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| **NCFE Level 1 Essential Digital Skills Qualification Witness Observation Record** |
| **Learner name:** | **Centre name:**  |
| **NCFE Learner number:** | **NCFE Centre number:**  |
| **SAMPLE PAPER: Buying a dog** | **Date of assessment:** |
|  |  |
| **Task** | **Available marks** | **Task completed successfully?** **(tick as appropriate)** |
| **Yes** | **No** |
| **Section B Part A (a)**Hierarchical folder structure created and named correctly. Main folder named ‘Fundraising’ and sub-folders named ‘websites’ and ‘social media.’ **[1 mark].** | **1** |  |  |
|  |
|  | **Total marks: 1** | **Mark achieved:**  |  |

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| --- | --- | --- | --- |
|  | **Total marks: 14** | **Mark achieved:**  |  |

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| **Declaration:** |
| This confirms that the named Learner took part in the NCFE Level 1 Essential Digital Skills Task(s) under controlled assessment conditions. |
| **Signed (Supervisor):** |  | **Date:** |  |  |  |

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| **To be completed by the External Quality Assurer (EQA):** |
| **EQA Name:** |  | **Date:** |  |
| **Signed:** |  | **Achievement confirmed:** | Yes / No |
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