

Centre name:	Centre number:
Candidate's name:	Candidate number:

Task and Skill	Task set	Marks Available	Marks awarded	Tutor Comments (where relevant please note where you have adapted tasks in line with the requirements).
Apply system settings	<p>Change a setting on your device. For example, you could:</p> <ul style="list-style-type: none"> change the way your screen looks (display) change the time or language make changes to suit your level of vision or hearing. <ul style="list-style-type: none"> Make sure your tutor can see you making the changes. 	1 mark for changing the setting		
Create, edit and use contacts when sending and receiving online communications	<p>Exemplar task – this may be adapted Your tutor (or someone else in your class who is not already in your contacts) will send you an email. The emails says, '<i>Now you have my email</i>'</p> <ul style="list-style-type: none"> Add the person and their email address to the contacts on your device. <p>The same person will give you a telephone number (this could be the centre's number)</p> <ul style="list-style-type: none"> Edit your contacts to add the telephone number Show your tutor the contact with phone number and email address OR take a screenshot and send it to them. 	<p>3 marks in total</p> <p>2 marks for adding name and email address</p> <p>1 mark for editing the contact</p>		

Initiate and participate in a video call	<p>Make a video call to one other person. You can choose</p> <ul style="list-style-type: none"> • which device you use • which way you want to make the call (e.g. Skype, WhatsApp or Facetime). • who you want to call. <p>Your video call should last at least 30 seconds. Make sure your tutor can see you making the call.</p>	<p>4 marks in total</p> <p>1 mark for finding and connecting</p> <p>2 marks for initiating and responding</p> <p>1 mark for closing the conversation</p>		
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Total marks available 8	Total marks awarded
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Authentication statement

I confirm that these tasks have been set and observed according to the instructions provided and that the evidence I observed was the candidate's own work.

Tutor name:

Tutor signature:

Date: