

NOCN Internet and Email Level 1

Tutor Observation Form

Learner	
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I confirm that the above student has shown competence in the following:

Criteria	Description	Observed	Discussed in 1:1	Discussed in group
INTERNET AND INTRANETS				
1.2	Describe what the basic browser facilities are available and how to use them.			
1.3	Describe what information and other opportunities are available.			
1.4	Describe what Internet security risks there may be in downloading documents and software and in sharing information, such as personal details.			
2.1	Search for information on the Internet or an intranet.			
2.2	Find and evaluate information.			
2.3	Exchange information following the rules of 'netiquette' when communicating with others.			
EMAIL				
2.1	Use basic software commands to send and receive emails.			
2.2	Manage emails using basic facilities for deleting, finding emails and saving attachments to appropriate places.			
2.3	Follow the relevant general conventions ('netiquette'), laws and guidelines when sending and replying to emails.			
2.5	Maintain an email address book.			

Tutor name		Date	
Signature			