

# Digital skills self-assessment: test results



## Level 4 Intermediate

### Information and data literacy

**Advanced**  
Level 5

At this advanced level, you can find solutions for your needs and support others. This includes browsing and searching, as well as evaluating and organising data and information (in your folders or on search engines).

**Examples in this area include:**

- Knowing which words to use in order to find what you need quickly (e.g. to search online or within a document)
- Understanding that different search engines may give different search results
- Checking if the information found online is reliable
- Organising content such as documents, images, and videos using folders, or tagging to find them back later

### Communication and collaboration

**Advanced**  
Level 5

At this advanced level, you can find solutions for your needs and support others. This includes interacting, sharing and collaborating through digital technologies. It also includes using digital services (example: e-banking, online shopping), following an acceptable behaviour online and managing your digital identity.

**Examples in this area include:**

- Knowing which communication tools and services (e.g. phone, email, video conference, text message) are appropriate to use in different circumstances
- Understanding how to apply for a job using a digital platform (e.g. fill in a form, upload my CV and photo)
- Editing shared, online documents
- Knowing how to behave online according to the situation (e.g. formal vs informal)

# Digital content creation

Intermediate

Level 3

At this intermediate level, you can deal with straightforward situations on your own. This includes creating and modifying digital content (documents, images, videos), understanding copyright and licenses, as well as programming.

Examples in this area include:

- Knowing how to create and edit digital text files (e.g. Word, OpenDocument, Google Docs), and how to produce multimedia presentations
- Editing digital content that others have created (e.g. insert a text into an image, edit a wiki) and creating something new by mixing different types of content (e.g. text and images)
- Differentiating between legal and illegal online content (e.g. software, movies, music, books, films)
- Knowing that there are different programming languages (e.g. Python, Visual Basic, Java) to provide instructions to a computer

# Safety

Advanced

Level 5

At this advanced level, you can find solutions for your needs and support others. This includes protecting your devices (example: mobile phone, laptop), personal data, health and environment while using digital services.

Examples in this area include:

- Identifying suspicious e-mail messages that try to obtain your personal data
- Refusing access to your geographical location
- Configuring settings of a firewall on different devices
- Reducing energy consumption of your devices (e.g. change settings, close apps, turn off Wi-Fi)

# Problem solving

Intermediate

Level 4

At this intermediate level, you can deal independently with both straightforward and unpredictable situations. This includes solving technical problems, identifying technological solutions and using technologies creatively. It also includes understanding your digital skills needs.

Examples in this area include:

- When facing a technical problem, you are able to find solutions on the Internet
- Selecting the right tool, device or service to perform a given task (e.g. select a smartphone for your needs, choose a tool for a professional video call)
- Knowing that digital technology can be used as a powerful tool to produce creative outputs (e.g. creating videos, infographics, blogs)
- Using online learning tools to improve your digital skills (e.g. video tutorial, online courses)