

ESSENTIAL SKILLS – USING COMPUTERS and the INTERNET Level 2

Common Assessment Task

Work Requirements:

N/A

Assessment Type:

Short response

Criteria being assessed:

- Criterion 3 - elements 1 and 2
- Criterion 4 - element 4

Suggested conditions:

- This task should take learners 1.5 hours total
 - Internet access
 - 150 – 200 word response
 - This task requires an individual response by each learner
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Task Description:

You will describe safe and unsafe practices in the use of social media in everyday adult settings. To do this, you will:

- Make a list of safe and unsafe practices
- Categorise the practices identifying what makes them safe or unsafe
- Put each practice in a table that shows if is safe or unsafe, what category it belongs to and why.

What you need to do:

1. Make a list identifying safe and unsafe practices of using social media.
2. Make categories to group the practices identified in your list. Examples of categories might include:
 - Revealing personal information
 - Revealing financial information
 - Cyberbullying and harassment
3. Create a table to display this information. Add a column to explain why the practice is safe or unsafe.

Example of a table:

Practice	Safe or Unsafe	Category	Explanation
1. Add a friend I don't know	unsafe	Personal Information	The unknown person may use my personal information inappropriately
2.			
3.			
4.			
5.			

Teacher use only - What needs to be submitted for assessment?

Learners respond to the questions in a separate document.