

Mark Scheme (Results)

November 2011

Functional Skills Information and
Communication Technology Level 1
(FST01)

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General Marking Guidance

- This mark scheme gives you:
 1. An idea of the type of response expected / acceptable / not acceptable
 2. How individual marks are to be awarded
 3. Specific codes styles used in this marks scheme
 4. Information on how to apply this mark scheme
- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.

Marking

- Only answers that make sense can be credited. Where candidates are required to describe or explain etc, words/phrases which are put together in a meaningless way cannot be credited.
- Do not award marks for a repeat of the stem of the question.
- The answers given in the mark scheme are exemplars and have been written in adult terminology. Credit must be given for answers which convey the same meaning as those detailed here as well as correct answers that are not show.

Section A

Question Number		Answer	Additional Guidance	Mark	Standards reference
1	1	Screen shot showing search engine used	Any screen shot of search engine - may or may not have criteria	1	5.1
	2	Use of key words in search criteria Must be able to read the key words: Member of Parliament (or MP), Hastings		1	5.1
	3	Name of the MP: Amber Rudd (may be seen from search results, advert or ResponsesNov11L1)	Do not accept any other MP name	1	6.1
	4	Website address in full	Seen in ResponsesNov11L1 (may not include http://). Do not accept www.google...	1	6.1
			TOTAL FOR TASK 1	4	
			TOTAL FOR SECTION A	4	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(a)	1	Correct file opened from folder structure	1	3.1
	2	Value changed in cell C7 from 13.10 (Seasiders/Stuart Anderson row)	1	8.4
	3	15.10 entered in C7	1	8.4
			Total for Task 2(a)	3

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(b)	1	Award 2 marks for efficient formula for any team total =C5*D5 Award 1 mark for: inefficient formula =SUM(C5*D5) or any correct answer seen in data view 269.325 328.86 285.39 310.905 292.95 423.36	Must be seen in formula view Must be result of multiplication NOT addition	2	8.1
	2				
	3				
	Formula replicated for E5 to E10 only	Must be formula view Allow follow through for incorrect formula	1	8.1	
		Total for Task 2(b)	3		

Question Number		Answer	Additional Guidance	Mark	Standards reference	
2(c)	1	Award 2 marks for efficient formula for overall total =SUM(E5:E10) Award 1 mark for: =SUM(E5:E11) or =E5+E6+E7+E8+E9+E10 Or =SUM(E5+E6+E7+E8+E9+E10) or correct answer seen in E11 in data view 1910.79	Allow follow through	2	8.1	
	2					
			Total for Task 2(c)	2		

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(d)(i)	<p>1 Award 2 marks for £ 2dp on all seven values (including Overall Total)</p> <p>2</p> <p>Award 1 mark for £ on all seven values or 2 dp on all seven values or 6 values only formatted to £ and 2dp (excluding Overall Total)</p> <p>3</p>		2	8.3
(d)(ii)	<p>4 Award 1 mark each for enhancements that improve clarity:</p> <p>5</p> <ul style="list-style-type: none"> • Title formatted to stand out • Column headings formatted to stand out • Effective use of shading/borders • Column D widened to show Overall Total in full (award only if value in E11) OR Overall Total moved to left to an adjacent cell 	Do NOT for text wrap of column headings as original data file includes this.	3	7.1
		Total for Task 2(d)	5	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1	Award 2 marks for column or bar chart	2	8.2	
	2				
	3	Award 1 mark for pie chart	1	8.2	
	4	Correct data range selected (E5:E10) Six bars/columns/segments for calculated values			
	5	Chart title indicates total sponsorship for each team Must include "Sponsorship" and "Team"			
	6	Axes labelled 1 mark for each label present Teams Sponsorship (accept Amount or Money)	Ignore spelling and caps	2	8.2
	7	Award 1 mark for correct legend in relation to pie chart presented.			
		Chart is fit for purpose.	Do NOT award if <ul style="list-style-type: none"> superfluous legend present blank rows included (ie additional blank columns) axes labels or title have incorrect spelling or inconsistent capitalisation unnecessary information 	1	7.1
			Total for Task 2(e)	7	
			TOTAL FOR TASK 2	20	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Suitable software application selected for producing an advert e.g. doc, pub, ppt, rtf	Evidence found on screen shot of folder structure (Task 5); printout showing file type or on email attachment (Task 4)	1	2.1
	2	Advert is no larger than A5		1	2.2
	3	Title attracts audience to event, must include 'Fun Run'	Ignore spelling and caps	1	7.1
	4	Title is larger than any other text in the advert and positioned in the top third. Ignore use of WordArt.	Allow follow through for incorrect choice of title	1	7.1
	5	Relevant text inserted. Must include Sunday 8 th January 2012 and 10 am or 1pm and Hastings Castle	Anywhere on advert	1	6.1
	6	No inappropriate text. Do not allow conflicting times or reference to swimmers		1	6.1
	7	Advert gives right message about support: must include reference as to how to sponsor Emily Wilson or her telephone number		1	10.2
	8	Amber Rudd inserted from Section A, Task 1 in the correct location - must have at 'Official Starter' adjacent and () removed	Allow follow through for incorrect name in Task 1	1	3.1
	9	Text font style (body and title) is suitable for an advert and is easy to read	No more than 2 different font styles	1	7.1
	10	Do not award for use of WordArt			
	11	Sunday 8 th January 2012 highlighted eg use of bold, larger font size or underline		1	7.1
	12	1066 Runners logo included anywhere on the advert		1	3.1
	13	At least one other suitable image included. Do not award for swimmers or football		1	6.1
	14				

Question Number	Answer	Additional Guidance	Mark	Standards reference	
	16	All images positioned sensibly	Images do not obscure text and are not truncated by advert margins	1	10.1
		All images sized appropriately and proportions maintained	No distortion Note: logo was blurred in original data file format	1	7.1
		Advert has balanced layout with good use of white space and fills A5 (ie not squashed or large gaps)	Evidence that the candidate has planned and organised the task of creating the advert. Do not award for inappropriate hyphenation. Award if advert meets criteria but is smaller than A5 in size.	1	1.1
		Advert meets criteria and encourages reader to support Fun Run	Candidate has evaluated the use of ICT tools. Must have been awarded MP 5,6,7 and 12 as a minimum	1	11.1
			Total for Task 3(a)	16	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1	Tvr89no44		1	4.1
	2	Valid reason given: Password has combination of letters and numbers or Password would be difficult for other people to work out/guess	Award 1 mark IF response is : SophieDog with the reason that it is easy to remember	1	4.1
			Total for Task 3(b)	2	
			TOTAL FOR TASK 3	18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4(a)	1	Email application software used.	Any email application Allow use of email function in MS Word	1	2.1
	2	Email subject includes the word 'advert' and at least 1 of '1066 Runners/Run' 'or' 'Fun Run'		1	9.1
	3	Message must say that the advert is attached and/or	Do not award for text speak, eg 'U' instead of 'you' but ignore spelling and caps	1	9.2
	4	request inclusion in next 3 editions			
	5	TO:PWhite22@HastingsObserver.org.uk Do not award if not in TO:	Ignore caps but rest must be accurate	1	9.1
		Candidate's advert file attached		1	9.1
			TOTAL FOR TASK 4(a)	5	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4(b)	1	Must be reason for regularly updating anti-virus software: <ul style="list-style-type: none"> new viruses being launched all the time so (anti-virus) software must be kept up to date or <ul style="list-style-type: none"> to ensure that the computer and data are fully protected (from new viruses) 	1	4.2
			Total for Task 4(b)	1
			TOTAL FOR TASK 4	6

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Screen shot of new folder showing name of folder	Do not accept 'New Folder'	1	3.1
	2	Screen shot should show at least one file in the folder (e.g. ResponsesNov11L1, Sponsorship11L1, advert, email)		1	3.1
			Total for Task 5	2	

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