

Mark Scheme (Results)

January 2013

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 Number	Answer	Additional Guidance	Mark	Standards reference
1	1	Screen shot of search engine used to find results	1	5.1
	2	Keywords in search criteria. Must include 'Warwickshire' and 'Exhibition'	1	5.1
	3	<i>(The Fosse)</i> , Fosse Way, Leamington Spa, Warwickshire, CV31 1XN entered in ResponsesJan13L1	1	6.1
	4	Website address copied in full	1	6.1
Total for Task 1			4	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	EquipmentJan13L1 opened from folder structure	1	3.1
	2 3 4	Award 3 marks for: All item data entered as given in correct columns Flash drive Kingston 20 £10 Award 2 marks for: 3 pieces of data entered correctly Award 1 mark for: 2 pieces of data entered correctly	3	8.4
Total for Task 2 (a)			4	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Correct formula for 'Sale income' for any equipment type Award 2 marks for: =C4*D4 OR =D4*C4 Award 1 mark for: inefficient formula, eg =SUM(C4*D4)	Must be formula view. Allow follow through for incorrect data entered in 2(a)	2	8.1
	2				
	3	Formula replicated in cells E4:E12	Must be formula view	1	8.1
Total for Task 2(b)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Equipment type sorted alphabetically Award 2 marks for whole table sorted correctly Desktop PC, Hewlett Packard, 3, £60, £180 Award 1 mark for only A4:A12 sorted	Can award from formula view	2	8.4
	2				
	3				
	4	1 mark each up to a maximum of 2 marks for use of formatting to improve clarity: <ul style="list-style-type: none"> • Heading/title • Borders and/or shading • Font size • Font style 	Only award if formatting improves clarity	2	7.1
	5				
Total for Task 2(c)				5	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	Column or bar chart created	Do not award for pie or line.	1	8.2
	2	Correct data range selected Must include columns A and E (Equipment type and sale income)	Correct bar chart should show 9 columns May be awarded for pie chart with 9 segments of income with indication of equipment	1	8.2

			type		
	3	Appropriate chart title Must include 'Equipment' and 'income'.	Ignore SPaG	1	7.1
	4	X – axis labelled Must indicate 'equipment' or 'type'	Allow follow through if axes reversed If pie chart, allow for correct legend Legend must match chart	1	8.3
	5	Y – axis labelled Must indicate 'income'.	Allow follow through if axes reversed	1	8.3
	6	Chart is fit for purpose	Must have mp 1-5, correct spelling, sensible capitalisation, category labels complete and no unnecessary information. Chart on separate sheet.	1	10.2
Total for Task 2(d)				6	
Total for Task 2				18	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3	1	Evidence of selection of a suitable software application for creating a flyer e.g. .doc .pub .rtf	Can be inferred from product or from task 4 or 5. Do not accept .ppt	1	2.1
	2	Flyer fits to A4 portrait without truncation	Do not award for landscape	1	1.1
	3	Logo inserted at top of flyer above text	May be left, right or centre	1	3.1
	4	Computer Equipment Bargains! Inserted as given	Accept without ! Must not include 'Title:'	1	3.1
	5	Title formatted to stand out and larger than body text	Must be above body text Do not accept Word Art	1	7.1
	6	Selected text must include WEC, offers and contact details as given	Not - Ice cream sales sentence May include labels	1	7.1
	7	<i>(The Fosse)</i> , Fosse Way, Leamington Spa, Warwickshire, CV31 1XN entered after WEC, brackets and text removed	Allow follow through from Task 1	1	3.1
	8	Offer text in a table inserted between selected information and contact information	May not have borders but must appear as if in column(s)/cell(s)	1	7.1
	9 10	No more than 3 images inserted Award 2 marks for 3 correct equipment images: printer, headset, webcam	Images must be from ImagesJan13L1	2	6.1

		Award 1 mark for 2 correct images			
	11	Images are located with relevant text and price	Images do not obscure text	1	10.1
	12	All 3 images are of similar size with proportions maintained/no distortion/no truncation	Allow follow through for incorrect images	1	7.1
	13	Logo no bigger than 4 x 4 cm with proportions maintained/no distortion/no truncation		1	2.2
	14	Text font is suitable for a flyer and is easy to read	Not stylised font No more than 3 different fonts No Word Art	1	7.1
	15	Text font size and style used appropriately	Date, time and place stand out	1	7.1
	16 17	Award up to 2 marks for additional formatting techniques used to good effect to draw attention	eg page border, bullets, borders/shading, column headings in table, text alignment, consistent table layout	2	7.1
	18	Flyer is fit for purpose	Mark points 2-11 are awarded. All required elements are attractively combined. Body text has no inappropriate hyphenation	1	11.1
Total for Task 3				18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4	1	Evidence of suitable software application for sending an email	Must be screenshot	1	2.1
	2	To: afleming132@ykacomputers.com		1	9.1
	3	Subject includes 'Sale' or 'Flyer'		1	9.1
	4	Flyer attached	File name must indicate that it is the flyer. Do not allow Doc1	1	9.1
	5	Message asks for confirmation that the content is correct	Eg. 'Is the information correct'	1	9.2

	6	Message uses appropriate business salutation and tone and is fit for purpose.	Accept 'Andy', 'Hello/Dear Andy' Not 'Andy Fleming' or 'Dear Andy Fleming' Do not accept 'text speak', incorrect capitalisation, non-business like tone. e.g. Hi Andy Allow minor spelling errors that do not affect meaning.	1	9.2
Total for Task 4				6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(a)	1	Screen shot shows at least 1 file created	Evidence may include more than 1 screen shot	1	3.1
	2	Meaningful file names used for all created files Do not award for eg .doc1; pub1	Must have both Flyer and Email screen shot minimum	1	3.1
Total for Task 5 (a)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(b)	1	J04nn4		1	4.1
	2	Valid reason given: Password has combination of (upper/lower case) letters and/or numbers Or Password would be difficult for other people to work out/guess Or Answer that explains why the alternative would be a weak choice	Award this mark IF response above is ykacomputers with the reason that it is easy to remember	1	4.1
Total for Task 5 (b)				2	
Total for Task 5				4	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

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