Task Title: Assessing Computer Skills

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: The learner will assess their computer skills by taking an online assessment.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Notes for Instructors/Practitioners

As of March 2025, this online quiz consists of 33 questions. The learner will need sufficient time to complete the entire quiz at one time, as it cannot be paused and returned to at a later point. The learner will receive their results immediately and is not required to enter an email address or other personal information into this website.

The online quiz used in this task will not allow the same computer to access the quiz more than once each day. Ensure that you clear the browser cache, use a different browser, or use multiple computers if multiple learners are taking this quiz.

Learner Information

Computers and other digital devices are commonly used in work, school, and daily life. A digital skills quiz can help assess strengths and areas for improvement. You may use the results of this assessment to help identify skills you would like to improve.

Visit the online assessment menu on the Northstar website:

https://www.digitalliteracyassessment.org/#take-assessment

Work Sheet

Task 1: Select and complete the Basic Computer Skills Quiz. You can skip any questions you are unsure of by selecting "I don't know" at the bottom of the screen. Once you have finished the quiz, click "view my results".

Answer: No written response required here.

Task completed: Yes: ☐

_____

Task 2: List any "Mastered Skills" identified in your assessment results.

Answer:

_____

Task 3: List any "Skills to Improve" identified in your assessment results.

Answer:

_____

Answers

Answers will vary.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Extracts information from tables and forms			
	Makes connections between parts of documents			
	Makes low-level inferences			
D.2	Selects and follows appropriate steps to complete tasks			
	Locates and recognizes functions and commands			
	Makes low-level inferences to interpret icons and text			
	Begins to identify sources and evaluate information			
	Performs simple searches using keywords (e.g., Internet, software help menu)			

Practitioner Copy

This task: Was successfully completed ☐   Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____