

Mark Scheme (Results)

May 2012

Functional Skills ICT
Level 2 (FST02)

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Section A

Q	Answer	Additional Guidance	Mark	Ref
1 (a)	1 Screen shot of search engine page showing criteria used in search	Must be a search engine	1	4.1
	2 Key words used "internet safety" and "beginners"		1	4.1
	3 Website address copied in full	May have www. May have http: Must not be truncated	1	5.2
Total for Task 1(a)			3	
1 (b)	1 Two images relevant to internet safety pasted into ResponsesMay12L2		1	5.2
	2 Appropriate acknowledgement of images	Expect a full website address. Must not be truncated.	2	5.1
	3 Award 2 marks: Website address for 2 images Award 1 mark Website address for 1 image	Do not accept Google or Google images or other image directories without embedded address. May be the same address for both images.		
Total for Task 1(b)			3	
TOTAL FOR SECTION A			6	

Section B

Q	Answer	Additional Guidance	Mark	Ref	
2 (a)	Must be a formula view for any marks for 2(a)				
	1 Award 3 marks for 1 of 2 =VLOOKUP(A14,Services!A3:C10,2) 3 =VLOOKUP(A14,Services!A3:C10,2,0) in cell B14 OR =VLOOKUP(A14,Services!A3:C10,3) =VLOOKUP(A14,Services!A3:C10,3,0) in cell D14 Award 2 marks for Attempted use of Lookup function to complete Description or Cost column Award 1 mark for Attempted use of a formula to complete Description or Cost column	Allow correct VLOOKUP formula in at least one cell in Description or Cost column Allow \$A\$3:\$A\$10 for range Allow 1 in place of 0 or TRUE/FALSE as fourth parameter Note: C10 is lower limit for end of range. Must have at least =VLOOKUP(A14,Services! or similar Allow any formula which has a cell reference related to the table on Services worksheet e.g. =Services!B3	3	7.1	
	4 =D14*C14 or =C14*D14 in cell E14	Accept any correct formula using cell references in column E	1	7.1	
	5 =SUM(E14:E16)	Allow =E14+E15+E16	1	7.1	
	6 =E17*20% or =E17*20/100	Accept equivalents e.g. E17*0.2	1	7.1	
	7 =E17+E19	Do not accept =SUM(E17:E19) Allow =E17*1.2 or equivalent	1	7.1	
	Total for Task 2 (a)			7	

Q	Answer	Additional Guidance	Mark	Ref
2 (b)	1 'Solutions for IT Novices' and 'Invoice' formatted to stand out	Accept any one of bold, italics, underline, font size, font style, font colour, background colour, centred, and merged	1	6.1
	2 Cells D14: E16 and E17, E19 & E20 formatted to show £ and 2 decimal places	All currency values formatted to £ and 2dp	1	7.3
	3 Column headings in row 13 or data labels for Totals and VAT formatted to stand out	e.g. bold, italics, increased font size, font names, suitable shading	1	6.1
	4 No truncation of data		1	6.1
Total for Task 2 (b)			4	
2 (c)	1 Income worksheet Total column sorted	May be ascending or descending order	1	7.4
	2 Data sorted in descending order of Total All information sorted and visible	First line should be: SET05, Setting up computer protection, 195, 180, 195, 90, 660	1	7.4
Total for Task 2 (c)			2	
2 (d)	1 Column or bar chart includes correct data 4 columns for each of 8 items Or 8 columns for each of 4 weeks		1	7.2
	2 Suitable title – must include 'income', 'services' and reference to time	e.g. Income from services over the last four weeks	1	9.1
	3 Suitable labels on both axes: e.g. Week or Service / Income		1	7.2
	4 Legend correctly displayed without truncation	Week 1, Week 2, Week 3 and Week 4 OR list of services	1	7.2
	5 Chart is fit for audience and purpose	All item labels displayed without truncation on axis. Must have a title and axis labels correctly spelt and with suitable capitalisation. No additional information included e.g. Total column	1	10.1
Total for Task 2 (d)			5	
Total for Task 2			18	

Q	Answer	Additional Guidance	Mark	Ref
3	1 Presentation produced in presentation software (e.g. PowerPoint)	Evidenced from Tasks 4b or 5a, .ppt or equivalent	1	2.1
	2 4 slides only produced		1	2.1
	3 Slides presented 2 to a page		1	2.3
	4 Title for presentation – 'Using a computer safely' and 3 other slides, titles as given	<ul style="list-style-type: none"> backing up files copyright issues internet safety Ignore capitalisation Do not allow inclusion of 'Title'	1	6.1
	5 Website address from Section A, Task 1 (a) inserted on slide about internet safety	Allow follow through. Brackets must be removed.	1	3.1
	6 Suitable text selected from SafetyL2	Must not include 'mouse' or 'background' text	1	5.2
	7 Logo present on each slide present		1	6.1
	8 One image from Section A, Task 1 (b)	Do not award if both images included	1	3.1
	9 Two other images only selected from ImagesMay12L2	Do not accept Image 2 or Image 4 (images of mice)	1	5.2
	10 All images, including logo, sensibly located and sized, proportions retained	Located with relevant text (Image from Task 1 may be on Title slide or Internet Safety slide. Maximum size for each image approximately ¼ slide No obscuring of text All text easily readable if image used as background, do not accept background logo	1	2.2
	11 Font and style for titles consistent across the slides	No WordArt	1	6.1
	12 Body text consistent font and style across slides	Might be different from title font but must be easily read (must be Sans Serif)	1	6.1
	13 Body text size suitable on each slide	Easily read on a large screen	1	6.1
	14 Text presented as key points ie "phrases" rather than paragraphs	Do not accept long paragraphs May not be bulleted	1	9.1
	15 Accurate spelling, punctuation and grammar throughout presentation. Consistent and appropriate capitalisation	Inferred use of spell checker	1	9.2
	16 Use of titles, text and images demonstrate planning e.g. a consistent layout for slides 2, 3 and 4	Do not allow multiple copies of images on slides	1	10.1
	17 Slide show meets all criteria and is fit for purpose, ie focuses on using a computer safely	Criteria: 4 slides, selected information, website address from 1a, logo, image from 1b, 2 images from ImagesMay12L2	1	1.1
	18 Slide show saved with a meaningful name	Evidenced from Task 4(b) or 5(a)	1	3.1
Total for Task 3			18	

Q	Answer	Additional Guidance	Mark	Ref
4 (a)	1	Screen shot shows email address book / contacts list	1	8.1
	2	Correct details added to address book Sanjit Singh sanjit.singh@soln4nov.co.uk David Brown david.brown@soln4nov.co.uk	1	8.1
Total for Task 4(a)			2	
4 (b)	1	Presentation attached to email	1	8.1
	2	Message appropriate for email	1	8.3
Total for Task 4(b)			2	
Total for Task 4			4	

Q	Answer	Additional Guidance	Mark	Ref
5 (a)	1	New folder created with meaningful name	1	3.1
	2	Screenshot shows the presentation and spreadsheet work in the new folder	1	3.1
Total for Task 5(a)			2	
5 (b)	Answers may be in either order			
	1	Inappropriate contact from others e.g. spam email, grooming	1	8.3
	2	Websites may use the information to 'steal' identity	1	8.3
Total for Task 5(b)			2	
Total for Task 5			4	

TOTAL FOR SECTION B			44	
TOTAL FOR PAPER			50	

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