

Mark Scheme (Results)

May 2012

Functional Skills ICT
Level 1 (FST01)

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Section A

Question Number		Answer	Additional Guidance	Mark	Standards reference
1	1	Screen shot showing search engine used (may or may not have criteria)		1	5.1
	2	Key words in search criteria at least 'Wight' and 'Donkey'		1	5.1
	3	1987	May be seen from search results, poster or ResponsesMay12L1	1	6.1
	4	Website address in full. Should be: www.iwdonkey-sanctuary.com Accept alternatives that include: 'low', 'Wight', 'donkey', 'Isle of Wight' and give correct answer	Seen in ResponsesMay12L1 (may not include http:// Do not accept www.google..... or a website that gives incorrect date	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	BarbecueFoodL1 opened from folder structure		1	3.1
	2	Value in cell B17 is not 0.62	Accept aligned with plain chicken piece if not B17	1	8.4
	3	B17 shows £0.44	Accept 0.44 in any other cell in column B	1	8.4
			TOTAL FOR TASK 2(a)	3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Formula for Selling Price for any item e.g. =B11+C11	Can be awarded from data view for any correct value in Column D £0.92 £0.98 £1.00 £1.05 £1.12 £1.20 £1.19 Allow follow through from 2(a) £1.42 May not show currency symbol or 2dp	1	8.1
	2	Formula replicated for D11 to D18	Must be seen from formula view	1	8.1
			TOTAL FOR TASK 2 (b)	2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1 2	Award 2 marks for efficient formula for Average Selling Price =average(D11:D18) Award 1 mark for Use of '=average' with incorrect cell references eg D11:D19 Or =sum(D11:D18)/8 Or =(D11+D12+D13 etc)/8 must have ()	Must be formula view	2	8.1
	3	Formula that calculates average is in cell D20	Award for correct answer seen in data view £1.11	1	8.1
			TOTAL FOR TASK 2 (c)	3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(di)	1	Currency values formatted to show £ B11:D18 and value in D20		1	8.3
	2	Currency values formatted to show 2dp B11:D18 and value in D20		1	8.3
2(dii)	1 2	Any other enhancements that improve clarity	One mark each for any of: Title formatted to stand out – capitals, larger font Column headings formatted to stand out – bold, underscore, centre Column widths adjusted to remove truncation Effective use of shading/borders	2	7.1
			TOTAL FOR TASK 2 (d)	4	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1 2	Award 2 marks for Column or bar chart		2	8.2
	3	Chart printed on separate A4 sheet		1	7.1
	4	Correct data range selected A11:A18 and D11:D18	Eight calculated amounts allow follow through in relation to values	1	8.2
	5	Sensible chart title – must include “Selling price”	Ignore spelling and caps	1	7.1
	6 7	Award 1 mark for each Axis correctly labelled e.g. food/food item and selling price or indication that it is a currency value	Ignore spelling and caps	2	8.2
	8	Chart is fit for purpose	MP 1–7 awarded AND No unnecessary information included: Average selling price Legend AND data labels Data values Title and axis labels must be present and in chart Title and axis labels correctly spelt with sensible capitalisation Chart fills A4 sheet	1	10.2
			TOTAL FOR TASK 2 (e)	8	
			TOTAL FOR TASK 2	20	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Poster produced using suitable software application		2.1	
			Eg doc, pub, ppt, rtf Evidence found on screen shot of folder structure (Task 5); printout showing file type on email attachment (Task 4); screen shot of read only (Task 3(b))	1	
	2	One side of A4 portrait		1	7.1
	3	Family Fun Day and Horse Show inserted from InformationMayL1	Must not include the word title	1	7.1
	4	Text from InformationMayL1 inserted	Must include at least date, time, location and purpose of event Sunday 8th July 2012 10 am Priory Meadow, Langley Lane, Burrfield And an indication that it is to raise money for IOWDS	1	7.1
	5	1987 inserted with relevant text and brackets removed		1	3.1
	6	Burger prices inserted from Task 2 with relevant text and brackets removed £1.00 and £1.05	Allow follow through from candidate's Task 2	1	3.1
	7	Image of burger inserted from ImagesMay12L1		1	6.1
	8	2 other images only selected from ImagesMay12L1	Do not award for car and bowl of cereal	1	6.1
	9	Border inserted	All 4 sides, not truncated in printing	1	2.2
	10	Candidate's title sized and positioned appropriately	Must be larger than any other text in the poster and positioned in the top third	1	7.1
	11	Sunday 8th July 2012 10 am Priory Meadow, Langley Lane, Burrfield formatted to stand out	Must be smaller than title but bigger than body text	1	7.1
	12	Appropriate font size for body text	Must be legible and suitable for a poster	1	7.1
13	Appropriate font and style used	Fonts are suitable for a poster and easy to read ie not stylized fonts	1	7.1	

			Maximum of 3 font styles used No Word Art		
	14	Images positioned and sized appropriately	Images do not obscure text or overlap border; proportions maintained; no distortion Image of burger must be close to prices	1	10.1
	15	Evidence that the candidate has planned and organised the task of creating the poster	Poster has balanced layout and good use of white space No superfluous text eg Prompts in brackets	1	1.1
	16	Candidate has evaluated the use of ICT tools No obvious spelling errors	Poster encourages reader to support the Family Fun Day and horse show	1	11.1
			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 screen shot	1	4.1
	2	Evidence that file is read only	May be evidenced from screen shot "Read only" ticked and "Apply" greyed out AWARD BOTH MARKS FOR: Screenshot showing [Read only] on task bar after filename (not just typed in as part of filename)	1	4.1
			TOTAL FOR TASK 3 (b)	2	
			TOTAL FOR TASK 3	18	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Email application software used	Allow use of email function in MS Word	1	2.1
	2	TO: S.Lucas@HantsPCA.org.uk	Ignore capitalisation	1	9.1
	3	Subject line includes "Burrfield" (Pony Club) and at least one of Family Fun Day Horse Show	Burrfield as a minimum and at least one of eg Burrfield Family Fun Day	1	9.1
	4	Message includes indication that the poster is attached and/or requesting the poster be forwarded to other pony clubs		1	9.1
	5	Message uses business language and tone	Do not accept text speak Do not accept lower 'i' for I; must have full stop at the end of sentence(s) Must have correct Spelling, Punctuation and Grammar (SPaG)	1	9.2
	6	Poster file attached	File name must indicate that it is the poster Do not accept DOC1	1	9.1
			TOTAL FOR TASK 4	6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Evidence of a folder with a meaningful name	Do not accept 'New folder'	1	3.1
	2	At least one file created/edited in the test in the new folder		1	3.1
			TOTAL FOR TASK 5	2	

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