

Task Title: Assessing Computer Skills

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Goal Path:** | Employment | Apprenticeship |
| --- | --- | --- |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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) |  |  |  |

This task: Was successfully completed Needs to be tried again 

Learner Comments:



Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**