**NCFE Functional Skills Qualification in ICT at Level 1**

**Pre-Release Data files – Sample Papers only**

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| Pre-release data files are needed by learners taking their Level 1 Functional Skills ICT **paper based** external assessment. |

Pre-release data files should be saved on your centre’s local network and saved as read-only files, where possible. The format of the files **must not** be changed. They should be saved in a relevant file/folder, as learners will be directed to access them during the external assessment.

All of the data files in this document should be saved to your centre's network as early in the academic session as is appropriate or relevant to you. **However, they must be saved before the learners sit the external assessment.** Please note, some files must be emailed to the learner before the external assessment and other data files will be referred to or drawn from during the external assessment.

You can send the emails to a learner’s personal email account or, as recommended as good practice, you can create accounts for the purpose of external assessment (ie learner1@email.co.uk). Please ensure that the learner is able to access the email before the external assessment takes place.

The files indicated should be sent to each learner by email as an attachment using the ‘email content’ provided. The files sent as attachments should **not** be available on the network for the candidates to access during the external assessment – only available in the emails.

**Emails – You will need to populate the email subject field with the information given and attach any relevant attachments as identified.**

**The email content is shown below the instruction:**

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

**Subject:** Mr Jones - New phone numbers

**Attachment:** Company phone numbers.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi,

Thanks for your help today.

I have attached the new contact phone numbers for the company. Please save the file to your computer.

Thanks,

Jim Jones

Manager

**Subject:** Mike - My Business

**Attachment:** Website guide.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Thanks for helping me. I'm attaching a business website guide I was sent.

Please save the file to your computer, I want to make sure you have a copy in case I lose mine.

Thanks,

Mike

**Subject:** Mr Forer - Circus!

**Attachment:** Council Permission.docx

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

Big Top Circus is coming to town next month. They want us to take care of their advertising and promotion.

I’ve attached a letter we received from the council giving us permission to run some promotional activities in the town centre. Save the attached file to your computer.

Thanks,

Jason

**Subject:** Mr Forer - Circus Equipment

**DELETE THE ABOVE BEFORE SENDING TO LEARNER**

Hi

As a part of the promotion for the circus, we are going to set up a circus workshop
in the town centre. We will need some equipment for this.

Search the internet to find where we can buy some Juggling Rings online.

Email me:

* the names and website addresses of at least two suppliers
* the search terms you used.

Thanks,

Jason

**Attachments to be sent with emails:**

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**Files to be made available in appropriate location on PC such as work folder:**

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