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| **Learner Name:** |  | **Assessor:** | |  |
| **Centre Name:** |  | **Internal Verifier (if applicable):** | |  |
| **BCS ID / ULN:** |  |  | |  |
| **Unit Information Summary** | | | | |
| **Approximate Guided Learning Hours: 10** | | | **Unit Number: J/502/9311** | |
| **QCF Credit Value: 1** | | | **Learning Outcomes (Number): 2** | |
| **Examples of Context:**   * A timed typing test. * A demonstration of using the keyboard to enter data and navigate software. | | | **Learning Materials Available:**  None for this unit | |
| **Suggested Assessment Methods:**  All ITQ units may be assessed using any method or combination of methods which clearly demonstrates that the learning outcomes and assessment criteria have been fully met   * Scenario * Coursework * Portfolio of Evidence – classroom or work-based * Practical Demonstration * Assignment * Task-based Controlled Assessment * Professional Discussion * Observation * Witness Statement | | |

| **Ofqual Learning Outcome** | | **Assessment Criteria** | **Examples of Content**  *The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment* | **Evidence Location** |
| --- | --- | --- | --- | --- |
| **1 Use a keyboard to enter and edit alphanumeric information accurately** | 1.1 | Input information accurately using alphanumeric, punctuation and special character keys as required | *Accuracy: spell check, grammar check, language and dictionary settings, proof read, Keys: shift key eg upper case, special characters, spacebar, tab key, special character keys, insert, delete, number lock* |  |
| 1.2 | Use shift, Ctrl, Alt, num and caps lock, spacebar, tab, and editing keys as appropriate |  |  |
| 1.3 | Check the accuracy of information, using the keyboard to edit and make corrections as required | *Check and edit information: checking accuracy eg proof reading, spell and grammar check* |  |
| **2 Use a keyboard to access and navigate software applications** | 2.1 | Use keyboard controls to access, open and close software applications | *Keyboard controls: alt+tab for application switch, ctrl+esc for applications list, ctrl+w to close window, alt+F4 to close an application* |  |
| 2.2 | Use navigation keys to move around software applications | *Navigation keys: arrows, page up, page down, home, end, cursor keys, software specific keys* |  |
| 2.3 | Identify how function keys and keyboard short-cuts can be used within a software application to improve efficiency | *Improve efficiency: methods and shortcuts - text selection, drag and drop, file saving, software specific - spreadsheets, word processing, desk top publishing, web authoring* |  |

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| **Assessment Report** | | | | |
| **Assessor feedback / comments** (continue on additional sheet / assessment report if necessary) | | | | |
| **Internal Verifier actions / comments / feedback** | | | | |
| **Assessor signature:** |  | **Assessment date:** |  | **Reason for IV:**  **New Assessor**  **Random Sample**  **New Unit/Qualification**  **Other** |
| **IV signature:** |  | **IV date:** |  |