

Mark Scheme (Results)

November 2013

Pearson Edexcel 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 any search engine used to find results		1	5.1
	2	Keywords must include 'Energy' and 'Trust'		1	5.1
	3	9 am to 8 pm and 0300 123 1234 entered in ResponsesNov13L1	Accept helpline for Wales and Scotland 0800 512 012 Accept 0800 074 0745	1	6.1
	4	Website address copied in ResponsesNov13L1	May not include http:// or www Do not accept Google (or Bing etc) or derivatives	1	6.1
Total for Task 1				4	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(a)	1	ElectricL1 opened from folder structure		1	3.1
	2	Cooker data entered correctly 10 and 0.62		1	8.4
Total for Task 2 (a)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1 2	Correct formula for Weekly Cost for any item Award 2 marks for: =B2*C2 OR =C2*B2 Award 1 mark for inefficient formula, eg =SUM(B2*C2)	Must be formula view	2	8.1
	3	Formula replicated in cells D2:D11	Must be formula view	1	8.1
Total for Task 2(b)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1 2	Correct formula for Weekly Total Award 2 marks for: =SUM(D2:D11) Award 1 mark for: =D2+D3+... or =SUM(D2:D12)	Award 1 mark for correct value in data view if no formula view submitted (£42.63)	2	8.1
	Total for Task 2(c)				2

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(d)	1	Weekly Cost sorted in descending order		1	8.4
	2	Whole table sorted in order of Weekly Cost	First or last row should be Tumble dryer, 12,0.70,£8.40	1	8.4
Total for Task 2(d)			2		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1	No truncation of data	Must be data view	1	7.1
	2	Column C & D only formatted to £2dp		1	8.3
	3	Award 1 mark for use of formatting to enhance clarity e.g. <ul style="list-style-type: none"> • Borders/shading • Word wrap • Enhanced headings 	Do not award for emboldened headings (originally on data file)	1	7.1
Total for Task 2(e)			3		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(f)	1	Column or bar chart created	Do not award for pie or line	1	8.2
	2	Correct data range selected (A2:A11 and D2:D11)	Award for pie chart with 10 segments and correct legend	1	8.2
	3	Title must include 'weekly' and concept of 'cost'	Ignore SPaG Award for pie chart	1	7.1
	4	X – axis labelled e.g. 'item'		1	8.3
	5	Y – axis labelled e.g. 'cost'		1	8.3
	6	Chart fit for purpose Must have MP1-5 and Printed on a separate sheet No unnecessary information: <ul style="list-style-type: none"> • legend or data labels • extra columns in chart • table of data No truncation of data labels Correct spelling and capitalisation		1	10.2
Total for Task 2(f)			6		
Total for Task 2			18		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3	1	WP/DTP software for producing a letter	1	2.1	
	2	Letter is one page A4 portrait	Ignore blank second page	1	10.1
	3	Logo inserted	Ignore truncation	1	6.1
	4	Address, date, greeting and subject inserted at the top of the letter		1	7.1
	5	'Address:' and 'Greeting:' removed	Ignore 'Date:' and 'Subject:' labels	1	7.1
	6	Subject line formatted to stand out	No Word Art	1	7.1
	7	Text from EnergyTextL1 inserted		1	3.1
	8	9 am to 8 pm and 0300 123 1234 inserted, brackets removed	Allow follow through from Task 1	1	7.1
	9	One suitable image from ImagesNov13L1 inserted	Do not accept telephone box, wheelbarrow or hose reel	1	6.1
	10	Chart inserted from Section B, Task 2(f) , brackets removed		1	6.1
	11	Chart above, below or beside paragraph about survey.		1	1.1
	12	Logo at top or bottom of letter Image suitably located (with chart or first paragraph)		1	10.2
	13	Logo, image and chart are of suitable size, proportions maintained/no truncation	Must not obscure text	1	2.2
	14	Key information stands out. Accept enhancement to meeting details and/or contact details of Energy Saving Trust	1	7.1	
	15	Appropriate font size(s) and style for letter	Body text must be consistent size but address and subject line may be larger/smaller	1	7.1

	16	No unnecessary hyphenation or inappropriate line breaks		1	7.1
	17	Letter is fit for purpose	Mark points 2-10 are awarded. All required elements are attractively combined; sensible use of text wrap; consistent formatting and alignment throughout	1	11.1
	18	Meaningful filename	Accept any sensible name	1	3.1
			Total for Task 3	18	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of email client	1	2.1
	2	To: rtaylor@enwatch2013.org.uk	1	9.1
	3	Subject includes 'letter'	1	9.1
	4	Candidate's letter attached	1	9.1
	5	Message asks Rupert to check if the letter is suitable	1	9.2
	6	Message uses appropriate business tone	Accept 'Rupert', 'Hello/Dear Rupert' Not 'Rupert Taylor' or 'Dear Rupert Taylor' Do not accept 'text speak', incorrect capitalisation, non-business like tone e.g. not Hi Rupert Suitable spelling and grammar	1
Total for Task 4			6	

Question Number	Answer	Additional Guidance	Mark	Standards reference
5(a)	1	New folder created named Enwatch2013 as given	1	3.1
	2	Candidate's letter and spreadsheet moved into folder	1	3.1
5(a)	1	EnW111213meet	1	4.1
	2	Mix of upper case and lower case OR mix of alpha/numeric characters OR password would be difficult for other people to work out/guess	Award 1 mark IF response is ' meeting ' with the reason that it is easy to remember	1
Total for Task 5			4	
TOTAL FOR SECTION B			46	
TOTAL FOR TEST			50	

