

Mark Scheme (Results)

January 2012

Functional Skills ICT (FST02)
Level 2

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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

Q	Answer	Additional Guidance	Mark	Ref
1 (a)	¹ Screen shot to show name of search engine and criteria box	Must have both	1	2.1
	² Key words used. Must have "London Eye" and "Costs"/"Prices"/"Tickets"		1	4.1
	³ £18.90 and website address	Accept values between £16.50 and £19 e.g. http://www.londoneye.com/	1	5.1
Total for Task 1 (a)			3	
1 (b)	¹ 135m /443feet	Height of London Eye copied into table Do not accept 120 metres	1	5.1
	² Image of London Eye copied into table		1	5.2
	³ Web address for height AND Web address for image copied into table	Must have a web address without truncation in both cells of the table. (may be the same address repeated) Accept with or without "http://www." Do NOT accept "Google Images" without full web address of image location	1	5.1
Total for Task 1 (b)			3	
Total for Task 1			6	
TOTAL FOR SECTION A			6	

Section B

Q	Answer	Additional Guidance	Mark	Ref
2 (a)	¹ "Full Group" worksheet Column C formatted to show £ symbol and 2 decimal places.	Do NOT accept just formatting of column E as currency	1	7.3
	² "Full Group" worksheet formatted to remove truncation	Must be able to see all data and column headings	1	6.1
	³ Enhancements to "Full Group" worksheet improves clarity	1 mark for any one of Suitable borders/shading Word wrapping Bold/Italics/Underlining of headings	1	7.3
	⁴ "Full Group" worksheet Attraction column sorted in alphabetical order of Attraction	Buckingham Palace (Queens Gallery) to Windsor	1	7.4
	⁵ "Full Group" worksheet whole table sorted in alphabetical order of Attraction	First line of data should be "QG3", "Buckingham Palace (Queen's Gallery)", "8.32", "16"	1	7.4
Total for Task 2 (a)			5	

Q	Answer	Additional Guidance	Mark	Ref
2 (b)	¹ =24*C2 in cell E2	Allow mark for any correct formula or value 199.68, 388.80, 181.44, 306.00, 337.92, 180.00, 367.20, 196.32	1	7.1
Total for Task 2 (b)			1	

2 (c)	¹ Buckingham Palace (State Rooms) Tower of London Windsor Castle highlighted	Allow any form of highlighting	1	7.4
Total for Task 2 (c)			1	

Must be seen from "Small Group" worksheet in formula view.

Full correct formula is

=IF(F2>=E2, F2*D2, F2*C2) or =IF(F2<E2, F2*C2, F2*D2)

2 (d)	¹ =IF(1	7.1
	² F2>=E2 for 2 marks ³ F2>E2 or F2=E2 for 1 mark	Accept if F2<E2 for 2 marks	2	7.1
	⁴ F2*D2 Inefficient formula using cell references for Canterbury Cathedral i.e. =D2*F2 or =SUM(D2*F2) in G2.	Must be in correct location for criterion.	1	7.1
	⁵ F2*C2	Must be in correct location for criterion.	1	7.1
	⁶ Replication of IF function from G2 to G9		1	7.1
Total for Task 2 (d)			6	

2 (e)	¹ Must be bar/column chart of Attraction and Group Cost based on "Small Group" worksheet	Values should be over £20. Ignore additional columns. Small Group does not have Buckingham Palace as a label.	1	7.2
	² Suitable title	Must include "Group Cost" and "Attraction" e.g. "Total Group Cost for each Attraction" Ignore spelling and capitals	1	6.1
	³ "Attraction" and "Group Cost" as correct axis labels.	Ignore spelling and capitals	1	6.1
	⁴ All category labels showing with no truncation using correct spelling and capitalisation	"Canterbury Cathedral", "Windsor Castle", "Tower of London" "London Zoo", "Pirate Cove – Bluewater", "Houses of Parliament" "Queen's Gallery", "State Rooms"	1	7.2
	⁵ Fitness for purpose.	Must have correct spelling and sensible capitalisation of title and axis labels which must be present. No full stop on title. No extra columns. Do not allow if graph is on the same sheet as the data. No unnecessary legend. No data labels.	1	9.2
Total for Task 2 (d)			5	
Total for Task 2			18	

Q	Answer	Additional Guidance	Mark	Ref
3	¹ 2 sides of A4 set up as A5 single fold, tri-fold or double sided A4	Do not accept A6. Do not accept if >2 sides of A4	1	1.1
	² Title: London Exchange Visits	Text as given. Title case or upper case.	1	6.1
	³ Information about London Exchange Visits included	Text as given (London ... sites.)	1	5.2
	⁴ Logo on front or back page		1	3.1
	⁵ Information about Buckingham Palace State Rooms (SR), Windsor Castle (WC) and Tower of London (TL) included	Allow follow through from Task 2(c) Text for 3 highlighted attractions. Do not accept if text for additional attractions (except London Eye) included.	1	5.2
	⁶ Leaflet contains the 3 images about SR, WC and TL with relevant text	Allow follow through from mp 5 Do not award if more than 3 images inserted.	1	3.1
	⁷ Leaflet contains information for London Eye including the height from task 1(b) (135m / 443ft)	Text for London Eye. Do not award if height not given. Allow follow through from Task 1b	1	6.1
	⁸ London Eye image from Task 1 (b) included with relevant text		1	3.1
	⁹ Title and attraction headings formatted consistently to stand out	e.g. larger than body text, different font or font style No Word Art	1	6.1
	¹⁰ Attraction headings positioned consistently relative to body text	e.g. left aligned, centred		6.1
	¹¹ Body text for attraction consistent font, font style and size	Text must be easily readable.	1	6.1
	¹² Images appropriately sized and proportions retained	No distortion, no truncation	1	2.2
	¹³ Images and text work well together	Images do not obscure text. No unnecessary hyphenation. Sensible use of text wrap.	1	9.1
	¹⁴ Well balanced content of leaflet fills 2 sides of A4	Candidate should have integrated text and images and used some formatting techniques No large areas of white space	1	1.1
	¹⁵ No parts of leaflet are truncated when printed		1	2.4
	¹⁶ Leaflet is fit for purpose	All required elements are attractively combined: Logo, company information, text and 4 relevant images	1	10.1
	¹⁷ Candidate has used appropriate software for task	May be inferred from product or evidenced from Task 4	1	2.1
	¹⁸ File saved with meaningful filename	Must include "Leaflet" or "London" or "LEV"	1	3.1
Total for Task 3			18	

Q	Answer	Additional Guidance	Mark	Ref
4	¹ Screen shot showing the email client		1	8.1
	² To: pat.magnusson@lonexvis2012.org.uk AND leaflet attachment shown	The attachment must be the leaflet from Task 3. Do not award if Cc/Bcc completed. Ignore capitalisation.	1	3.1
	³ Subject line must include "leaflet" AND Message indicates that leaflet is attached and that comments from Pat are requested.		1	8.1
	⁴ Must have suitable tone for business email	Do not accept "Hi" etc. Correct spelling and grammar	1	8.3
Total for Task 4			4	

Q	Answer	Additional Guidance	Mark	Ref
5(a)	¹ Seek permission from copyright owners to use image (2 marks)	Check whether image is copyright protected	2	5.1
	² OR Replace the images with her own photos (2 marks)	OR Acknowledge sources for 1 mark		
Total for Task 5(a)			2	
5(b)	¹ Storing files online/sharing files/exchanging files by email (1)	Accept using web-based software with example e.g. google docs (1 mark)	2	8.2
	² Facilitates shared access / would allow everyone to work on the same document (1)	Do not accept email unless contextualised Accept discussion using video conferencing or VoIP (1 mark)		
Total for Task 5(b)			2	
Total for Task 5			4	

TOTAL FOR SECTION B			44	
TOTAL FOR PAPER			50	

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