Learner handout

When AI improves the writing, what are we assessing?

A purchasing task for adult and vocational education

The order

You buy equipment for a training centre. Your manager needs exactly 48 headsets. Both suppliers offer the same model and can deliver on time. Which quote should the centre accept?

Supplier	Unit price	Discount	Delivery per order
Alder	€25.00	10% on orders of 50 or more	Free
Birch	€24.50	None	€12.00

All figures include tax. Order exactly 48 units and use the quoted terms.

What to hand in

1. Calculate the delivered cost of each offer. Show your working.
2. Write a short email to your manager. Recommend a supplier, give the saving and explain the term that matters.
3. Describe one check you made and how it affected your decision.

Working with AI

AI use is optional. You may ask a tool to calculate costs, suggest a supplier or edit your email. Check both totals yourself. If you used AI, say which step it helped with.

How marks are awarded

6 marks in total. Cost comparison, business judgement and your email are each worth 2 marks. Using AI carries no bonus or penalty.

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Learner handout

Your purchasing decision

Use this sheet with the two supplier quotes on page 1.

Alder · delivered cost

Birch · delivered cost

Email to your manager

Which offer should the centre accept, and why?

One check you made

What did you check? What did it change or confirm? If you used AI, say where it helped.

Teacher exercise

Submission A · Maya

Fictional learner submission. Mark both examples before reading the guide on page 5.

Calculations

Alder 48 × €25.00 = €1,200.00, delivered.

Birch 48 × €24.50 = €1,176.00. Add €12.00 delivery = €1,188.00.

Email to the manager

Hi Jo,
Please order the 48 headsets from Birch. Including delivery, Birch comes to €1,188, which saves us €12. Alder's discount starts at 50 headsets and our order is for 48.
Maya

Learner's reflection

I added delivery before comparing the quotes. That reduced Birch's advantage from €24 to €12. I used AI to shorten my email after doing the sums.

Your assessment

Cost comparison	Business judgement	Email	Total
_____ / 2	_____ / 2	_____ / 2	_____ / 6

Which part of the submission supports your mark?

Teacher exercise

Submission B · Sam

Fictional learner submission. Mark both examples before reading the guide on page 5.

Calculations

Alder 48 × €25.00 = €1,200.00. The 10% discount does not apply.

Birch 48 × €24.50 + €12.00 = €1,188.00 delivered.

Email to the manager

Hi Jo,
I'd go with Birch. It's €12 cheaper on this order, even with delivery. We're two headsets short of Alder's discount.
Sam

Learner's reflection

I asked AI which quote to take. It suggested Alder at €1,080. I checked the minimum order, removed the discount and changed my recommendation to Birch.

Your assessment

Cost comparison	Business judgement	Email	Total
_____ / 2	_____ / 2	_____ / 2	_____ / 6

Which part of the submission supports your mark?

Teacher guide

Awarding the six marks

Award one mark for each item the learner demonstrates. A missing or incorrect item earns zero.

Cost comparison

Read the calculations.

1 mark Shows how Alder’s delivered total comes to €1,200.

1 mark Shows how Birch’s delivered total comes to €1,188.

Business judgement

Read the calculations, email and reflection together.

1 mark Selects Birch and states the correct saving of €12.

1 mark Explains why an order of 48 does not qualify for Alder’s discount.

Email to the manager

Read the email on its own.

1 mark Gives the manager a clear purchasing instruction or recommendation.

1 mark Explains the cost difference in language the manager can understand without the working.

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Teacher guide

Suggested marks

Both learners recommend Birch. Their checks show how they reached that decision.

Maya · 6 / 6

> “That reduced Birch’s advantage from €24 to €12.”

Both totals include delivery. Her explanation of the threshold supports her choice, and the email tells Jo whom to order from and what the centre saves. Her note shows that she checked the effect of the delivery charge.

Sam · 6 / 6

> “We’re two headsets short of Alder’s discount.”

His working shows both correct totals. He spotted why the suggested €1,080 was too low and reversed the recommendation. “Two headsets short” explains the threshold in language his manager can use.

Discuss with a colleague

If the learning goal were to draft a professional email independently, what would you change in the task and the AI rules before giving it to learners?

Content Authenticity Initiative
Extraara is a member of the Content Authenticity Initiative.

Teacher template

Plan your own assignment

Complete this sheet before teaching. Share the task, AI rules and marking criteria with learners.

Learning goal

By the end of this task, learners should be able to ...

Task and audience

What will learners produce, and who will use it?

Permitted assistance

Where may AI help? Which steps must learners carry out themselves?

Evidence to hand in

What should accompany the finished work so you can assess the learning goal?

Marking criteria

Criterion	Evidence needed for full marks	Marks

Reflection prompt: Describe one decision you made. What did you check, and what did you keep or change as a result? If you used AI, identify the step where it helped.

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