Task Title: Assessing Computer Skills

OALCF Cover Sheet – Learner Copy

Learner Name:_____

Date Started (m/d/yyyy):_____

Date Completed (m/d/yyyy):_____

Task Description: Many jobs require knowledge of computers and the internet. In this task the learner will assess their computer skills through an online test and determine whether they would benefit from computer skills upgrading.

Competency: A: Find and Use Information, D: Use Digital Technology, E: Manage Learning

Task Groups: A1: Read continuous text, A2: Interpret documents

Level Indicators:

A1.1: Read brief texts to locate specific details
A1.2: Read continuous text
A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information
D.3: Experiment and problem solve to perform multi-step digital tasks
E.1: Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning

Materials Required:

- Computer with internet access
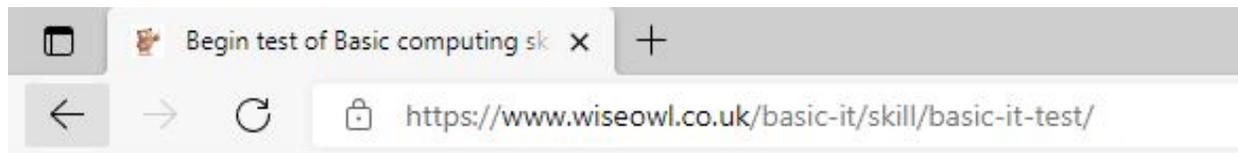- A minimum of 30 minutes to take the test and review results.

Instructor preparation: Ensure the learner is set up on a computer with the internet connection open. Depending on the reading level of the learner you may have to assist them with some of the questions. Help the learner review the results and decide about taking a computer class.

Work Sheet:

Many jobs require knowledge of computers and the internet.

Task 1: Make sure the computer's internet connection is on. In the web browser, enter the website:

https://www.wiseowl.co.uk/basic-it/skill/basic-it-test/

Task 2: Read the instructions on the page for taking the online basic computing skills assessment.

Task 3: Once you have read and understand the instructions click on the "Start this test" button on the bottom left corner of the screen.

Task 4: Read and follow the answer instructions for the first of 20 questions in the assessment. You can skip a question at any time by clicking the 'Leave this question for now' button at the bottom of the screen. The test will come back to this question later.

Task 5: Once you select your answer, the next question will appear. Repeat task 4 until all 20 questions have been answered. You have about 20 minutes to complete the quiz. Your remaining time will appear right above the questions.

Click on a question number to change the question displayed. You have 16 minutes and 20 seconds of the original 20 minutes left.

Task 6: Once you have answered all 20 questions a screen will appear that says you have finished the quiz. Enter your first name only and click on the button that says "Mark My Test".

Test finished!

Congratulations - you've finished your test. To see your results, just type in your name and click on the button below.

Your name (this will appear on your test results)

Type name here (up to 20 characters)

MARK MY TEST

Task 7: Review the results of your test as shown. See what your total score is. See how you compare to others taking this quiz. Check the correct answers for questions you got wrong or didn't know.

Task 8: Based on your results decide if you would benefit from taking a computer class.