

Mark Scheme (Results)

November 2012

Functional Skills ICT
Level 1 (FST01)

Edexcel and BTEC Qualifications

Edexcel and BTEC qualifications come from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information visit our qualifications websites at www.edexcel.com or www.btec.co.uk for our BTEC qualifications.

Alternatively, you can get in touch with us using the details on our contact us page at www.edexcel.com/contactus.

If you have any subject specific questions about this specification that require the help of a subject specialist, you can speak directly to the subject team at Pearson. Their contact details can be found on this link: www.edexcel.com/teachingservices.

You can also use our online Ask the Expert service at www.edexcel.com/ask. You will need an Edexcel username and password to access this service.

Pearson: helping people progress, everywhere

Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: www.pearson.com/uk

November 2012

Publications Code FC033777

All the material in this publication is copyright

© Pearson Education Ltd 2012

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 ResponsesNov12L1		1	6.1
	4	Website address in full pasted in relevant cell in ResponsesNov12L1	May not include http:// and www. Do not accept www.google.....	1	6.1
				Total for Task 1	4

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					
				Total for Task 2 (a)	2					
Question		Answer	Additional Guidance	Mark	Standard					
2(b)	1	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	2	8.1					
	2		<table border="1" data-bbox="777 1302 999 1560"> <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>	119	321	451	535	596	346	
119										
321										
451										
535										
596										
346										
3	Formula replicated for correct cell range rows 5 to 10 inclusive	Allow follow through if value in B9 is not 130	1	8.1						
4	'Total snowfall' inserted as heading in column G	Must be formula view Accept suitable alternatives that include the word 'total'	1	8.3						
				Total for Task 2(b)	4					

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

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

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 not 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 and 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
Total for Task 2(e)				7	
Total for Task 2				20	

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 InformationNov12L1 included	Must have February date, mention Wengen and 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 ImagesNov12L1	Ignore logo Accept same image on more than 1 slide Do not 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	1 Correct text on slides 2,3 and 4 Must include Wengen, Activities and Excursions as Titles	Slide 1, 2 etc removed	1	7.1
	1 Images in appropriate location	Image must not obscure text or be truncated by slide margins	1	7.1
	1 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
	1 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	1	7.1
	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	1	11.1
	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.	1	10.1
Total for Task 3(a)				16	

Question	Answer	Additional Guidance	Mark	Standard
3(b)	1 Award 2 marks for: [Read Only] – added by software – 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	2	4.1
Total for Task 3(b)			2	
Total for Task 3			18	

Question		Answer	Additional Guidance	Mark	Standard
4	1	Evidence of selection of suitable software application for sending an email		1	2.1
	2	To: Sec@OakdeanPSG.org.uk	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 and 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
Total for Task 4				6	

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
Total for Task 5				2	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

Further copies of this publication are available from
Edexcel Publications, Adamsway, Mansfield, Notts, NG18 4FN

Telephone 01623 467467
Fax 01623 450481
Email publication.orders@edexcel.com
Order Code FC033777 November 2012

For more information on Edexcel qualifications, please visit
www.edexcel.com/quals

Pearson Education Limited. Registered company number 872828
with its registered office at Edinburgh Gate, Harlow, Essex CM20 2JE

Ofqual
ofqual



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

