

# Mark Scheme (Results)

February 2012

Functional Skills ICT (FST01)  
Level 1

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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 shown.

## Section A

Question		Answer	Additional Guidance	Mark	Ref
<b>1</b>	1	Screenshot of search engine used to find results	Allow any valid search engine	<b>1</b>	<b>5.1</b>
	2	Use of suitable keywords in search criteria	Must be readable and include 'windscreen' and 'repair'	<b>1</b>	<b>5.1</b>
	3	Website address copied in full	Accept only a full web address that would allow access to the information obtained. Do not accept Google/Bing etc or derivatives	<b>1</b>	<b>6.1</b>
	4	Name of car windscreen repair company.	Do not award unless evidence of search in mark point 2 or 3	<b>1</b>	<b>6.1</b>
<b>Total for Task 1</b>				<b>4</b>	

## Section B

Question		Answer	Additional Guidance	Mark	Ref
<b>2(a)</b>	1	<b>SitesL1</b> opened from folder structure.		<b>1</b>	<b>3.1</b>
	2	All 'Exeter' data entered correctly	all correct - 2 marks any two correct - 1 mark	<b>2</b>	<b>8.4</b>
	3	Number of customers 20 Repair Charge £25 Site Rent £23			
<b>Total for Task 2a</b>				<b>3</b>	
<b>2(b)</b>	1	Column E labelled 'Profit'	Ignore capitals – correct spelling	<b>1</b>	<b>8.3</b>
	2	=B2*C2-D2 in cell E2	Award 1 mark for incomplete formula =B2*C2 or =C2*B2 or use of SUM Award 1 mark for any ONE correct answer in data view if no formula view printed – Salisbury 1520, Colchester 875, Exeter 477 or Swindon 345 (ignore Aldershot) Allow follow through if column E not used for profit	<b>2</b>	<b>8.1</b>
	3	or =C2*B2-D2 in cell E2			
	4	Formula replicated in cells E3:E6	<b>Must be formula view</b> Allow follow through. All 5 no truncation.	<b>1</b>	<b>8.1</b>
	5	No truncation of data	<b>Must be data view</b>	<b>1</b>	<b>7.1</b>
6	1 mark each up to a maximum of 2	<b>Only award if formatting improves clarity</b> <ul style="list-style-type: none"> <li>• headings emboldened</li> <li>• borders and/or shading</li> <li>• font size</li> <li>• underline</li> <li>• title</li> <li>• word wrapping</li> </ul>	<b>2</b>	<b>7.1</b>	
7	marks for use of formatting to improve clarity:				
<b>Total for Task 2b</b>				<b>7</b>	

<b>2(c)</b>	1	Profit sorted to show highest profit site first.	<table border="1"> <thead> <tr> <th>Site</th> <th>Profit</th> </tr> </thead> <tbody> <tr> <td>Salisbury</td> <td>£1,520</td> </tr> <tr> <td>Aldershot</td> <td>£1,250</td> </tr> <tr> <td>Colchester</td> <td>£875</td> </tr> <tr> <td>Exeter</td> <td>£477</td> </tr> <tr> <td>Swindon</td> <td>£345</td> </tr> </tbody> </table>	Site	Profit	Salisbury	£1,520	Aldershot	£1,250	Colchester	£875	Exeter	£477	Swindon	£345	Must be data view Award 2 marks for all columns sorted in descending order of Profit Award 1 mark if only profit column sorted in descending order of Profit. Award 1 mark for whole table sorted in ascending order of profit. Allow follow through from 2b	<b>2</b>	<b>8.4</b>
	Site			Profit														
	Salisbury			£1,520														
	Aldershot			£1,250														
	Colchester			£875														
	Exeter			£477														
Swindon	£345																	
2																		
<b>Total for Task 2c</b>																		
<b>2</b>																		

<b>2(d)</b>	1	Column or bar chart created	Do not award mark for pie or line charts	<b>1</b>	<b>8.2</b>
	2	Data range selected must include columns A and E.	Allow follow through from 2b if Profit in alternative column. May be awarded if additional data included e.g. column B	<b>1</b>	<b>8.2</b>
	3	Appropriate chart title inserted	Must include 'Profit' <b>and</b> 'Chip Fixit site' or 'repair site' or 'Location'. Ignore spelling and capitals.	<b>1</b>	<b>7.1</b>
	4	X - axis labelled	Must include 'Site' or 'Location'. Ignore spelling and capitals. Allow follow through if axes reversed	<b>1</b>	<b>8.3</b>
	5	Y - axis labelled	Must include 'Profit' Ignore spelling and capitals. Allow follow through if axes reversed	<b>1</b>	<b>8.3</b>
	6	Correct spelling everywhere on the chart and use of appropriate capitalisation.	Allow sentence case, title case or all caps No full stops.	<b>1</b>	<b>10.2</b>
	7	Chart is fit for purpose	No unnecessary information: <ul style="list-style-type: none"> <li>• legend or data labels</li> <li>• extra columns in the chart</li> </ul> AND <ul style="list-style-type: none"> <li>• no truncation of category labels</li> </ul>	<b>1</b>	<b>10.2</b>
<b>Total for Task 2d</b>				<b>7</b>	
<b>Total for Task 2</b>				<b>19</b>	

Question		Answer	Additional Guidance	Mark	Ref
<b>3(a)</b>	1	Evidence of selection of a suitable software application for creating the flyer	e.g. DOC, PUB, RTF Do not accept PPT	1	2.1
	2	Flyer is organised be no larger than A5, portrait		1	1.1
	3	Logo included		1	3.1
	4	'Chip Fixit' included as given	Separated from body text. Correct spelling. No full stop. Accept with or without quotes.	1	7.1
	5	'Chipped windscreen?' used as a title	Must be above body text.	1	7.1
	6	Relevant text from <b>RepairL1</b> Must include contact details	Must not include reference to March weather unless edited to make it appropriate	1	6.1
	7	One relevant image from <b>ImagesFeb12L1</b>	Image must include car windscreen	1	6.1
	8	URL from Task 1	Allow follow through from Task 1	1	3.1
	9	Logo sensible size and position	No bigger than 3cm by 3cm and top or bottom of flyer. Must be square.	1	2.2
	10	'Chip Fixit' formatted to stand out and close to logo, no smaller than body text	Do not allow WordArt.	1	7.1
	11	'Chipped windscreen?' formatted to stand out and no smaller than body text	Do not allow WordArt	1	7.1
	12	Consistent font size and style used for the body of text excluding contact details	Must be Sans Serif font e.g. arial, verdana	1	7.1
	13	Contact details for 'Chip Fixit' formatted to stand out	e.g. bold, borders, underline, size, font	1	7.1
	14	Image suitably sized and proportions maintained.	No distortion or overlapping of text.	1	7.1
	15	No parts of flyer are truncated when printed	Candidate has evaluated the use of ICT tools	1	11.1
	16	Flyer is fit for audience and purpose Must have mark points 2,3,4,5,6,7,8	All required elements are attractively combined: Body text has no inappropriate hyphenation or inappropriate line breaks.	1	10.1
	17	Meaningful file name.	Do not accept 'Chipped Windscreen'. Must include 'flyer' or 'Chip Fixit' as a minimum	1	3.1
<b>Total for Task 3a</b>				<b>17</b>	
<b>3(b)</b>	1	Evidence of accessing security facility	May be inferred from screenshot of when opening file requesting password.	1	4.1
	2	Evidence that password has been entered	May be inferred from screenshot of when opening file requesting password.	1	4.1
<b>Total for Task 3b</b>				<b>2</b>	

Question		Answer	Additional Guidance	Mark	Ref
4	1	Evidence of suitable software application for sending an email	Use of email application required	1	2.1
	2	Correct email address in To: stredwell23@abcprinters.co.uk		1	9.1
	3	Email has suitable subject	Must include 'Flyer' as a minimum	1	9.1
	4	Flyer attached		1	9.1
	5	Message content indicates that price for 1000 copies is required		1	9.2
	6	Message uses appropriate business salutation and tone	Accept 'Sharon', 'Hello/Dear Sharon', not 'Sharon Tredwell' or 'Dear Sharon Tredwell' Do not accept 'text speak', incorrect capitalisation, non-businesslike tone. E.g. not Hi Sharon Suitable spelling and grammar.	1	9.2
<b>Total for Task 4</b>				<b>6</b>	

Question		Answer	Additional Guidance	Mark	Ref
5	1	New folder with meaningful name	Accept any sensible name	1	3.1
	2	Candidate's flyer stored in folder		1	3.1
<b>Total for Task 5</b>				<b>2</b>	

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