

Mark Scheme (Results)

March 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 Number		Answer	Additional Guidance	Mark	Standards reference
1	1	Screenshot of search engine used to find results	Allow screen shot of any search engine	1	5.1
	2	Use of suitable key words 'London Palladium' and 'address' in search criteria	Must be able to read the key words	1	5.1
	3	Address and postcode of London Palladium Argyll Street, London, W1F 7TF	Address must include postcode	1	6.1
	4	Website address copied in full	Full website address, does not have to include http://	1	6.1
Total for Task 1				4	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	AuditionNumbersL1 opened from folder structure		1	3.1
	2	Cardiff data entered correctly 87 in B13 94 in C13 55 in D13	2 marks for 3 pieces of data correctly entered 1 mark for 2 pieces of data entered correctly	2	8.4
	3				
Total for Task 2 (a)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Correct formula for total attending for any city e.g. =Sum(B4: D4) OR =B4+C4+D4	1 mark may be awarded from data view if correct answer seen for any city Correct formula will be different If additional rows inserted above	1	8.1
	2	Formula is replicated from cells E4 to E13	Must be formula view Allow follow through if original formula is incorrect	1	8.1
Total for Task 2(b)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	City sorted alphabetically Belfast to York		1	8.4
	2	All data sorted – Total attending 197 (Belfast) to 145 (York) If only formula view session numbers: 34 87 76 to 34 56 55	Allow follow through from 2(b) for incorrect formula	1	8.4
Total for Task 2(c)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	Title formatted to stand out	Suitable font size and style not larger than size 14	1	7.1
	2	Column headings formatted to stand out	Suitable font size and style Not larger than title	1	7.1
	3	Any other enhancements that improve clarity	Borders Shading Title centred Do not award for gridlines	1	7.1
Total for Task 2 (d)				3	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1	Column or bar chart produced	Do not award for pie or line	1	8.2
	2 3	Correct data range selected (A3 to D13)	Allow follow through from 2(b) Award 1 mark if chart includes Total attending column	2	8.2
	4	X – axis has category labels All city names must be fully visible	Allow if axes swapped and names of cities seen on Y axis	1	8.3
	5 6	Axes labelled City, Number attending	1 mark for each correctly labelled axis Allow 'Number'	2	8.2
	7	Legend shows Morning, Afternoon, Evening	Allow follow through for incorrect data range (4 items in legend); legend must match chart For pie chart allow if category labels not on chart	1	8.2
	8	Title including 'Starring Role' and 'auditions' or 'numbers'		1	7.1
	9	Chart clearly legible and printed on separate A4 sheet	Do not award if table of data included	1	8.2
	10	Chart fit for purpose	Must have 1-8 above Must be bar or column chart Correct spelling and sensible capitalisation of title and axes labels No full stop at end of title/labels	1	10.2
Total for Task 2(e)			10		
Total for Task 2			20		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Evidence of suitable software application for creating an advertisement	1	2.1	
	2	Logo inserted	1	7.1	
	3	Text file opened and all text inserted	1	3.1	
	4	London Palladium address found in Task 1	Argyll Street, London, W1F 7TF Allow follow through	1	7.1
	5	Only two suitable images inserted	Must be from ImagesMar12L1 Images of skier and tennis player are not appropriate	1	6.1
	6	Advert is one page A4 portrait		1	10.1
	7	Appropriate font style and size for title	Must clearly be title, larger than most of the body text Do not accept Word Art Note: if title and body text same size penalise on MP7 not MP9	1	7.1
	8	Appropriate font style for information body text	Must be legible, generally consistent	1	7.1
	9	Appropriate font size(s) for information body text	Must be legible and smaller than title	1	7.1
	10	Logo inserted near title at top of advert		1	10.1
	11	Both images inserted in suitable place	Must not obscure text, no truncation	1	10.1
	12	Image proportions maintained, no distortion/truncation		1	2.2
	13	Images are not gender specific and encourage a wide audience		1	6.1
	14	Address entered close to London Palladium and 'insert.... here' removed		1	7.1
	15	Appropriate and consistent alignment of body text suitable for an advertisement		1	1.1
	16	Advert is fit for purpose, eye catching and encourages people to take part in the auditions in Brighton	Key information stands out Logical order for information No hyphenation	1	11.1

			Balanced layout		
		Total for Task 3 (a)		16	
Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1	Evidence of accessing file security facility	May be evidenced from screenshot	1	4.1
	2	Evidence that file is read only	May be evidenced from screenshot Could be (Read Only) on task bar after filename (not just typed in as part of filename) "Read Only" ticked and "Apply" greyed out	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	Evidence of selection of a suitable software application for sending an email		1	2.1
	2	Advertisement is attached	Filename must indicate that it's the advertisement	1	9.1
	3	Correct email address in To: james5chen@no1starringrole.com and suitable subject heading Must mention "advertisement" and "Starring Role"		1	9.1
	4	Message includes request for feedback		1	9.2
Total for Task 4(a)				4	

4(b)	1 2	Seek permission from copyright owners to use images OR Replace images provided with own photos or some indication images are primary	Acknowledge sources for 1 mark	2	6.1
Total for Task 4(b)				2	
Total for Task 4				6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Screen shot shows at least one file created	Evidence may include more than one screen shot	1	3.1
	2	Meaningful file names used for all created files		1	3.1
Total for Task 5				2	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

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