

# Mark Scheme (Results)

June 2012

Functional Skills ICT  
Level 2 (FST02)

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## Section A

Question	Answer		Additional Guidance	Mark
1 (a)	1	Screen shot of search engine page	Must have criteria box and title	1
	2	Criteria must include "cocoa"	Do not accept chocolate	1
	3	Theobroma cacao	Ignore minor spelling errors	1
	4	Website address given	Accept without 'http://' or 'www'	1
	<b>Total for Task 1 (a)</b>			4
1 (b)	1	Award 1 mark for each of:	Ignore minor spelling errors	2
	2	<ul style="list-style-type: none"> <li>• Cote d'Ivoire/Ivory Coast</li> <li>• Ghana or Indonesia</li> </ul>		
	<b>Total for Task 1 (b)</b>			2
<b>TOTAL FOR SECTION A</b>				6

## Section B

Question	Answer		Additional Guidance	Mark
2 (a)	1	No truncation of data and headings	Do not award from formula view	1
	2	Column B data showing £ and 2 dp		1
	3	Award 1 mark for any one of:  borders, appropriate shading, text wrap, alignment, font styles and/or sizes for headings/titles	Enhancement must improve clarity.  Do not accept borders around blank rows  Do not award just for enhancement to title.	1
	<b>Total for Task 2 (a)</b>			3
	2 (b)	1 <b>Ingredient</b> column sorted alphabetically	Brazil nuts – White chocolate	1
		2 Whole table sorted in alphabetical order of <b>Ingredient</b>	Row 5 should start "Brazil nuts", "£0.05", "Yes"	1
		<b>Total for Task 2 (b)</b>		

Question		Answer	Additional Guidance	Mark
2 (c)	1	<b>Award 2 marks</b> for any of <ul style="list-style-type: none"> <li>• =IF(C5="Yes",B5,0) in cell D5</li> <li>• =IF(C5="No",0,B5) in cell D5</li> <li>• =IF(E5="Yes",B5,0) in cell F5</li> <li>• =IF(E5="No",0,B5) in cell F5</li> </ul>	Do not award from data view	2
	2	<b>Award 1 mark</b> for:  Incomplete IF statement, must have correct criteria (up to first comma)	Ignore capitalisation of "yes" and "no"  Marks may be awarded from formula view of filtered list	
	3	Replication of formulae in D5 and F5 from cells D5 to D18 and F5 to F18	Do not award from data view	2
	4		Award 1 mark for each column.	
	5	Award 2 marks for:	Allow 1 mark for formulae using cell references giving correct totals in both D19 and F19	2
	6	=SUM(D5:D18) in cell D19  AND  =SUM(F5:F18) in cell F19	Allow 1 mark for £0.39 in both D19 and F19 in data view	
<b>Total for Task 2 (c)</b>				<b>6</b>

Question	Answer		Additional Guidance	Mark										
2 (d)	1 2	<p><b>Award 2 marks for:</b></p> <table border="1"> <tr><td>5</td><td>Brazil nuts</td></tr> <tr><td>8</td><td>Coffee paste</td></tr> <tr><td>9</td><td>Cream</td></tr> <tr><td>13</td><td>Macadamia nuts</td></tr> <tr><td>14</td><td>Milk chocolate</td></tr> </table> <p>with correct row headers.</p> <p>Must have columns A to F present. Accept columns E &amp; F hidden.</p> <p><b>Award 1 mark for:</b></p> <p>ingredients without row headers or correct rows without columns E&amp;F present</p>	5	Brazil nuts	8	Coffee paste	9	Cream	13	Macadamia nuts	14	Milk chocolate	<p>Row headers must show evidence of filter to award second mark, e.g. not rows 1,2,3 or similar</p> <p>Allow marks from data view or formula view.</p> <p>Allow follow through of row numbers if data not sorted correctly</p>	2
5	Brazil nuts													
8	Coffee paste													
9	Cream													
13	Macadamia nuts													
14	Milk chocolate													
		<b>Total for Task 2 (d)</b>		2										

Question	Answer	Additional Guidance	Mark
2 (e)	1 Pie chart or bar chart	Do not award for line graph	1
	2 Correct data used for chart	5 segments or 5 bars only	1
	3 Title fit for purpose and meaningful in context must include "cost", "ingredients" and "Coffee Nut" Ignore spelling and capitalisation	Allow follow through for incorrect data  ie: title represents what is in chart	1
	4 Coffee paste, Cream, Milk chocolate, Brazil nuts and Macadamia nuts identified either by category labels or legend	No truncation of names  Allow follow through.	1
	5 Chart is fit for purpose and audience	Must have marking points 1 to 4  Chart is easy to understand eg differentiated segments for pie chart  Must be able to see cost for each item (data labels for 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, sentence capitalisation, initial caps or all caps on all typed labels and title. No full stops  Do not award if graph is on the same sheet as the data	1
<b>Total for Task 2 (e)</b>			<b>5</b>

Question	Answer	Additional Guidance	Mark
3 (a)	1 DTP or Word processing software used for document	Evidenced from either Task 3(b) or Task 4	1
	2 Newsletter fits one side A4, portrait	No truncation when printed	1
	3 "Tompay Chocolates – treats for chocoholics" as given entered as title	Must not include 'Title:' Must be above body text	1
	4 Majority of History of chocolate paragraph included (ignore spelling errors)	Award if brackets not replaced with relevant facts	1
	5 Theobroma cacao replaces bracketed text	Allow follow through from 1(a). Must remove brackets	1
	6 Cote d'Ivoire/Ivory Coast and Ghana/Indonesia replaces bracketed text	Allow follow through from 1(b) Must remove brackets	1
	7 2 paragraphs about Tompay's from NewsTextL2 included	Do <b>NOT</b> allow "History of the Incas" or "History of the Aztecs"	1
	8 Cocoa Bean, cake, chocolate images included (one of each)	Do <b>NOT</b> allow flower, teapot or bike	1
	9 Images suitably sized and cocoa bean located near to History of chocolate	No obscuring of text. No distortion. Images located within column/page margins.	1
	10 Some text formatted as columns	Ignore title	1
	11 Title formatted to stand out	No Word Art. Must be page title  Allow increased font size, font enhancements or a different font	1
	12 Consistent and appropriate font style for each of <ul style="list-style-type: none"> <li>Paragraph headings</li> <li>Paragraphs (body text)</li> </ul>	No Word Art and easy to read (no stylised fonts). Paragraph headings must stand out from paragraph text	1
13	Consistent and appropriate font size for each of <ul style="list-style-type: none"> <li>Paragraph headings</li> <li>Paragraphs (body text)</li> </ul>	Headings must not be smaller than body text.	1

Question	Answer	Additional Guidance	Mark
	<b>14</b> Correct spelling – check 'people' and 'producers' in 'History of chocolate'		<b>1</b>
	<b>15</b> Images and text work well together	No inappropriate hyphenation Sensible use of text wrap if used	<b>1</b>
	<b>16</b> Newsletter is fit for purpose	Must have marking points 2-9 and 14 and all text except title in columns – title not in columns No large areas of white space	<b>1</b>
	<b>Total for Task 3 (a)</b>		<b>16</b>
<b>3 (b)</b>	<b>1</b> Folder with meaningful name created	e.g. Newsletters or Tompay	<b>1</b>
	<b>2</b> Newsletter with meaningful name moved into new folder		<b>1</b>
	<b>Total for Task 3 (b)</b>		<b>2</b>

Question	Answer	Additional Guidance	Mark
<b>4</b>	<b>1</b> Email software with Header and message sections	Must be email software	<b>1</b>
	<b>2</b> To: tom1996@tompaychocks.co.uk		<b>1</b>
	<b>3</b> Newsletter attached to email <b>AND</b> suitable subject e.g. Newsletter	Attachment must be candidate's newsletter	<b>1</b>
	<b>4</b> Message must ask Tom for his comments using appropriate business tone	Do not accept "Hi", Text speak Ignore minor spelling mistakes that don't change meaning	<b>1</b>
	<b>Total for Task 4</b>		<b>4</b>

Question	Answer	Additional Guidance	Mark
5 (a)	<p><b>1</b> Award 1 mark each for up to 2 of the following:</p> <ul style="list-style-type: none"> <li>• By sender</li> <li>• By subject</li> <li>• By attachment</li> <li>• By importance</li> </ul>		<b>2</b>
	<b>Total for Task 5 (a)</b>		
5 (b)	<p><b>1</b> Award mark for any 1 of the following:</p> <ul style="list-style-type: none"> <li>• Delete the message</li> <li>• Send it to Spam/Junk (folder)</li> <li>• Do not open attachment</li> <li>• Scan the attachment with anti-virus software</li> </ul>	Do not accept "Do not open the message"	<b>1</b>
	<b>2</b> ... because it may contain a virus/malware	Accept "to prevent contamination"	<b>1</b>
	<b>Total for Task 5 (b)</b>		
<b>TOTAL FOR SECTION B</b>			<b>44</b>

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