

# Mark Scheme (Results)

November 2012

Functional Skills ICT  
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 shown.

## Section A

Question	Answer	Additional Guidance	Mark	Standard	
1	1	Screen shot showing search engine used to find results	Allow any valid search engine – may or may not have criteria	1	5.1
	2	Use of appropriate key word in search criteria  "Wengen" minimum	Must be readable	1	5.1
	3	1274 metres (or 4180 feet) pasted in relevant cell in <b>ResponsesNov12L1</b>		1	6.1
	4	Website address in full pasted in relevant cell in <b>ResponsesNov12L1</b>	May not include http:// and www. Do not accept www.google.....	1	6.1
<b>Total for Task 1</b>			<b>4</b>		

## Section B

Question	Answer	Additional Guidance	Mark	Standard							
2(a)	1	Correct file opened from folder structure		1	3.1						
	2	130 in B9		1	8.4						
<b>Total for Task 2 (a)</b>			<b>2</b>								
Question	Answer	Additional Guidance	Mark	Standard							
2(b)	1 2	Correct formula for total snowfall for any month e.g. =sum(B5: F5) Award 1 mark for: =B5+C5+D5...	Formula view only 1 mark may be awarded from data view if correct answer seen for any month  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>119</td></tr> <tr><td>321</td></tr> <tr><td>451</td></tr> <tr><td>535</td></tr> <tr><td>596</td></tr> <tr><td>346</td></tr> </table> Allow follow through if value in B9 is not 130	119	321	451	535	596	346	2	8.1
	119										
	321										
451											
535											
596											
346											
3	Formula replicated for correct cell range rows 5 to 10 inclusive	Must be formula view	1	8.1							
4	'Total snowfall' inserted as heading in column G	Accept suitable alternatives that include the word 'total'	1	8.3							
<b>Total for Task 2(b)</b>			<b>4</b>								

Question		Answer	Additional Guidance	Mark	Standard
2(c)	1	Correct formula for average snowfall for one of the winters  Award 3 marks for, e.g.: =AVERAGE(B7:B9)  Award 2 marks for, e.g.: =SUM(B7:B9)/3 =(B7+B8+B9)/3  Award 1 mark for, e.g.: =(B5+B6+B7+B8+B9+B10)/6 =SUM(B5:B10)/6 =AVERAGE(B5:B10) Accept correct answer with or without decimal places Correct answer for any 1 winter seen in data view 113, 106, 103, 91, 115	Allow follow through if value in B9 is not 130	3	8.1
	2				
	3				
	4	Formula replicated for correct cell range columns B to F inclusive	Must be formula view Ignore replication to column G	1	8.1
<b>Total for Task 2(c)</b>				<b>4</b>	

Question		Answer	Additional Guidance	Mark	Standard
2(d) (i)	1	Average snowfall displayed as whole numbers		1	8.3
2(d) (ii)	2	1 mark each up to max 2 marks for use of formatting to improve clarity: <ul style="list-style-type: none"> <li>• Title formatted to stand out e.g. font style/font size</li> <li>• Column headings formatted to stand out e.g. font style/font size</li> <li>• Use of shading / borders</li> </ul>	Only award if formatting improves clarity	2	7.1
	3				
<b>Total for Task 2 (d)</b>				<b>3</b>	

Question		Answer	Additional Guidance	Mark	Standard
2(e)	1	Column or bar chart created	Do not award for pie or line charts	1	8.2
	2	Correct data range G5:G10	Award for pie chart with 6 correct segments	1	8.2
	3	Suitable chart title "Total" "month" "snowfall" minimum	Ignore spelling and caps Award for pie chart	1	7.1
	4	X axis labelled eg "month" and category labels present	Allow follow through if axes reversed Ignore spelling and caps Award for correct legend on pie chart	1	8.3
	5	Y axis labelled eg "snowfall (cm)" NB Must include unit	Allow follow through if axes reversed Ignore spelling and caps Do <b>not</b> award for pie chart	1	8.3
	6	Chart clearly legible and printed on separate A4 sheet	Do not award if table of data included Award for pie chart	1	8.2
	7	Chart is fit for purpose	MP 1 to 5 <b>and</b> Correct spelling and sensible capitalisation of title and axes labels No data labels or unnecessary legend No truncation of category labels No extra columns	1	10.2
<b>Total for Task 2(e)</b>				<b>7</b>	
<b>Total for Task 2</b>				<b>20</b>	

Question		Answer	Additional Guidance	Mark	Standard
3(a)	1	Presentation software used for slides	e.g. PPT Do not accept DOC, RTF, PUB Seen in Task 3(b) screen shot, Task 4 email or Task 5 screen shot	1	2.1
	2	Presentation is four slides only		1	1.1
	3	Presentation is printed two slides per A4 sheet		1	2.2
	4	Oakdean PSG logo on each slide		1	3.1
	5	Information from <b>InformationNov12L1</b> included	Must have February date, mention Wengen <b>and</b> contact details in full	1	6.1
	6	Height above sea level from Section A, Task 1 included in appropriate place with brackets and instructive text removed	1274 metres (or 4180 feet). Allow ft from Task 1	1	3.1
	7	One image only on each of the four slides selected from <b>ImagesNov12L1</b>	Ignore logo Accept same image on more than 1 slide Do <b>not</b> accept Image 7, windsurfer	1	1.1
	8	Image appropriate to text on each slide	Image 3, ten pin bowling, if included must be with evening activities	1	11.1
	9	Oakdean Parent Support Group Winter Sports Holiday 16th to 23rd February 2013 Formatted appropriately as title slide	Slide 1 / (Title slide) not included	1	7.1
	10	Correct text on slides 2,3 and 4 Must include Wengen, Activities and Excursions as Titles	Slide 1, 2 etc removed	1	7.1
11	Images in appropriate location	Image must not obscure text or be truncated by slide margins	1	7.1	
12	Images are of appropriate size and proportions maintained	Image should be in proportion to the text area and logo (ie do not accept logo larger than images)	1	10.1	
13	Appropriate font style for Title slide and consistent font style for slides 2, 3 and 4	Fonts are suitable for a presentation and easy to read, no WordArt	1	7.1	

	1 4	Consistent font size for slides 2, 3 and 4	Title should be larger than slide text	<b>1</b>	<b>7.1</b>
	1 5	Presentation is fit for purpose, attractive and suitable for viewing on a large screen	Balanced layout, information not squashed or empty areas of white space	<b>1</b>	<b>11.1</b>
	1 6	Presentation is fit for audience and purpose Must have mark points 4 to 10 inclusive	All required elements are attractively combined: Body text has no inappropriate hyphenation or inappropriate line breaks.	<b>1</b>	<b>10.1</b>
<b>Total for Task 3(a)</b>				<b>16</b>	

Question		Answer	Additional Guidance	Mark	Standard
3(b)	1 2	Award 2 marks for: [Read Only] – <b>added by software</b> – shown in presentation file name  OR  Award 1 mark for: Evidence of accessing presentation properties AND Award 1 mark for: Evidence that read only has been activated	Evidenced from screen shot  Inferred from screen shot  Inferred from screen shot ie Apply greyed out	<b>2</b>	<b>4.1</b>
<b>Total for Task 3(b)</b>				<b>2</b>	
<b>Total for Task 3</b>				<b>18</b>	



Question		Answer	Additional Guidance	Mark	Standard
4	1	Evidence of selection of suitable software application for sending an email		1	2.1
	2	To: <a href="mailto:Sec@OakdeanPSG.org.uk">Sec@OakdeanPSG.org.uk</a>	Ignore capitalisation	1	9.1
	3	Subject line must mention 'Winter Sports' and 'presentation'		1	9.1
	4	Candidate's presentation attached		1	9.1
	5	Message content indicates that the presentation is attached <b>and</b> asks Imogen to check if it is suitable		1	9.2
	6	Message uses appropriate business salutation and tone	Accept 'Imogen', 'Hello/Dear Imogen', not 'Imogen Stansbury' or 'Dear Imogen Stansbury'.  Do not accept: 'text speak', incorrect capitalisation, lower case 'i', non-businesslike tone. E.g. not Hi Imogen  Ignore minor spelling and grammar errors	1	9.2
<b>Total for Task 4</b>				<b>6</b>	

Question		Answer	Additional Guidance	Mark	Standard
5	1	New folder called Oakdean created		1	3.1
	2	Candidate's presentation stored in folder		1	3.1
<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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