Using e-mail and the Internet
Level 2

8983-12-012
(IT-EMI 12)
Sample paper

City& Guilds

Instructions for Specialist Teacher

a)   Files

   1   The accompanying CD-ROM contains **three** folders, **screenprint, files** and **e-mails**. The folder **screenprint** contains a word processing template which should be used by candidates. The folder **e-mails** contains the text of the e-mails you will be required to set up. The folder **files** contains the files for compression.

   2   Open the files and save them in a location that will be easily accessible to candidates during the examination. You should also ensure that any files that need to be accessed by candidates are compatible with the software in use. If the file is not accessible please set up your own.   An example file in PDF format is provided. When candidates are requested to take screen prints the active window must be maximised.

   3   On the CD-ROM the WP template file provided. Candidates must have access to an individual copy of this file which must be renamed to include candidates initials. Where candidates have the same initials an identifying number should be added. Candidates must paste all screen prints into the word processing file **screenprint**.

   4   The files must be protected against access by other users of the equipment and the content of the examination must not be divulged.

b)   Before the examination

   1   Each candidate will need:
   •   an e-mail address
   •   access to e-mail with the sent folder set to save a copy of sent mail
   •   a live Internet connection and Internet browser software
   •   access to a word processing application, access to a file compression utility and access to an individual copy of the word processing file **screenprint**.
   •   a named work folder with permissions set for the candidate and specialist tutor only.
      - the candidate should have full access
      - the Specialist Tutor to have read only access.

   2   You must ensure that all candidates' e-mail folders, e-mail address books, bookmarking (favourites) and history are empty.

   3   Create the required e-mail messages and send them to candidates when instructed.

   4   Create the required e-mail folder and ensure that it is clearly visible to candidates.

5   You must ensure that the candidate's name is added to the word processing template file provided, as this will be used to capture screen prints during the examination.

c)   <u>During the examination</u>

1   All candidates' work must be legible, particularly the screen prints.

2   Candidates may print out according to your centre requirements. They are asked to print during and after the examination. The utmost care should be taken that printouts are not mixed up for different candidates. Once the examination time has elapsed, final printing may take place, using the saved files created by each candidate during the examination. Candidates must not make any changes once the examination has finished.

3   The printouts created during the examination must be supervised by the Specialist Tutor. Candidates must not have access to printouts created during the examination.

d)   <u>After the examination</u>

1   Print out and return an example copy of all the Specialist Tutor input that has been set up or provided for candidate use. This includes one copy of each of the e-mails and attachments set up to be used during the examination. This must be returned with the candidates' scripts to avoid any unnecessary delay in processing the results, and to ensure that candidates are not disadvantaged in any way.

2   All candidate e-mail folders, e-mail address books, bookmarking (favourites) and history must be cleared to remove all evidence of the assessment.

Instructions for setting up examination

You will need to set up the e-mails and attachments as detailed below. You can do this by using the information provided on the CD-ROM or you can key in the text from the following copy. Print out a copy of each e-mail that you produce and hand the printout to the Examinations Officer.

You should ensure that candidates have received a copy of each of the following e-mails prior to commencement of the examination.

Attachment Compressed file – **info**. Create a compressed file containing the following items which can be found on the CD-ROM provided using your file compression utility.

agenda – text file
graph – graphic image
Thaijasminrice – text file

E-mail 1 – Research Team

To: All staff in the Marketing Department

Subject: Research Team

Message:

A new research team has been set up, and a new team has been recruited.

Here are the members of the New Research Team.

Name	Job Title	Department	E-mail
Mrs Sarah Keane	Marketing Manager	Marketing	**t-sarahk@pq.co.uk**
Mrs Satchi Khan	Marketing Assistant	Marketing	**t-satchik@pq.co.uk**
Mr Andrew Peal	Sales Director	Sales	**t-andrewp@pq.co.uk**
Ms Eliza Dean	Marketing Assistant	Marketing	**t-elizad@pq.co.uk**
Mr Daniel Cooper	Sales Manager	Sales	**ddanielc@pq.co.uk**
Mr Davoud Parnel	Admin Assistant	Marketing	**t-davoudp@pq.co.uk**

Thanks.

Stephanie

E-mail 2 – The Rice Company – Research Meeting

To: All staff in the Research Team

Subject: Research Meeting

Attachments: info

Message:

Dear All

Please find attached three files for your meeting.

Kind regards

Stephanie Long

Attachment Compressed file – info

Create a compressed file containing the following **three** items which can be found in the folder
files on the CD-ROM provided. Use your file compression utility to compress these files and save
using the file name **info**.

agenda
graph
Thai jasmine rice

ST4