

Mark Scheme (Results)

November 2011

Functional Skills Information and
Communication Technology Level 2
(FST02)

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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 show.

Section A

Question Number	Answer	Additional Guidance	Mark	Standards reference	
1 (a)	1	Screen shot to show search engine page	Must be able to read criteria on search engine for mark	1	4.1
	2	Criteria must include Camp(site), Keswick		1	4.1
	3	Campsite name	Check screen shot results - may not show actual name	1	5.2
	4	£6.00 - £15.00	Cost of one night stay at the camp site for one person in a tent	1	5.2
	Total for Task 1 (a)			4	
1 (b)	1	Name and address of UK children's charity including postcode		1	5.2
	2	Website address copied in full	Accept without http://www.	1	5.1
	Total for Task 1 (b)			2	
TOTAL FOR SECTION A			6		

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2 (a)	1 Sponsors11L2 opened in spreadsheet software		1	2.1
	2 Currency values formatted to show £ and 2 decimal places	Must have at least one of column D or column F	1	7.3
	3 Award 1 mark for any one of: column widths, borders, shading, text wrap, font styles, font sizes, title	i.e. Other enhancements which improve clarity and understanding	1	6.1
	Total for Task 2 (a)		3	
2 (b)	1 Cyclist Name column sorted in ascending order Anne Marie to Martine	Accept if column heading included in sort i.e. Cyclist Name after Christopher	1	7.4
	2 Sponsor Last Name column sorted in ascending order within Cyclist Name: For Anne Marie - Black, Fuller, Peters, Spencer	Don't accept if column headings included in sort Do not accept if cyclist name column not sorted	1	7.4
	3 Whole table sorted in ascending order of Sponsor Last Name within ascending order of Cyclist Name Correct first line Anne-Marie, Black, Elizabeth, 0.5 (£0.50), per mile	Do not accept if column heading included in sort	1	7.4
	Total for Task 2 (b)		3	

2 (c)	1	<p>Award 3 marks for either</p> <p>=IF(E4="fixed", D4,D4*\$H\$4)</p> <p>or</p> <p>=IF(E4="per mile", D4*\$H\$4,D4)</p> <p>Award 2 marks for correct formula without \$ signs for first cyclist.</p> <p>Award 1 mark for inefficient formula using cell references for first cyclist</p> <p>e.g =D4*H4 or =D4*147</p> <p>or</p> <p>Attempted use of IF</p>	Must have formula view	3	7.1
	2				
	3				
	4	Formula replicated for all cyclists	Do not award from data view Accept follow through for incorrect formula or omission of formula where rate is fixed.	1	7.1
5	=SUM(F4:F34) or any formula (not truncated) which gives correct value	Award for correct value £1570 for total income from data view	1	7.1	
Total for Task 2 (c)				5	
2 (d)	1	<p>Award 2 marks for</p> <p>=SUM(F4:F7)</p> <p>=SUM(F8:F13)</p> <p>=SUM(F14:F22)</p> <p>=SUM(F23:F32)</p> <p>=SUM(F33:F34)</p> <p>Award 1 mark for any one correct efficient formula (from list above)</p> <p>or</p> <p>Use of inefficient formula for all cyclists</p> <p>e.g. =F4+F5+F6+F7</p> <p>allow follow through if table not sorted</p> <p>or from data view if ALL totals are correct</p> <p>£147.90, £196.70, £438.65, £676.50, £110.25</p>		2	7.1
	2				
Total for Task 2 (d)				2	

2 (e)	1	Pie chart or column chart	Do not award for line graph	1	7.2
	2	Correct data used for chart	5 segments or 5 bars only	1	7.2
	3	Title fit for purpose and meaningful in context must include "Amount raised" and "cyclist" Must have: Ignore spelling, appropriate capitalisation (e.g. sentence case or all upper case)	Allow follow through for incorrect data i.e title represents what is in chart	1	9.2
	4	Correct axis labels if bar/column chart or Legend or data labels if pie chart	e.g. Name/Cyclist, Amount/Sponsorship Anne-Marie, Christopher, Jane, Lindsey, Martine No truncation of names	1	7.2
	5	Chart is fit for purpose and audience	Chart is easy to understand e.g. differentiated segments for pie chart. Must be able to see amount of sponsorship for each cyclist (e.g. grid lines on bar chart, data labels on pie chart) No unnecessary data. e.g. no legend for bar chart with only one series, no duplication of data by legend and category labels Correct spelling and punctuation on all typed labels and title.	1	10.1
Total for Task 2 (e)				5	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3	1 Suitable software for producing a presentation	e.g. ppt Evidenced from attachment to email	1	2.1
	2 Suitable title for presentation Must have "cycle ride" as minimum	e.g. Coast to Coast sponsored cycle ride Ignore spelling and capitals	1	6.1
	3 No more than 4 slides produced		1	2.2
	4 Slides presented 2 to a page		1	2.3
	5 Name and cost of campsite included in presentation	Information from Task 1(a). Award if cost omitted	1	3.1
	6 Name of children's charity included in presentation	Information from Task 1(b) Allow f/t if no charity in Task 1	1	3.1
	7 Chart from 2(e) included	Allow follow through	1	9.1
	8 Chart appropriate size and readable and appropriate location	No obscuring of text. No distortion	1	2.2
	9 No more than 3 suitable images selected from ImagesNov11L2	Do not accept bear, boy or motorbike Images may be used more than once e.g. same image repeated on each slide	1	5.2
	10 All images suitable location and size. Allow if multiple correct images on one slide.	No obscuring of text. No distortion. All text easily readable if image used as background.	1	6.1
	11 Suitable text for slides selected from Text11L2 file Must include 31 March to 3 April and reference to Whitehaven and Sunderland as a minimum.	Do not allow "We will catch the train ..." or "... no more than 10 miles a day"	1	5.2
	12 Text presented as "phrases" rather than paragraphs	Do not accept long paragraphs	1	9.1
	13 Body text size and style suitable for presentation	Suitable for presentation to large group. (e.g. min 24 pt)	1	6.1
	14 Text style including titles where present consistent across slides. No Word Art		1	6.1
	15 All text uses accurate spelling and grammar	Inferred use of spell checker and grammar checker	1	9.2
	16 Images and text integrated effectively for presentation to local Councillors	Presentation is fit for purpose	1	9.1
	17 Must meet all of criteria - relevant text, campsite & cost, charity,	Presentation planned to meet intended need. All text	1	1.1

Question Number	Answer	Additional Guidance	Mark	Standards reference
	chart, relevant images	must be relevant.		
Total for Task 3 (a)			17	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3 (b)	1 One appropriate change identified on screen shot	e.g. use of WordArt, use of bear cartoon image, simplified text	1	6.1
	2 More appealing to younger audience	Explanation of change related to impact on audience	1	5.2
Total for Task 3 (b)			2	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4 (a)	1 Screen shot shows email address book/contacts list		1	8.1
	2 Christopher Davis chrisd34234@email.com Lindsey Thompson ljt18Jan@uymail.com		1	8.1
	Total for Task 4 (a)		2	
4 (b)	1 Presentation attached to email		1	8.1
	2 Message appropriate for email - must be correct spellings and grammar	e.g. Coast to Coast presentation attached	1	8.3
Total for Task 4 (b)			2	

Question Number	Answer	Additional Guidance	Mark	Standards reference
5 (a)	1 Viruses and other malware could be downloaded		1	2.5
	Total for Task 5 (a)		1	
5 (b)	1 Scan with anti-virus and/or anti-malware software		1	2.5
	2 Do not download from unknown email senders		1	2.5
	Total for Task 5 (b)		2	
TOTAL FOR SECTION B			44	

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