ambition-Assessments User Guide.

Achievement Guidance for Tutors and Assessors

Once a learner has completed an assessment on Ambition-Assessments, the word **Pass** will appear next to the result. This means that the learner's score has been submitted to Quartz. It does **not** mean that the learner has met the combined pass mark required for the qualification.

To meet the qualification requirements, learners must achieve a **minimum combined score of 70% (42 out of 60 marks)** across the **Portfolio** and **MCQ** assessments.

Learners who do not achieve the minimum required Portfolio score will be required to resit the Portfolio assessment.

Pathway	Minimum Portfolio Score	Maximum MCQ Score available
Pathway 1	32	10
Pathway 2	20	22
Pathway 3	32	10
Pathway 4	16	26
Pathway 5	28	14
Pathway 6	16	26