Mark Scheme (Results)

February 2012

Functional Skills ICT (FST02)
Level 2

Edexcel and BTEC Qualifications

Edexcel and BTEC qualifications come from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information, please call our GCE line on 0844 576 0025, our GCSE team on 0844 576 0027, or visit our qualifications website at www.edexcel.com. For information about our BTEC qualifications, please call 0844 576 0026, or visit our website at www.btec.co.uk.

If you have any subject specific questions about this specification that require the help of a subject specialist, you may find our Ask The Expert email service helpful.

Ask The Expert can be accessed online at the following link:

http://www.edexcel.com/Aboutus/contact-us/

Pearson: helping people progress, everywhere

Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for raising achievement through innovation in education. Find out more about how we can help you and your students at: www.pearson.com/uk

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		Answer	Additional Guidance	Mark	Ref
1(a)	1	Screen shot to show search engine page	Must be a search engine e.g. Google	**1**	**4.1**
	2	Key words used. Must have ''West Side Story' as a minimum	Award mark if other text precedes WWS so that it cannot be read in full. But is implicit that correct string has been used.	**1**	**4.1**
	3	Romeo and Juliet pasted into relevant cell in **ResponsesFeb12L2**		**1**	**5.2**
	4	1957 pasted into relevant cell in **ResponsesFeb12L2**		**1**	**5.2**
			Total for Task 1a	**4**	

Question		Answer	Additional Guidance	Mark	Ref
1(b)	1	Script writer - Arthur Laurents Music writer - Leonard Bernstein Lyricist - Stephen Sondheim	Must have all 3 for mark. Ignore spelling and caps.	**1**	**5.2**
	2	URL pasted into **ResponsesFeb12L2**	Must not be a search engine. Do not award unless at least 1 correct response to mark point 1 above	**1**	**5.1**
			Total for Task 1b	**2**	

Section B

Question		Answer	Additional Guidance	Mark	Ref
2(a)	1	**TicketsL2** used		1	3.1
	2	B2*0.95 / B2*95% in cell C2 Correct **formula** will generate these values <table><tr><td>£19.95</td></tr><tr><td>£17.10</td></tr><tr><td>£23.75</td></tr><tr><td>£19.00</td></tr><tr><td>£17.10</td></tr><tr><td>£14.25</td></tr></table>	**Must have formula view do not award from data view** Allow any formula that works Award for correct formula for any one ticket type	1	7.1
	3	Formula replicated for all activities	**Must have formula view**	1	7.1
			Total for Task 2a	3	

Question			Answer	Additional Guidance	Mark	Ref
2(b)	1		C2*D2 in cell E2 £2,992.50 £2,565.00 £3,325.00 £1,900.00 £1,539.00 £855.00	Award from data view for any one correct answer. Must be a calculation based on Opening Night Price multiplied by ticket sold. Allow follow through from 2(a) or for additional rows/columns added to spreadsheet	1	7.1
	2 3		=Sum(E2:E7)in cell E8 (2 marks) Inefficient formula which gives correct answer =E2+E3+E4+E5+E6+E7 (1 mark)	**Must have formula view** Allow follow through for additional rows/columns added to spreadsheet	2	7.1
	4		**All** currency values formatted to show £ **and** 2dp	Do not award if column D included in the currency formatting	1	7.3
	5 6		1 mark for each feature that enhances clarity up to a maximum of 2 marks: Use of gridlines Borders Shading Bold/Italics/underline for headings	Enhancement must improve clarity	2	6.1
			Total for Task 2b		6	

Question			Answer	Additional Guidance	Mark	Ref
2(c)	1		**=IF(**	Must be =if(with no preceding formula or cell reference	**1**	**7.4**
	2		**E8>13604,"Yes"** or **E8<13604,"No"** or **E8<=13604,"No"**	Allow use of correct cell reference if candidate has added 13604 onto spreadsheet.	**1**	**7.4**
	3		**"No")** or **"Yes")** or **"Yes")**	Must be able to see closing bracket to award this mark point	**1**	**7.4**
			Total for Task 2c		**3**	

Question		Answer	Additional Guidance	Mark	Ref
2(d)	1	Pie chart created	Do not award for any other chart / graph type.	**1**	**7.2**
	2	Correct data range from column E3:E8	Chart must have six segments Front stalls – 23% Rear stalls – 19% Front Circle – 26% Rear Circle – 14% Front Upper Circle – 12% Rear Upper Circle – 7% Allow FT from candidate's 2b income data if bar chart	**1**	**7.2**
	3	Percentage label on each segment	Allow FT **only for pie chart** based on candidate's 2b calculated value	**1**	**6.1**
	4	Ticket type label on each segment	Award if legend is present but not both	**1**	**6.1**
	5	Suitable title inserted	Must have 'income' and 'opening night' eg Income from opening night sales Ignore spelling and capitalisation Ignore Word Art	**1**	**6.1**
	6	Chart is fit for audience and purpose	Must be pie chart Must have MP 1 to 5 Only ticket type and percentage identified Data labels spelt correctly as given in spreadsheet No table of data on graph Title: • Correct spelling • Sentence capitalisation, initial caps or all capitals • No full stop	**1**	**9.2**
			Total for Task 2d	**6**	
			Total for Task 2	**18**	

Question			Answer	Additional Guidance	Mark	Ref
3	1		Suitable software application selected	eg DTP or word processor. Maybe seen in Task 4 email attachment. Do not accept multimedia software	**1**	**2.1**
	2		Fills 2 sides of A4		**1**	**9.1**
	3		Seaburn Empire Logo inserted		**1**	**3.1**
	4		Appropriate title correctly spelt Must include 'Seaburn Empire' and 'Newsletter'	Ignore Word Art	**1**	**6.1**
	5		Title is appropriate size and location	Top of page 1 and bigger than subheadings and body text	**1**	**6.1**
	6		Indication that newsletter is first issue and includes date 1 March 2012	Date in acceptable format	**1**	**6.1**
	7		Suitable text selected from **TheatreL2** Must include contact details as given	Text must **not** include reference to Seaburn / seaside location Do not need to include all contact details	**1**	**3.1**
	8		Information from **Section A, Task 1** inserted in appropriate location within given text for WSS • Romeo and Juliet • 1957 • Script writer - Arthur Laurents • Music writer - Leonard Bernstein • Lyricist - Stephen Sondheim	Allow follow through from Task 1 if some items not present	**1**	**3.1**
	9		Relevant ticket price information from Spreadsheet **Task 2** included.	Do not accept chart.	**1**	**6.1**
	10		3 suitable images selected from **ImagesFeb12L2**	**Do not** accept images of seaside. Acceptable images	**1**	**5.2**

Question		Answer	Additional Guidance	Mark	Ref
			Shakespeare, Oscar and people.		
	1 1	All images including logo are appropriate size with proportions maintained	Max size A7 (3″ x 4″)	**1**	**6.1**
	1 2	All image(s) including logo in appropriate locations	Logo must be at top or bottom of the newsletter Image(s) must not obscure text Images not truncated	**1**	**9.1**
	13	Newsletter has 4 distinct sections for • WSS • future productions • talent competition • contact information		**1**	**1.1**
	14	Sub headings used to make newsletter easy to understand	Allow FT if less than 4 sections Ignore Word Art	**1**	**9.1**
	15	Consistent and appropriate font style for each of: Title Subheadings Body text	No word art Easy to read (sans serif) All body text should be same font style	**1**	**6.1**
	16	Consistent and appropriate font size for: Subheadings Body text	Body text consistent size Subheadings larger than body text	**1**	**6.1**
	17	Formatting used to good effect	Must have consistent use of columns	**1**	**10.1**
	18	Newsletter is fit for purpose for use by local theatre-goers	Must have MP 2 – 10 West Side Story is promoted Relevant information grouped together Contact details accurate No inappropriate hyphenation	**1**	**9.2**
			Total for Task 3	**18**	

Question			Answer	Additional Guidance	Mark	Ref
4	1		Must have both as given To: grainger_j@SEtheatre.com CC: smailes_t@SEtheatre.com	**Must** be in correct section	**1**	**8.1**
	2		Newsletter attached and Suitable subject	Attachment must have meaningful filename Subject must include 'newsletter'	**1**	**3.1**
	3		Suitable message	Must refer to attachment **and** ask for an opinion.	**1**	**8.3**
	4		Message uses appropriate business salutation and tone	Accept 'Jennifer', 'Hello / Dear Jennifer', Not 'Jennifer Grainger' or 'Dear Jennifer Grainger' Do not accept text speak, incorrect capitalisation Ignore minor spelling mistakes that don't change meaning.	**1**	**8.3**
			Total for Task 4		**4**	

Question		Answer	Additional Guidance	Mark	Ref
5(a)	1	Any **two** suitable methods from		**2**	**2.5**
	2	• do not open email attachments from unknown sources			
		• do not download files from untrustworthy websites			
		• install virus checker / anti virus software			
		• keep virus checker updated			
			Total for 5a	**2**	
5(b)	1	Evidence of accessing security facility	May be inferred from screenshot of when opening file requesting password.	**1**	**2.3**
	2	Evidence that password has been entered	May be inferred from screenshot of when opening file requesting password	**1**	**2.3**
			Total for 5b	**2**	
			Total for Task 5	**4**	

Ofqual

Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Rewarding Learning