Ofqual QAN	**610/6138/4**
Quartz ID	**2343**
Qualification	**Level 2 Diploma in Computing**

Unit ID	**2342**
Assessment	**Digital Collaboration and Communication Skills**
Assessment Type	**Local Examination**
Assessment Cycle	**Sample Examination**

Answer ALL questions.

Clearly cross out surplus answers.

Time: 1 hour

The maximum mark for this paper is 30.

Any reference material brought into the examination room must be handed to the invigilator before the start of the examination.

SECTION A - Multiple Choice Question
Circle ONE (1) correct answer from A, B, C, or D for each question.
Each question is worth 1 mark.

Question 1

Why is digital collaboration important in modern workplaces?

A It reduces the need for any communication

B It allows employees to work together regardless of location

C It eliminates the need for internet access

D It replaces all face-to-face meetings

1 mark

Question 2

Which digital tool is most appropriate for hosting a live team meeting with participants in different locations?

A Google Docs

B Microsoft Excel

C Zoom

D Trello

1 mark

Question 3

Which of the following is an example of good practice when using a shared document for group work?

A Deleting other people's contributions without asking

B Using version history to track changes

C Locking the document so no one else can edit

D Ignoring comments from team members

1 mark

Question 4

Which of the following is a good practice when designing a presentation for a professional audience?

A Using informal language and slang

B Including background music on every slide

C Keeping slides simple and focused on key points

D Using multiple font styles and colours on each slide

1 mark

Marks

Question 5

Which of the following software is best suited for creating a digital slideshow presentation?

A Microsoft Excel

B Adobe Photoshop

C Microsoft PowerPoint

D Notepad

1 mark

Question 6

What is a key benefit of using audio narration in a presentation?

A It makes the slides unnecessary

B It allows the presenter to avoid preparing content

C It replaces the need for visuals

D It helps explain content clearly, especially in self-running presentations

1 mark

Question 7

Why is it important to include alternative text (alt text) for images in a presentation?

A To make the presentation look more professional

B To help screen readers describe the image to visually impaired users

C To increase the file size

D To hide the image from the audience

1 mark

Question 8

Which tool is best for collecting feedback from a large group of people quickly and efficiently?

A Google Forms

B Adobe Photoshop

C Microsoft PowerPoint

D VLC Media Player

1 mark

Marks

Question 9

Why is it important to set permissions correctly when sharing digital files with a team?

A To prevent anyone from accessing the file

B To allow only the teacher to view the file

C To ensure the right people can view or edit the file as needed

D To make the file go viral online

1 mark

Question 10

What is the first step you should take if your microphone isn't working during a video call?

A Leave the meeting immediately

B Restart your computer

C Check if the microphone is muted or not selected in settings

D Ask someone else to speak for you

1 mark

Question 11

Which activity is part of the execution phase of a project?

A Writing the final report

B Assigning tasks and carrying them out

C Creating the project proposal

D Reviewing lessons learned

1 mark

Question 12

Which feature of project management tools helps improve team collaboration?

A Offline-only access

B Real-time updates and shared task boards

C Password protection on every task

D Limiting access to one team member

1 mark

Marks

Question 13

Why is it important to choose the right digital tool for each phase of a project?

A To make the project more difficult

B To reduce the number of people involved

C To improve efficiency, communication, and project success

D To avoid using technology

1 mark

Question 14

How can you demonstrate effective use of a calendar feature in project management tools?

A By ignoring all due dates

B By setting and adjusting deadlines for tasks

C By using it only for decoration

D By deleting all events after creating them

1 mark

Question 15

What is a key part of giving constructive feedback on a digital tool used in a project?

A Only pointing out what went wrong

B Giving vague comments like “It was okay”

C Identifying strengths and suggesting specific improvements

D Avoiding feedback to prevent conflict

1 mark

Question 16

What is a good practice when responding to emails or messages in a collaborative project?

A Ignoring them until the deadline

B Responding clearly and promptly

C Replying with unrelated jokes

D Forwarding them to everyone without reading

1 mark

Marks

Question 17

Which of the following is **NOT** a reliable digital body language indicator?

A Tone of voice in a video call

B Typing indicators (e.g., “...”)

C Profile picture updates

D Camera positioning during a call

1 mark

Question 18

Which of the following is considered a good practice when sending professional emails?

A Using all capital letters to emphasise your point

B Leaving the subject line blank

C Using clear and concise language

D Including emojis in the subject line

1 mark

Question 19

Which of the following is a good practice for protecting personal data when collaborating online?

A Sharing login credentials through email

B Using public Wi-Fi without a VPN

C Posting project details on social media

D Limiting access to sensitive documents

1 mark

Question 20

Your team is creating a survey that collects names and email addresses. What is a good privacy practice before sharing it?

A Make the survey anonymous

B Inform participants how their data will be used

C Ask for passwords to verify identity

D Share the results publicly immediately

1 mark

Marks

Question 21

You receive a suspicious email asking for your login credentials. What is the best course of action?

A Reply to ask for more information

B Click the link to see where it goes

C Report it as phishing and delete it

D Forward it to your classmates

1 mark

Question 22

Which of the following tools can help monitor who accessed or edited a shared document?

A Spell checker

B Version history or activity log

C Grammar suggestions

D Document theme settings

1 mark

Question 23

Why is it important to monitor access logs in a collaborative platform?

A To track who accessed or modified files

B To increase file download speed

C To automatically update software

D To reduce the number of users

1 mark

Question 24

Which of the following communication methods is typically encrypted?

A SMS text messages

B Email sent through unsecured servers

C WhatsApp messages

D Printed letters

1 mark

Marks

Question 25

Before sharing a document online, what should you check to ensure privacy?

A The file size

B The font style

C The access permissions

D The number of pages

1 mark

Question 26

How is artificial intelligence (AI) being used in digital communication?

A To print documents faster

B To translate languages in real time

C To increase screen brightness

D To delete old messages

1 mark

Question 27

How can blockchain technology influence digital communication?

A By speeding up video calls

B By providing secure, tamper-proof records of communication

C By improving screen resolution

D By reducing the need for passwords

1 mark

Question 28

Which of the following activities supports professional growth in digital collaboration?

A Attending webinars and online courses

B Ignoring feedback from teammates

C Using outdated software

D Avoiding new communication tools

1 mark

Marks

Question 29

Before adopting a new digital collaboration tool, what should you consider?

A Whether it looks fun and use update software

B Its popularity on social media

C Its features, security, and compatibility with your team's needs

D Whether it's free only

1 mark

Question 30

How can virtual reality (VR) create *opportunities* in digital collaboration?

A By replacing all human workers

B By enabling immersive virtual meetings and training

C By increasing screen time and flexible working hours

D By speeding up internet speed and access to global talent

1 mark

End of paper