

# Mark Scheme (Results)

June 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	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 'buttercream'	Must be able to read the key words	1	5.1
	3	Ingredients must include <b>icing sugar</b> and <b>butter</b>	Ignore additional ingredients Do not accept margarine	1	6.1
	4	Website address copied in full	Do not accept Google, Bing or derivatives. Any valid full website address, does not have to include http:// that could lead to the recipe	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>CakeSalesL1</b> opened from folder structure		1	3.1
	2	Price for Victoria sponge is now £7.95		1	8.4
<b>Total for Task 2 (a)</b>				<b>2</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1 2	Correct formula for <b>Average sales</b> for any cake Award 2 marks for efficient formula e.g. =AVERAGE(C3:E3)  Award 1 mark for inefficient formula eg =(C3:E3)/3	1 mark may be awarded from data view if correct answer seen for any cake <b>66,44,85,73,69,86,63,91,53</b>	2	8.1
	3	Formula is replicated through cells F3:F11	<b>Must be formula view</b> Allow follow through if original formula is incorrect	1	8.1
<b>Total for Task 2(b)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1 2	Award 2 marks for correct efficient formula for <b>Total sold</b> for any month eg =SUM(C3:C11)  Award 1 mark for correct inefficient formula for <b>Total sold</b> for any month eg =C3+C4+C5...	1 mark may be awarded from data view if correct answer seen for any month <b>585, 645, 666</b>	2	8.1
	3	Formula is replicated through cells C12:E12	<b>Must be formula view</b> Allow follow through if original formula is incorrect	1	8.1
<b>Total for Task 2(c)</b>				<b>3</b>	

Question Number	Answer		Additional Guidance	Mark	Standards reference
2(d)	1	<b>Average sales</b> sorted in descending order (high to low) 91, 86, 85, 73, 69, 66, 63, 53, 44	Allow follow through from 2(b)	1	8.4
	2	All data sorted – Fudge cake to fruitcake First row reads: Fudge cake; 10.95; 87; 92; 95; 91	Allow follow through from 2(b) for incorrect formula	1	8.4
<b>Total for Task 2(d)</b>				<b>2</b>	

Question Number	Answer		Additional Guidance	Mark	Standards reference
2(e)	1	No truncation of data	<b>Must be data view</b> Columns widened or text wrap used	1	7.1
	2	Award 1 mark for any formatting which improves clarity <ul style="list-style-type: none"> <li>• Borders and/or shading</li> <li>• Font size</li> <li>• Font style</li> <li>• Heading/title</li> <li>• Use of currency for column B only</li> </ul>		1	7.1
<b>Total for Task 2(e)</b>				<b>2</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(f)	1	Column or bar chart produced	Do not award for pie or line	1	8.2
	2	Correct data range selected (A3:A11 and F3:F11)	Allow follow through from 2(b) Award for pie chart with 9 segments and data values and legend	1	8.2
	3	X axis category labels not truncated	Allow if axes swapped and names of cakes seen on Y axis	1	8.3
	4 5	Award 1 mark for each axis correctly labelled eg cake and number sold	Ignore spelling and caps	2	8.2
	6	Legend removed	Allow with pie if legend matches chart Allow legend for incorrect chart type if legend is correct and shows no additional data	1	8.2
	7	Appropriate title must include 'Average sales' or 'sold'		1	7.1
	8	Chart fit for purpose	Must have 1-7 above <b>and</b> Correct spelling and sensible capitalisation of title and axes labels No full stop at end of title/labels Printed on separate sheet	1	10.2
	<b>Total for Task 2(f)</b>			<b>8</b>	
<b>Total for Task 2</b>			<b>20</b>		

Question Number	Answer		Additional Guidance	Mark	Standards reference
3	1	Evidence of suitable software application for creating a recipe card eg .doc, .pub, .rtf	Seen from file extension in Task 4 or 5 Do not accept PowerPoint	1	2.1
	2	Recipe card fits to one A4 page, portrait		1	10.1
	3	All text from <b>RecipeTextL1</b> inserted		1	3.1
	4	Ingredients from Section A, Task 1 inserted in correct location, brackets removed	Allow follow through from Section A, Task 1 if recipe inserted	1	7.1
	5	Victoria sponge only from <b>ImagesJun13L1</b> inserted		1	6.1
	6	Image proportions maintained, no truncation, suitable size and location. Must not obscure text	If more than one image inserted award mark as long as all images similar size	1	2.2
	7	Celebrate logo from <b>ImagesJun13L1</b> inserted		1	7.1
	8	Logo inserted at top or bottom of page, proportions maintained, no truncation, suitable size (must be smaller than sponge image). Must not obscure text	One logo image only	1	10.1
	9	Appropriate font <b>style and size</b> for title – Victoria Sponge Must have 'Title:' removed	Must clearly be title, larger than body text Do <b>not</b> accept Word Art	1	7.1
	10	Appropriate font <b>style and size</b> for sub-headings: method and ingredients	Must stand out from the body text	1	7.1
	11	Appropriate and consistent font <b>style and size</b> for body text	Must be legible May vary between method and ingredients	1	7.1
	12	Method formatted with bullets, numbers, or similar		1	7.1
	13	Ingredients from Section A, Task 1 formatted consistently with ingredients provided	If incomplete, award on follow through	1	7.1



	14	Additional formatting techniques used to good effect	eg page border border/shading autoshapes table	<b>1</b>	<b>1.1</b>
	15	No hyphenation or unnecessary line breaks in body text		<b>1</b>	<b>7.1</b>
	16	Final recipe card is fit for purpose	Must have MPs 2-8 AND no spelling errors balanced layout and good use of space contact information separated from body text no full stop after title or sub-headings	<b>1</b>	<b>11.1</b>
<b>Total for Task 3</b>				<b>16</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4	1	Evidence of selection of a suitable software application for sending an email	1	2.1	
	2	To: <b>pj546@celebrate.co.uk</b>	1	9.1	
	3	Email subject includes "recipe"	1	9.1	
	4	Recipe card is attached	Filename must indicate that it's the Recipe card	1	9.1
	5	Message content includes request for feedback		1	9.2
	6	Message text uses appropriate salutation <b>and</b> business-like tone	Accept Dear Paul, Paul; not 'Hi' or Paul Jones No text-speak etc Allow minor spelling errors if meaning not affected	1	9.2
<b>Total for Task 4</b>			<b>6</b>		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
5(a)	1	Screen shot shows at least one file created	Evidence may include more than one screen shot	1	3.1
	2	Meaningful file names used for <b>all</b> created files		1	3.1
5(b)	1 2	Any <b>two</b> suitable methods from eg: <ul style="list-style-type: none"> <li>• Do not open email attachments from unknown sources</li> <li>• Do not download files from untrustworthy websites</li> <li>• Use virus checker</li> <li>• Update virus checker</li> <li>• Use programs that alert user of untrustworthy sites</li> </ul>		2	4.2
<b>Total for Task 5</b>			<b>4</b>		
<b>TOTAL FOR SECTION B</b>			<b>46</b>		
<b>TOTAL FOR TEST</b>			<b>50</b>		

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