

# Mark Scheme (Results)

June 2012

Functional Skills ICT  
Level 1 (FST01)

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## Section A

Question Number		Answer	Additional Guidance	Mark	Standards reference
1 (a)	1	Screenshot of search engine used to find results	Allow any search engine Must be search engine	1	5.1
	2	key words in search criteria must include 'minestrone'	Must be able to read the key words	1	5.1
	3	Italy in <b>ResponsesJun12L1</b>	<b>Do not award</b> unless evidence of search in mark point 2 or 4	1	6.1
	4	Website address copied in full	Full website address, does not have to include http:// Do not accept Google, Bing or derivatives	1	6.1
<b>Total for Task 1</b>				<b>4</b>	

## Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	<b>SandwichSalesL1</b> opened from folder structure		1	3.1
	2	Egg mayonnaise sandwich data entered	All correct - 2 marks Any 4 correct - 1 mark	2	8.4
	3	9 in B9 15 in C9 13 in D9 19 in E9 21 in F9			
<b>Total for Task 2 (a)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Correct formula for 'Total Sales for Week' for <b>any sandwich</b>	Award 1 mark for any correct answer seen in <b>data view</b> 168,68,93,179,56,77,79,38	<b>2</b>	<b>8.1</b>
	2	Award 2 marks for =SUM(B4:F4) Award 1 mark for inefficient formula =B4+C4+D4+E4+F4	Allow follow through for incorrect data entered in 2(a) for egg mayonnaise		
	3	Formula is replicated from G4 to G11	<b>Must be formula view</b> Allow follow through	<b>1</b>	<b>8.1</b>
<b>Total for Task 2 (b)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1 2	<b>Total Sales for Week</b> sorted to show most popular sandwich first Ham and cheese – 179 to Crayfish and rocket – 38  40	<b>Must be data view</b> Award 2 marks for all columns sorted correctly Award 1 mark if only first column sorted Ham and cheese = 30 35 36 38	<b>2</b>	<b>8.4</b>
	3	No truncation of data	<b>Must be data view</b> Columns widened or text wrap used		
	4 5	1 mark each up to a maximum of 2 marks for use of formatting to improve clarity: <ul style="list-style-type: none"> <li>• Heading/title</li> <li>• Borders and/or shading</li> <li>• Font size</li> <li>• Font style</li> </ul>	<b>Only award if formatting improves clarity</b>	<b>2</b>	<b>7.1</b>
<b>Total for Task 2 (c)</b>				<b>5</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(d)	1	Pie chart produced	Do not award for any other type of chart or graph	1	8.2
	2	Correct data range selected 8 segments	Allow follow through from 2(c) Award if column/bar chart with <b>only correct data range</b> G4:G11	1	8.3
	3	Segments labelled correctly with % or value	Award only for pie chart	1	8.2
	4	Segments clearly distinguishable	Award only for pie chart	1	8.2
	5	Legend or category labels present	Follow through:  Award 1 mark if column/bar chart selected which does not require legend and legend has been removed <b>and</b> category labels present	1	8.2
	6	Legend correct and not truncated Cheese and pickle Hummus and falafel Bacon lettuce and tomato Ham and cheese Chicken and avocado Egg mayonnaise Smoked salmon Crayfish and rocket	Follow through:  Award 1 mark if column/bar chart selected <b>and all</b> category labels present and <b>not</b> truncated	1	8.2
	7	Suitable title inserted	Must include 'Total Sales for Week'	1	7.1
	8	Graph fit for purpose	Must be pie chart Title present and part of chart Correct spelling and sensible capitalisation of title No full stop at end of title	1	8.2

			No unnecessary information eg both of percentages <b>and</b> values		
	9	Chart printed on separate A4 sheet	May be awarded for column/bar  Do not award if table of data included	1	7.1
<b>Total for Task 2(d)</b>				<b>9</b>	
<b>Totals for Task 2</b>				<b>20</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Evidence of suitable software application for creating a flyer eg .doc, .pub, .rtf	Can be inferred from product or from evidence in task 4 or 5 Do not accept PowerPoint	1	2.1
	2	Flyer fits to 1 page A4 portrait without truncation	Do <b>not</b> award for landscape	1	1.1
	3	'Get Fresh for Less – great food for low prices' inserted	Must <b>not</b> include the word 'Title:'	1	3.1
	4	'Get Fresh for Less – great food for low prices' formatted to stand out and larger than body text	Must be above body text Do not accept WordArt	1	7.1
	5	<b>Shop, offer, competition</b> text as given inserted into flyer	May include labels 'Shop:' 'Offer:' 'Competition:'	1	7.1
	6	Offer text in a <b>table</b> inserted between Shop information and competition text	May not have borders but must appear as if it is laid out in columns	1	7.1
	7	Table has 3 columns	Titles not necessary Information relevant to each offer must be logical/ co-located	1	7.1
	8 9	Award 2 marks for: 3 correct food images inserted into flyer Sandwich, soup and	Images must be from <b>ImagesJun12L1</b>	2	6.1

		salad Award 1 mark for: 2 correct images inserted  Do not award marks for 4 or more images			
10	<b>All</b> images inserted with relevant offer	Images do not obscure text	<b>1</b>	<b>10.2</b>	
11	All 3 images are approximately the same size with proportions maintained/no distortion/no truncation	Allow follow through for incorrect images (ice-cream or flowers)	<b>1</b>	<b>2.2</b>	
12	'Italy' entered with Spain and France (above, below or in- between)	Allow follow through from Task 1	<b>1</b>	<b>10.1</b>	
13	Text font is appropriate	Font is suitable for a flyer and is easy to read ie not stylised fonts No more than 3 different fonts	<b>1</b>	<b>7.1</b>	
14	Text font size and style used appropriately		<b>1</b>	<b>7.1</b>	
15	Additional formatting techniques used to good effect to attract attention	eg: page border bullets borders/shading auto shapes column headings in table	<b>1</b>	<b>7.1</b>	
16	Flyer fit for purpose	Must have mp 2 – 10 and 'Italy' Balanced layout and good use of white space No hyphenation	<b>1</b>	<b>11.1</b>	
Total for Task 3 (a)			<b>16</b>		

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 Could be [Read Only] on task bar after filename(not just typed in as part of file name) "Read Only" ticked <b>and</b> "Apply" greyed out Do not allow PDF	1	4.1
<b>Total for Task 3 (b)</b>				<b>2</b>	
<b>Total for Task 3</b>				<b>18</b>	



Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Evidence of selection of a suitable software application for sending an email	Must be a screen shot	1	2.1
	2	To: christinemckenzie@2012getfresh.com		1	9.1
	3	Email subject includes 'flyer' or 'opening offers'		1	9.1
	4	Flyer attached	Filename must indicate that it's the flyer. Do not accept DOC1, etc	1	9.1
	5	Message content indicates that feedback on the flyer is required	eg 'is the information correct?'	1	9.2
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do not accept 'Hi' accept 'Christine', 'Hello/Dear Christine', not Christine McKenzie or Dear Christine McKenzie Must have capital 'C' Do not accept text speak Message checked for SPaG, allow minor spelling errors if meaning not affected	1	9.2
<b>Total for Task 4</b>				<b>6</b>	

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

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