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Quartz ID	2343
Qualification	Level 2 Diploma in Computing

Unit ID	2341
Assessment	Digital Collaboration and Communication Skills
Assessment Type	Global Assignment
Assessment Cycle	Sample Assignment

Assignment title: Virtual Youth Innovation Expo

Marking Scheme

Markers are advised that, unless a task specifies that an answer be provided in a particular form, then an answer that is correct (factually or in practical terms) **must** be given the available marks. If there is doubt as to the correctness of an answer, the relevant NCC Education materials should be the first authority.

This marking scheme has been prepared as a **guide only** to markers and there will frequently be many alternative responses which will provide a valid answer.

Each candidate's script must be fully annotated with the marker's comments (where applicable) and the marks allocated for each part of the tasks.

Throughout the marking, please credit any valid alternative point.

Where markers award half marks in any part of a task, they should ensure that the total mark recorded for the task is rounded up to a whole mark.

Marker's comments:

Moderator's comments:

Mark:

Moderated mark:

Final mark:

Penalties applied for academic malpractice:

Introduction

You should read through the information given and each task section of the assignment carefully before you begin.

You must work independently and should not share your work with other learners. All work produced must be your own.

Any sources of information, text, images created by others that you include in your work must be clearly identified and referenced. The use of work of others as your own without permission or without proper acknowledgement is considered plagiarism and may result in disqualification from the assessment.

You may ask your teacher for support if you have questions about the requirements of each task, however, they cannot give guidance with solutions for tasks or provide you with feedback about how to improve your work.

Scenario

You have been selected as the digital coordinator for your school's upcoming Virtual Youth Innovation Expo 2025. This national online event will showcase student-led innovations, digital projects, and creative ideas. The event will be held entirely online and will include live presentations, digital exhibitions, and interactive sessions.

As the digital coordinator, your role is to **plan, design, and present** your contribution to the expo using digital tools. You are also expected to demonstrate how you can collaborate effectively in digital environments throughout your assignment.

You are responsible for:

- Planning your segment of the expo
- Creating promotional and presentation materials
- Communicating your ideas clearly and professionally
- Demonstrating secure and responsible digital practices
- Reflecting on how emerging technologies are shaping digital collaboration

Note: Task 1 is a pair activity designed to assess your ability to collaborate effectively in digital environments. You will work with a partner to plan your expo contribution using shared digital tools. Tasks 2–5 must be completed individually.

Task 1: Plan Your Expo Contribution (LOs 1, 3, 4, & 5)

25 Marks

- Choose a theme or innovation to showcase (e.g., a digital prototype, a social innovation idea, or a tech-based solution).
- Collaboratively create a digital planning document with **FOUR HUNDRED (400)** words outlining your campaign topic, goals, audience, communication strategy and a brief explanation on how you and your partner collaborated digitally (tools used, how tasks were divided, and how you ensured effective communication).
- Use a digital tool (e.g., Google Docs, Notion, OneNote) to organise your ideas and timeline.
- Demonstrate clear, respectful, and professional digital communication in your written content.

0 - 7 marks	8 - 9 marks	10 - 14 marks	15 - 17 marks	18-25 marks
Unclear or missing theme and goals.	Vague or underdeveloped theme and goals.	Basic theme and goals, lacks depth.	Clear theme and goals with minor gaps.	Clear, innovative theme with well-defined goals.
No clear audience or strategy.	Weak or unclear strategy.	Basic audience awareness, limited strategy.	Clear audience and mostly appropriate strategy.	Well-defined audience and thoughtful strategy.
Incomplete or missing planning document.	Lacks clarity or detail planning document.	Basic structure planning document.	Mostly structured planning document, minor gaps in detail.	Well-structured, planning document.
Not used or irrelevant digital tools.	Poorly used digital tools or disorganised.	Basic use of digital tools, limited organisation.	Good use of digital tools with minor formatting or organisation issues.	Excellent use of planning tool (e.g., Google Docs)
Inappropriate or missing communication style.	Unclear or inconsistent tone communication style.	Basic clarity communication style, some informal tone.	Communication style mostly professional with minor lapses.	Professional, respectful, and clear communication style.
No evidence of collaboration.	Limited evidence of digital collaboration; unclear roles or missing documentation.	Some evidence of digital collaboration; partial documentation	Clear evidence of digital collaboration; roles and tools mentioned.	Strong evidence of collaboration; roles and contributions clearly documented.

Task 2: Design Promotional Materials (LOs 2 & 4)**20 Marks**

- Create a digital poster or flyer using a presentation or design tool (e.g., Canva, PowerPoint).
- Include event details, your innovation theme, and a call to action.
- Ensure the design is visually appealing, informative, and appropriate for your audience.

0 - 5 marks	6 - 7 marks	8 - 11 marks	12 -13 marks	14 - 20 marks
Incomplete or missing visuals design.	Poor layout or visuals design.	Basic design, lacks visual impact.	Clear and appropriate design.	Creative, balanced, and visually appealing design and layout.
Inaccurate or missing event details.	Many errors or omissions on event details.	Some key details missing.	Most event details accurate.	All event details accurate and complete.
Missing call to action.	Unclear or ineffective call to action.	Present but weak call to action.	Clear and relevant call to action.	Strong, engaging, and audience-appropriate call to action.
Not used or irrelevant design tool used.	Poor formatting or tool use.	Basic use of design tool or formatting.	Good use of design tool with minor issues.	Excellent use of design tool (e.g., Canva).

Task 3: Prepare and Record Your Presentation (LOs 2 & 4)

25 Marks

- Create a short digital presentation (3–5 minutes) introducing your innovation and its impact.
- Use visuals, transitions, and speaker notes to enhance clarity.
- Record your presentation using a screen recording or video tool (e.g., Loom, Zoom, OBS).
- Submit both the presentation file and the video recording.

0 - 7 marks	8 - 9 marks	10 - 14 marks	15 - 17 marks	18-25 marks
Incomplete or missing content.	Unclear or off-topic content.	Basic presentation content, lacks depth.	Mostly clear and relevant presentation content.	Clear, engaging, and informative presentation content.
No visuals or enhancements.	Poor or inconsistent use visuals.	Basic visuals, limited enhancement.	Good use visuals and enhancements with minor issues.	Excellent visuals, transitions, and speaker notes.
Missing or unusable video recording.	Poor quality or rushed video recording.	Understandable but unpolished video recording.	Mostly clear with minor issues video recording.	Clear audio/video, well-paced and edited.
Not timed or incomplete presentation.	Too short/long, rushed or slow presentation.	Acceptable length, pacing issues	Slightly over/under presentation, mostly well-paced.	Within time, well-paced presentation (3- 5 mins).

Task 4: Apply Secure and Responsible Digital Practices (LO 6)

15 Marks

- Identify potential risks in sharing your work online.
- Apply privacy settings to your shared files and presentation.
- Create a short guide with **THREE HUNDRED (300)** words explaining how you ensured security and privacy throughout your project.

0 - 4 marks	5 marks	6 - 8 marks	9 - 10 marks	11 - 15 marks
Missing or incorrect risk identification.	Limited or vague risk identification.	Basic awareness of risk identification.	Clear and relevant risk identification.	Insightful and thorough risk identification.
Not applied privacy settings.	Poorly applied privacy settings.	Some attempt made on privacy settings.	Most files secured with privacy settings applied.	All files secured appropriately with privacy settings applied.
Incomplete, missing, or irrelevant security guide.	Unclear or lacks detail security guide.	A basic explanation of security practices with general strategies (e.g., “I used passwords” or “I didn’t share my link publicly”) but lacks depth or specific examples.	Mostly clear and complete security guide.	Clear, well-structured, and comprehensive security guide.
No understanding of digital security or privacy practices.	Shows limited understanding of digital security.		Covers key security practices with some examples.	Explains multiple security and privacy measures taken (e.g., password protection, file sharing permissions, data minimisation).
	Few or no examples are provided, and explanations are vague.		Good understanding of privacy settings and responsible sharing, though some areas could be more detailed.	Includes specific examples of tools/settings used (e.g., Google Drive sharing settings, Zoom privacy features).
				Demonstrates a strong understanding of digital risks and how to mitigate them.

Task 5: Reflect on Future Trends (LO 7)

15 Marks

- Research **ONE (1)** emerging trend or technology (e.g., AI collaboration tools, virtual reality meetings, blockchain for secure communication).
- Write a short reflection with **THREE HUNDRED (300)** words on how this trend could shape the future of digital collaboration and communication.
- Submit your reflection as a document or visual summary (e.g., infographic, blog post).

0 - 4 marks	5 marks	6 - 8 marks	9 - 10 marks	11 - 15 marks
<p>Irrelevant or missing emerging trend or technology.</p> <p>Reflection is off-topic, unclear, or missing.</p> <p>No relevant examples or predictions.</p>	<p>Limited or outdated emerging trend or technology.</p> <p>Reflection lacks depth or relevance to the trend.</p> <p>Limited understanding of how it relates to digital collaboration.</p> <p>Lacks specific examples or future insight.</p>	<p>Basic understanding on emerging trend or technology.</p> <p>The reflection shows a basic understanding of the trend.</p> <p>Includes a general explanation and some connection to digital collaboration, but lacks depth or personal insight.</p>	<p>Relevant and current researched on emerging trend or technology.</p> <p>Clear and relevant reflection with a good explanation of the trend and its potential impact.</p> <p>Some evidence of personal engagement and analysis, though it may lack depth or originality.</p>	<p>Highly relevant, well-researched on emerging trend or technology.</p> <p>The reflection is insightful, well-structured, and demonstrates critical thinking.</p> <p>Clearly explains the chosen trend or technology and connects it meaningfully to the future of digital collaboration and communication.</p> <p>Includes personal insight, thoughtful predictions, and realistic implications.</p>

Learning Outcomes Matrix

Task	Learning Outcomes assessed	Marker can differentiate between varying levels of achievement
1	LO 1, 4, and 5	Yes
2	LO 2 and 4	Yes
3	LO 2 and 4	Yes
4	LO 6	Yes
5	LO 7	Yes

Grade Descriptors

Learning Outcome	Fail	Pass	Merit	Distinction
Utilise digital tools for effective communication.	<p>Demonstrates limited or no understanding of digital communication tools.</p> <p>Unable to use tools effectively to communicate.</p> <p>Responses may be incomplete, inaccurate, or show a lack of engagement with the task.</p>	<p>Demonstrates basic understanding of digital communication tools.</p> <p>Uses tools with some effectiveness to communicate simple ideas.</p> <p>May require guidance and support to complete tasks. Shows awareness of appropriate use but with limited consistency.</p>	<p>Demonstrates good understanding of a range of digital communication tools.</p> <p>Uses tools effectively to communicate ideas clearly and appropriately.</p> <p>Shows independent use of features and some adaptability to different contexts.</p>	<p>Demonstrates excellent understanding and confident use of a wide range of digital communication tools.</p> <p>Communicates complex ideas clearly, professionally, and appropriately across different platforms.</p> <p>Shows initiative, adaptability, and awareness of good practices in digital communication.</p>

<p>Utilise digital presentation tools effectively.</p>	<p>Demonstrates little or no ability to use digital presentation tools.</p> <p>Presentations may be incomplete, poorly structured, or lack clarity.</p> <p>Limited or no use of visual or interactive features.</p>	<p>Demonstrates basic use of digital presentation tools.</p> <p>Presentation includes essential content with some structure and clarity.</p> <p>Uses simple features such as text and images with limited effectiveness.</p>	<p>Demonstrates competent and effective use of digital presentation tools.</p> <p>Presentation is well-structured, clear, and visually engaging.</p> <p>Uses a range of features such as transitions, multimedia, and formatting to support communication.</p>	<p>Demonstrates confident and creative use of digital presentation tools.</p> <p>Presentation is highly engaging, professional, and tailored to the audience.</p> <p>Uses advanced features (e.g., animations, embedded media, interactive elements) to enhance understanding and impact.</p>
<p>Collaborate effectively in digital environments</p>	<p>Demonstrates little or no ability to collaborate in digital environments.</p> <p>Rarely contributes to group tasks, shows poor communication, and does not use digital tools appropriately.</p> <p>May disrupt or hinder group progress.</p>	<p>Demonstrates basic ability to collaborate using digital tools.</p> <p>Participates in group tasks with some support, communicates simply, and uses basic features of collaboration platforms.</p> <p>Contribution is limited but present.</p>	<p>Demonstrates good collaboration skills in digital environments.</p> <p>Communicates clearly, contributes consistently to group tasks, and uses a range of digital tools effectively.</p> <p>Shows responsibility and supports team goals.</p>	<p>Demonstrates excellent collaboration in digital environments.</p> <p>Communicates professionally, takes initiative, leads or coordinates group efforts, and uses digital tools confidently and creatively.</p> <p>Actively enhances team performance and outcomes.</p>
<p>Undertake simple and routine digital projects and tasks.</p>	<p>Demonstrates limited understanding of the task and is unable to complete it without continuous support.</p> <p>Work is often incomplete, lacks</p>	<p>Demonstrates a basic understanding of the task and completes it with some guidance.</p> <p>Work meets essential requirements, though it may</p>	<p>Shows a clear understanding of the task and completes it with confidence and minimal support.</p> <p>Work is well-organised and demonstrates thoughtful use of</p>	<p>Tasks are completed independently to a high standard, showing initiative and thoughtful planning.</p> <p>Work is thorough, well-structured, and may include</p>

	<p>relevance, or demonstrates minimal effort.</p> <p>There is little to no engagement with tools, processes, or collaboration.</p>	<p>lack depth or refinement.</p> <p>Uses familiar tools and follows instructions but rarely takes initiative.</p>	<p>tools and processes.</p> <p>Appropriate methods are applied effectively, and contributions to collaborative work are constructive.</p>	<p>creative or insightful elements.</p> <p>Engagement is proactive, often enhancing the overall quality of the task or project.</p>
<p>Apply good practices for digital communication.</p>	<p>Digital communication lacks clarity, appropriateness, or relevance.</p> <p>Messages may be incomplete, poorly structured, or use inappropriate tone or language.</p> <p>There is little awareness of audience, purpose, or digital etiquette.</p>	<p>Digital communication is generally clear and appropriate, with basic structure and tone.</p> <p>Messages meet the minimum expectations for clarity and relevance.</p> <p>Some awareness of audience and purpose is shown, though digital etiquette may be inconsistently applied.</p>	<p>Digital communication is clear, well-structured, and appropriate for the context.</p> <p>Tone and language are suitable for the audience and purpose. Good digital etiquette is applied consistently, and responses are timely and relevant.</p>	<p>Digital communication is consistently clear, professional, and well-tailored to the audience and purpose.</p> <p>Messages are structured effectively, with appropriate tone, language, and formatting.</p> <p>Digital etiquette is applied with confidence, and communication enhances collaboration and understanding.</p>
<p>Ensure security and privacy in digital communication.</p>	<p>Shows little or no awareness of security and privacy in digital communication.</p> <p>Sensitive information may be shared inappropriately.</p> <p>Passwords, access controls, or privacy settings are ignored or misused.</p> <p>Risky or unsafe practices are evident.</p>	<p>Demonstrates basic awareness of security and privacy.</p> <p>Common precautions such as using passwords and avoiding obvious risks are applied, though inconsistently.</p> <p>Some understanding of safe communication practices is evident, but application may</p>	<p>Applies good practices to protect security and privacy in digital communication.</p> <p>Appropriate tools and settings are used to safeguard information.</p> <p>Risks are generally identified and avoided.</p> <p>Communication is handled with</p>	<p>Consistently applies strong and proactive measures to ensure security and privacy.</p> <p>Demonstrates clear understanding of risks and uses appropriate strategies to manage them.</p> <p>Communication is secure, responsible, and aligned with best practices and digital etiquette.</p>

		lack depth or reliability.	care and responsibility.	
Understand the latest trends and technologies shaping the future of digital collaboration and communication.	<p>Shows little or no awareness of current trends or emerging technologies.</p> <p>Information shared is outdated, inaccurate, or lacks relevance to digital collaboration and communication.</p> <p>No effort is made to explore or reflect on future developments.</p>	<p>Demonstrates a basic awareness of recent trends and technologies.</p> <p>Can identify a few relevant developments but may not fully understand their impact.</p> <p>Discussion is general and lacks depth, with limited connection to future implications.</p>	<p>Shows a clear understanding of current trends and emerging technologies.</p> <p>Can explain their relevance and potential impact on digital collaboration and communication.</p> <p>Makes thoughtful connections between developments and future practices.</p>	<p>Demonstrates insightful understanding of cutting-edge trends and technologies.</p> <p>Explores their implications with depth and clarity, showing awareness of how they may shape future practices.</p> <p>Communicates ideas with confidence and may suggest innovative applications or critical perspectives.</p>