

## Working it out – Creating a folder

### Introduction

The structure of each question paper may vary, but these examples are typical of the activities that learners are expected to complete.

The examples of learner work are based on one of NCFE's retired papers. Additional notes are included to give guidance when working with other assessment papers as tasks and mark allocations will vary. The notes are intended to inform the preparation for all papers, and are therefore not only related to one specific paper.

The comments on the responses are intended to support improved preparation for the assessment, through encouraging an understanding of the skills required. The information provided is not intended to indicate what is a perfect, model answer as the activities can often be approached in different ways and with outcomes that look a little different. More important is that learners demonstrate the appropriate range of skills using ICT tools and features in the applications they have chosen to use.

### Levels of response - Response A and Response B

The sample responses show different levels of performance. 'Response A' shows a good level of response from the learner, with a high or full mark likely. 'Response B' shows a response with some weaknesses or omissions that will result in the loss of marks, and demonstrates common weaknesses that are seen in live assessments.

### Scenario:

The manager of a local technology store, Mr White, has asked you to help with some IT tasks. He wants you to help him produce a newsletter. You will need to work on sales data and produce the newsletter article.

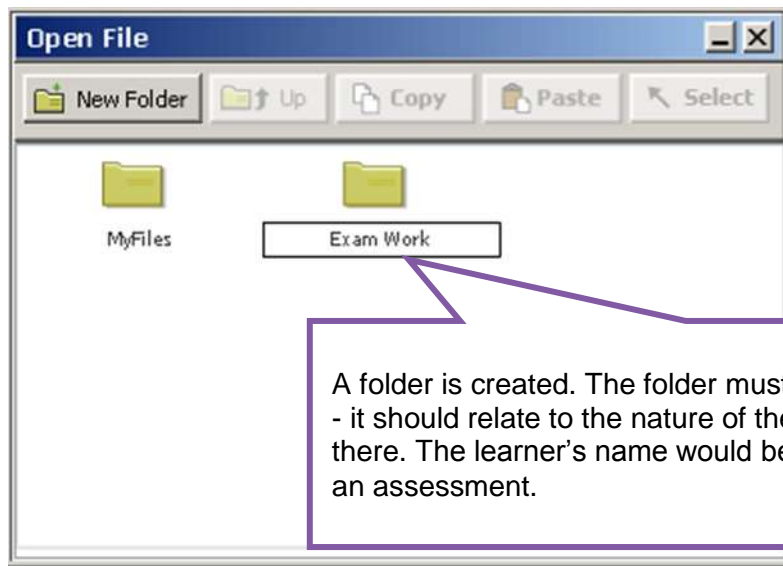
### Question 1 - Activity A: Create a folder for your work

Create a folder in your work area. Give the folder a suitable name

**Marks available: 2**

The instructions may be different across papers, depending on whether paper-based or online. Folders could be created in the file management area, or in an email application.  
If using a paper-based assessment, this evidence will be produced with a screenshot of the folder screen.

### Response A:



A folder is created. The folder must be given an appropriate name - it should relate to the nature of the work and/or files being saved there. The learner's name would be acceptable in the context of an assessment.

### Examiner comment:

**Marks available: 2**

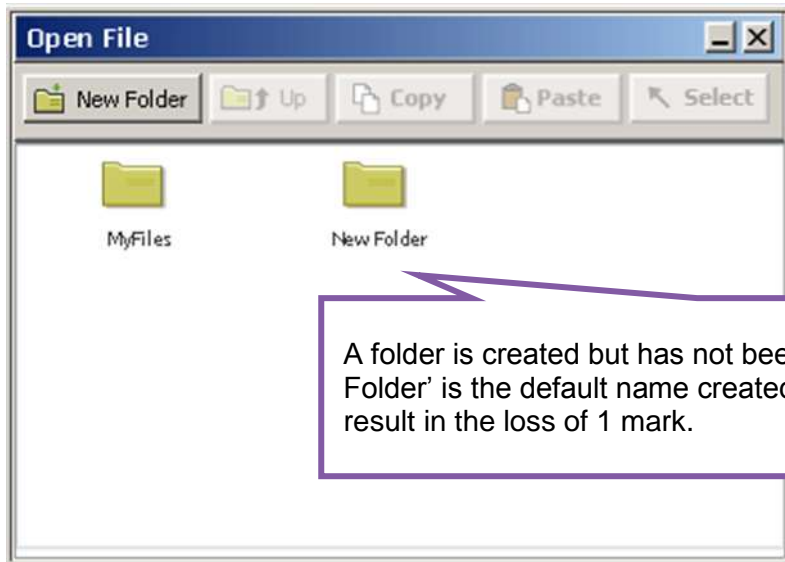
**Marks awarded: 2**

Full marks shown in ( )

### Reasons:

- A new folder is created – 1 mark (1)
- The folder is given a suitable name – 1 mark (1)

### Response B:



### Examiner comment:

<b>Marks available: 2</b>	<b>Marks awarded: 2</b>
<b>Full marks shown in ( )</b>	
<b>Reasons:</b>	
<ul style="list-style-type: none"> <li>• A new folder is created – 1 mark (1)</li> <li>• The folder is not given a suitable name – 0 mark (1)</li> </ul>	

### Examiner tip:

**Organising files:** Candidates are expected to show the ability to organise their work into folders, with suitable folder names. Some assessments may make specific demands for folders, and others will not, but candidates should have an understanding of how to organise their work.