

T Level Technical Qualification in Digital Support Services

Occupational specialism assessment (OSA)

Digital Support

All assignments

Provider guide

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About this document

This guidance has been produced in order to support with the delivery of the T Level in Digital Support Services Digital Support occupational specialism. In particular, with the elements of the course where tutors have requested additional support during the first full series of the specifications. It is not intended to replace the specification documents but should be used in conjunction with them.

This document addresses all assessments for the Digital Support occupational specialism.

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Introduction

The aim of the assessments is for students to have the opportunity to use their knowledge gained from the specialist components to demonstrate the knowledge and skills they have gained. The assessment methods vary across the assessments to allow students to express their knowledge and skills gained in a valid and reliable way and for them to be able to demonstrate threshold competency.

NCFE provides instructions for each of the assessments and providers should follow them. Providers must purchase essential resources prior to the assessments taking place. A full equipment list can be found in the qualification specification.

General information

The occupational specialism (OS) assessments are a set of synoptic assessments which are either externally set and externally marked, or externally set, internally marked and externally moderated.

The term 'synoptic assessment' refers to the combination of the 3 assignments in this OS component.

The term 'assessment' is used in the same way as 'assignment' but will often refer to specific properties of the assignment.

Accessibility and fairness

To promote accessibility and fairness for all students and to ensure diversity and equality, we expect providers to be aware of and meet the requirements of relevant NCFE policies and government legislation. You must ensure that:

- all of your processes concerned with assessment are carried out in a fair and objective manner
- you continue to adhere to current equal opportunities legislation
- you continue to operate an effective diversity and equality policy, with which students are familiar and which applies to all students using our products and services

Plagiarism

Plagiarism may result in the external assessment task being awarded a U grade.

For further guidance, refer to the student handbook, plagiarism in external assessment and the maladministration and malpractice policy located on the NCFE website.

Access arrangements

Access arrangements enable students with special educational needs, disabilities, or temporary injuries to take our exams and assessments. Any of the listed tasks may be adapted to suit different needs, but the way in which they are adapted depends on the individual need or disability.

It is important that any adaptation or adjustment does not compromise the rigour and validity of the assessment; in most cases extra time (which should be applied for) or a change of recording mode (for example changing to handwritten submissions) are appropriate modifications.

We can make arrangements for disabled students and those with special needs to help them access the assessments, as long as the competences being tested are not changed. Access arrangements must be agreed with us before the assessment by using our online application service. All access requests will be considered individually, and your application should outline what the student can do and how the activities will be adapted in order to meet the assessment criteria.

Adapted activities will not be accepted for assessment unless approved by NCFE.

Providers can apply online on the NCFE website.

Malpractice/maladministration

Students **must not** share the details of the assessment or details of their ongoing assessment evidence with peers in their or other providers once completed or during the completion of assessments within the set assessment windows. Provider staff should regularly remind their students about potential repercussions of breaches of security by referring to the NCFE guidance and regulations available on our website.

If at any time during an assessment there is a violation of these regulations, the designated person has the right to stop the assessment immediately; this decision must only be made in exceptional circumstances where malpractice is irrefutable. Once stopped, no allowance can be given retrospectively if the decision is deemed invalid.

If malpractice occurs during an assessment, providers should inform NCFE immediately with a report of what occurred – please see the notification if malpractice form available on our website.

If any of the regulations are breached by a student or other persons involved in the conduct of the assessment, then NCFE may declare the assessment void.

In the event of a suspected or actual breach of these regulations by students:

- the work completed by the students concerned and any unauthorised materials (if applicable) must be confiscated from the students and given to the relevant persons as noted in the guidance and regulations document
- all students suspected of breaching these regulations should be instructed to leave the supervised/assessment environment immediately, if appropriate to do so, causing the least amount of disruption to other students
- NCFE should be informed immediately of any irregularity via a phone call or email
- the provider should conduct its own investigation into the incident and report the incident and their findings to us using the NCFE notification of malpractice document on our website

NCFE reserves the right to investigate each case of alleged or actual malpractice/maladministration committed by a student, provider or other persons involved in the conduct of the assessment in order to establish all of the facts and circumstances surrounding the case. The investigation will be carried out in accordance with NCFE's maladministration and malpractice policy.

About this assessment

The Digital Support OS is assessed synoptically with a suite of 3 assignments. The assignments require the student to independently apply an appropriate selection of knowledge, understanding, skills and techniques developed throughout the full course of study, in response to briefs and/or tasks. This will allow the student to demonstrate that they have met a level of threshold competence across the performance outcomes (POs) of the OS.

The assessment methods vary across the assignments to allow students to demonstrate the knowledge and skills they have acquired throughout their learning and experience.

The assessments validly and reliably allow the student to be able to demonstrate, at the end of the qualification, the threshold competency gained in order to progress into employment or into higher education.

NCFE provides instructions for each of the assessments, and these must be followed by T Level providers.

Essential resources for each assessment, where applicable, must be purchased by the provider prior to the assessments taking place. The resources required for each assessment will be taken from the exemplar/broader range of resource requirements outlined in the qualification specification however, attention should be given to any particular resource specific requirement within this document.

The synoptic assessment for this OS is graded pass, merit or distinction, and the final grade will contribute 50% of the overall technical qualification grade, so it is important that students have the opportunity to produce work of the highest standard they can. The assignments within this synoptic assessment are designed to allow the student to do this in a way that is as occupationally authentic to the roles that they may take on in future employment.

What is threshold competence?

'Threshold competence' is defined as a level of competence that:

- signifies that a student is well placed to develop full occupational competence, with further support and development, once in employment
- is as close to full occupational competence as can be reasonably expected of a student studying the technical qualification in a college-based setting with a substantial industry placement
- signifies that a student has achieved the level for a pass in relation to the relevant OS component

What is synoptic assessment?

A synoptic assessment is a form of assessment in which students are required to demonstrate that they can identify and use in an integrated way an appropriate selection of skills, techniques, concepts, theories, and knowledge from across the technical area, relevant to the tasks.

Synoptic assessment is integral to high quality technical qualifications to allow students to demonstrate a holistic understanding of the sector, making effective connections between different aspects of the subject content.

The assignments and tasks in this assessment are designed to be synoptic in a way that is as occupationally realistic as possible.

What will students be assessed on?

Students will be assessed against the following set of performance outcomes (POs) that describe what the student should be able to do:

Digital support POs	
PO1	Apply procedures and controls to maintain the digital security of an organisation and its data
PO2	Install, configure and support software applications and operating systems
PO3	Discover, evaluate and apply reliable sources of knowledge

Past Paper

Assessment structure

The following synoptic assessment, comprised of 3 assignments, has been designed to test to what extent a student can meet the skills and underpinning knowledge required to achieve threshold competence in Digital Support.

The technical qualification (TQ) will comprise of the following assessments, which will assess the knowledge and skills gained from the occupational specialist component:

	Sub-component	Assessment time	% weighting	Raw marks	Assessment conditions	Marking
Occupational specialism	Assignment 1	19 hours	50%	76	Supervised	External
	Assignment 2	5 hours	20%	30	Supervised	External
	Assignment 3	10 hours	30%	27	Supervised	External
	Component total	34 hours	100%	133		

The guidance below explains the nature of this assessment and should be used alongside the general guidance provided in this document, the qualification specification and live assessment materials (once available).

The synoptic assessment consists of 3 assignments covering the following areas:

1. Prepare for, and install, a small network
2. Dealing with job requests and creating user instructions
3. Network analysis and deploy image remotely

Assignments are broken down into tasks where necessary. The assignments, tasks, and further guidance (within this document) are for students and tutors to show how the assignments are expected to be delivered.

Evidence produced by students for the assignments will be sent to NCFE for marking or moderation where applicable. Assessment judgements, including overall judgement of the performance required at each of the grade boundaries, will be made by NCFE and results released to the provider at the appropriate time.

This assessment consists of:

- assignment 1 (19 hours)
 - task 1: 8 hours
 - task 2: 11 hours
- assignment 2 (5 hours)
 - task 1: 3 hours
 - task 2: 2 hours
- assignment 3: (10 hours)

- task 1: 6 hours
- task 2: 4 hours

This synoptic assessment must be completed for a student to achieve the T Level Technical Qualification in Digital Support Services with the Digital Support occupational specialism (OS).

Assignments 1, 2 and 3 are designed to assess student's knowledge, understanding, and skills in an occupationally authentic and practical context across the performance outcomes (POs) of this technical qualification (TQ) and contributes to the student's overall grade.

Marks

Marks available for each assignment are detailed below.

Assignment		Marks*	Weightings (%)**
1	Design project	76	50
2	Practical skills assessment	30	20
3	Practical skills assessment	27	30
Total		133 marks	100%

*The raw marks will be scaled to ensure that the intended weightings of each assignment are met. The scaling factors for each assignment can be found in the qualification specification.

**The weightings shown represent the weighted value of each assignment and are not a reflection of the number of marks per assignment as a percentage of the total marks available.

Assessment timings

Assessment delivery guidance can be found for each assignment in the assignment and task specific guidance section.

Assessment windows and dates

Assignment 1 will be delivered within a fixed 2-week window specified by NCFE. All students must sit the assignment during this window. Assignment 1 is externally assessed. Evidence for assignment 1 must be returned to NCFE for marking after completion.

Assignment 2 will be delivered as a dated assessment across all providers after the window set for assignment 1 in April and May each year. Assignment 2 is externally assessed. Evidence for assignment 2 must be returned to NCFE for marking after completion.

Assignment 3 will be delivered as a fixed 2-week window specified by NCFE. All students must sit the assignment during this window. Assignment 3 is externally assessed. Evidence for assignment 3 must be returned to NCFE for marking after completion.

A submission deadline for the evidence for assignments 1 to 3 will be set for each academic year to allow NCFE to carry out remote moderation and awarding before the release of results in August of that year.

All evidence created, generated and recorded for these assignments is subject to data protection rules and information should be anonymised to protect the rights of individuals where relevant.

All assignments are **unseen**. All assessment materials or knowledge of any assessment materials should not be provided to the student until the specified day and start time of each assessment.

Assessment conditions

The Digital Support OS consists of 3 separate assignments.

The assignments are set by NCFE and administered by you, the provider, and externally marked by NCFE examiners (unless stated otherwise).

The assignments will be released to providers for planning, preparation and set up only, in advance of the windows and not for teaching and learning purposes, or to be given to the students to prepare:

- assignment 1 will be delivered within a set 2-week window, specified by NCFE
 - this assessment is externally marked
 - evidence for assignment 1 must be returned to NCFE for marking
- assignment 2 will be delivered on a set date and time, specified by NCFE and after the window for assignment 1
 - this assessment is externally marked
 - evidence for assignment 2 must be returned to NCFE for marking after completion
- assignment 3 will be delivered within a set 2-week window, specified by NCFE
 - this assessment is externally marked
 - evidence for assignment 3 must be returned to NCFE for marking after completion

Assessment conditions guidance can be found for each assignment in the assignment and task specific guidance section.

Students must complete the OS assessments independently and under supervised conditions, as per the guidance within the assignment and task specific instructions section.

Students and tutors are required to sign one declaration of authenticity to confirm that the work is their/the student's own. A single declaration form is sufficient for the whole project. The declaration forms can be found at the NCFE website. This is to ensure authenticity and to prevent potential malpractice and maladministration. Students must be made aware of the importance of this declaration and the impact this could have on their overall grade if the evidence was found not to be the student's own work. Tutors must be aware that by signing the declaration, they are validating it is the student's own work.

Where appropriate, tutors must retain students' research materials at the end of each supervised session, alongside all materials and/or evidence produced by students within the supervised assessment.

At the end of each supervised session, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room. This also includes sufficient monitoring and checks to ensure that students have not made materials available to themselves or anyone else electronically via the intranet or internet.

Students will be asked not to share the details of the assessment with peers at their own or with other providers. Inevitably there may be some advantage to students who take the assessment at the end of the assessment window, but this is considered to be minimal given the narrow window. Staff and students will be regularly reminded about potential repercussions of breaches of security as per the NCFE Regulations for the Conduct of External Assessment.

External assessment materials should be securely stored between supervised sessions. Students must not have access to this area between the supervised sessions, including electronic files.

Work such as formative assessment and/or work done with sample assessment materials must not be used again as part of the external assessment task submission to NCFE.

Students are not allowed to bring any prepared materials into the supervised sessions unless otherwise stated in the assessment specific instructions. This **must** be monitored by providers.

Appendices should not be included and will not be marked unless specifically required from the task instructions.

Students are not allowed access to any online cloud storage or email and chat services during the assessment, this should be monitored by the providers.

NCFE recognises that some providers deliver to very large cohorts, in such cases staff and physical resources will similarly have been scaled up during teaching and learning to cope with a large cohort. On balance, we consider this option to be both sensible in terms of security of assessment and manageable for providers.

Digitally produced work, such as audio recordings, need to be securely stored using a file naming convention framework including provider name, provider number, student name, student number, assignment number and task number.

Plagiarism

Plagiarism may result in the external assessment task being awarded a U grade. For further guidance, refer to the maladministration page on the NCFE website.

Accessibility and fairness

To promote accessibility and fairness for all students and to ensure diversity and equality, we expect providers to be aware of and meet the requirements of relevant NCFE policies and government legislation. You must ensure that:

- all of your processes concerned with assessment are carried out in a fair and objective manner
- you continue to adhere to current equal opportunities legislation
- you continue to operate an effective diversity and equality policy, with which students are familiar and which applies to all students using our products and services

Assessment delivery

Assessment delivery guidance can be found for each assignment in the assignment and task specific guidance section.

Resources and equipment

The resources required for each assessment will be available in the specific guidance for each assignment in this document. These requirements will be in line with the resources specified in the qualification specification and as such, students should be familiar with these as they should be used during the delivery of the qualification.

Past Paper

Assignment 1

There are 2 tasks in this assessment. This must be completed prior to completing assignments 2 and 3.

Timing

19 hours

Providers must schedule sufficient time within the 2 week window for all students to be able to complete all of the tasks by the end of the window, and in the correct order. A total period of 5 days is required to complete all of the tasks within this assignment.

Marks available

The maximum number of marks available for this assignment is 76 marks.

Task 1: prepare for installation

Timings

8 hours spread over 2 days (one 3 hour and 30 minutes session in one day for task 1(a), and 4 hour and 30 minutes over one AM and PM sessions for task 1(b))

Marks available

The maximum number of marks available for this task is 20.

Essential equipment and resources

Across the range of assignment 1 tasks, providers need to provide students with access to:

- at least 3 computers, which have full administrator rights, or virtual/emulator machine and software
- internet access to enable students to download drivers/updates/installing anti-malware software
- an operating system (for students to be able to install)
- word processing, presentation and spreadsheet software
- email software
- instant messaging software
- project management software
- a mobile device (for example, laptop, tablet, phone with unrestricted, unlocked access) or an emulator
- IP address allocations for task 2 in line with provider's own network IP addressing schema
- a digital camera

The following essential equipment is required to support the delivery of this assessment task. Centres may provide additional equipment not listed below to allow the student to complete the assessment task:

- a computer pre set up with OS system installed
- pre-installed office software to be able to write the report and complete the installation and configuration log

Assessment conditions

Students must complete this task independently and under supervised conditions. The student **must not** use the internet for this task.

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- remain at their desk for the duration of the assessment, with all materials made available
- work in silence and ask permission discreetly to leave the room for essential comfort activities only, keeping distraction of other students to a minimum
- only leave the assessment room individually during the assignment

Evidence requirements

The following evidence should be submitted:

- summary of controls documentation required (Word processing document)
- summary of how to secure data systems effectively
- health and safety risk assessment (worksheet in appendix 1 of the assignment brief)
- network planning documentation (Word processing document)
- inventory log (worksheet in appendix 1 of the assignment brief)
- security risk assessment (worksheet in appendix 1 of the assignment brief)

Assessment delivery guidance

- this task should be completed across 2 days
 - task 1(a) should be completed in one 3 hour and 30 minute session
 - task 1(b) should be completed in 4 hours and 30 minutes over one AM and PM sessions

Task 2: install and configure a small network

Timings

11 hours spread over 3 days. This task must be provided after completion of task 1. There may be significant periods of time whilst waiting for installations to take place and therefore tasks 2(a), 2(b) and 2(c) can be completed in parallel.

Marks available

The maximum number of marks available for this task is 56.

Essential equipment and resources

Across the range of assignment 1 tasks, providers need to provide students with access to:

- at least 3 computers, which have full administrator rights, or virtual/emulator machine and software
- internet access to enable students to download drivers/updates/installing anti-malware software (for task 2 only)
- an operating system (for students to be able to install)
- word processing, presentation and spreadsheet software
- email software
- instant messaging software
- project management software
- a mobile device (for example, laptop, tablet, phone with unrestricted, unlocked access) or an emulator
- IP address allocations for task 2 in line with provider's own network IP addressing schema
- a digital camera
- access to the student's completed appendix 1 workbook from Task 1.

The following essential equipment is required to support the delivery of this assessment task. Centres may provide additional equipment not listed below to allow the student to complete the assessment task:

- a computer pre set up with OS system installed
- pre-installed office software to be able to write the report and complete the installation and configuration log

Assessment conditions

Students must complete this task independently and under supervised conditions. Internet access is allowed for all parts of this task (privacy mode should be disabled, and policies applied to prevent deletion of browsing history).

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- remain at their desk for the duration of the assessment, with all materials made available
- work in silence and ask permission discreetly to leave the room for essential comfort activities only, keeping distraction of other students to a minimum
- only leave the assessment room individually during the assignment

Evidence requirements

The following evidence should be submitted:

- task 2(a)
 - annotated screenshots (if using virtual machines) or photographs (if using physical machines/devices)
- task 2(b)
 - screenshots (if using virtual machines) or photographs (if using physical machines/devices)
- task 2(c)
 - completed installation and configuration log (appendix 1 in the assignment project brief)

Assessment delivery guidance

- task 2 should only be given out after completion of task 1
- individual tasks must be completed within the maximum timescales stated above, but it is up to students to decide how long they spend on each part of the task
- this task should be completed across 3 days

Past Paper

Assignment 2

There are 2 tasks in this assessment. This must be completed after completion of assignment 1.

The assignment will be released to providers for planning and preparation in advance of the set date.

Timing

5 hours

Marks available

The maximum number of marks available for this assignment is 30 marks.

Task 1: deal with job requests

Timings

3 hours

Students can use this time how they want but both parts of task 1 must be completed within the time limit.

Marks available

The maximum number of marks available for this task is 18.

Essential equipment and resources

Providers need to set up one workstation, and one mobile device.

- 1 x workstation set up with:
 - OS installed – full administrator rights
 - word processing software installed
- 1 x mobile device or emulator
 - set-up with no security controls in place
- 1 x USB storage device (minimum 16GB):
 - install EICAR file onto the USB (copy and paste text file on to USB) and save with any name; this is captured by most AV products as a virus and will be treated as such but is safe:
 - X5O!P%@AP[4PZX54(P^)7CC)7}\$EICAR-STANDARD-ANTIVIRUS-TEST-FILE!\$H+H*
- a workstation that must already be set-up on a network, which has the following set up:
 - installed OS, word processing software, spreadsheet software, presentation software, project management software, instant messaging software, collaboration software and project management software installed
 - authorised anti-virus installed (for example, AVG free)
 - a mobile device (for example, a laptop, tablet, phone) or emulator must already have been set up with no security lock in place

The provider must create a business email address/login using a suitable application, such as MS Outlook/Office 365, and publicly accessible intranet (for example, MS SharePoint).

Evidence for the mobile device can be achieved via mobile screenshots or photographs. Students must use a digital camera supplied by the provider to capture photographic evidence.

Limited internet access is permitted for completion of tasks. Internet use should be monitored, and a browsing history print out provided.

Assessment conditions

Students must complete this task independently and under supervised conditions. Limited internet access is allowed (privacy mode should be disabled, and policies applied to prevent deletion of browsing history).

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- work independently under supervised conditions

Evidence requirements

The following evidence should be submitted:

- incident log (appendix 2 of the assignment project brief)
- fault finding/issue evidence (screenshots (if using virtual machines) or photographs (if using physical machines/devices))
- internet browsing history

Assessment delivery guidance

- this task should be completed in one day in one session with no breaks

Task 2: create user instructions

Timings

2 hours

Students can use this time how they want but task 2 must be completed within the time limit.

Marks available

The maximum number of marks available for this task is 12.

Essential equipment and resources

Providers need to provide students with access to:

- screen recording equipment
- a workstation must already have been set up on a network, which has the following set up:

- anti-virus installed
- mobile device (for example, a tablet, phone) or emulator with email installed

Limited internet access is permitted. This is a requirement due to needing to access email on the mobile device. Internet use should be monitored, and a browsing history print out provided.

Assessment conditions

Students must complete this task independently and under supervised conditions. Internet access is allowed for all parts of this task (privacy mode should be disabled, and policies applied to prevent deletion of browsing history).

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- remain at their desk for the duration of the assessment, with all materials made available
- work in silence and ask permission discreetly to leave the room for essential comfort activities only, keeping distraction of other students to a minimum
- only leave the assessment room individually during the assignment

Evidence requirements

The following evidence should be submitted:

- 2 instructional documents
- instructional screen share videos
- internet browsing history

Assessment delivery guidance

- task 2 should only be given out after completion of task 1
- individual tasks must be completed within the maximum timescales stated above, but it is up to students to decide how long they spend on each part of the task
- this task should be completed in one session on one day with no breaks

Assignment 3

There are 2 tasks in this assessment. This must be completed after completion of assignment 1.

The assignment will be released to providers for planning and preparation in advance of the set date.

Timing

10 hours

Marks available

The maximum number of marks available for this assignment is 27 marks.

Task 1: network analysis

Timings

6 hours (this task will be spread over 2 days).

Students can use this time how they want but both parts of task 1 must be completed within the time limit.

Marks available

The maximum number of marks available for this task is 12.

Essential equipment and resources

Across the range of assignment 3 tasks, providers need to provide students with access to:

- 1 x workstation set up with office software installed
- internet access – for developer notes and help pages
- a one end user device or virtual machine
- access to servers, firewalls, network devices, network-based services
- appendix 3 – workbook – DSS-009-01 – assignment 3
- penetration test report
- an operating system and office licences – for basic image deployment
- a digital camera

Providers need to provide access to:

- appendix 3 – workbook – DSS-009-01 – assignment 3
- penetration test report
- a workstation with word processing software

Limited internet access is permitted for completion of tasks. Internet use should be monitored, and a browsing history print out provided.

Assessment conditions

Students must complete this task independently and under supervised conditions. Limited internet access is allowed (privacy mode should be disabled, and policies applied to prevent deletion of browsing history).

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- remain at their desk for the duration of the assessment, with all materials made available
- work in silence and ask permission discreetly to leave the room for essential comfort activities only, keeping distraction of other students to a minimum
- only leave the assessment room individually during the assignment

Evidence requirements

The following evidence should be submitted:

- infrastructure status log (worksheet in appendix 3 of the assignment project brief)
- remediation log (worksheet in appendix 3 of the assignment project brief)
- documented/planned improvements (word processing document)
- internet browsing history

Assessment delivery guidance

- this task should be completed across 2 days with one session held each day without breaks

Task 2: deploy image remotely

Timings

4 hours

Students can use this time how they want but task 2 must be completed within the time limit.

Marks available

The maximum number of marks available for this task is 15.

Essential equipment and resources

Across the range of assignment 3 tasks, providers need to provide students with access to:

- 1 x workstation set up with office software installed
- internet access – for developer notes and help pages
- a one end user device or virtual machine
- access to servers, firewalls, network devices, network-based services
- appendix 3 – workbook – DSS-009-01 – assignment 3

- penetration test report
- an operating system and office licences – for basic image deployment
- a digital camera

Providers need to provide students with access to:

- machine running Windows Deployment Services or similar
- an operating system to install
- software applications including word processing, spreadsheet software and presentation software licences
- end-user devices or virtual machines
- a digital camera
- appendix 3 – workbook – DSS-009-01 – assignment 3

Internet access is permitted. This is a requirement due to needing to install drivers and to authenticate licences. Internet use should be monitored, and a browsing history print out provided.

Assessment conditions

Students must complete this task independently and under supervised conditions. Internet access is allowed for all parts of this task (privacy mode should be disabled, and policies applied to prevent deletion of browsing history).

At the end of the time limit for this task, the tutor must collect all evidence and any other materials, including students' research materials, before students leave the room to ensure that no student takes any external assessment material or assessment evidence out of the room.

Students must:

- remain at their desk for the duration of the assessment, with all materials made available
- work in silence and ask permission discreetly to leave the room for essential comfort activities only, keeping distraction of other students to a minimum
- only leave the assessment room individually during the assignment

Evidence requirements

The following evidence should be submitted:

- annotated screenshots (if using virtual machines) or photographs (if using physical machines/devices)
- test plan (worksheet in appendix 3 of the assignment project brief)
- test log (worksheet in appendix 3 of the assignment project brief)
- internet browsing history

Assessment delivery guidance

- task 2 should only be given out after completion of task 1
- individual tasks must be completed within the maximum timescales stated above, but it is up to students to decide how long they spend on each part of the task
- this task should be completed in one day

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