

Mark Scheme (Results)

November 2012

Functional Skills ICT
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 shown.

Section A

Question	Answer	Additional Guidance	Mark	Standard	
1 (a)	1	Screen shot of search engine page	Must have criteria box and name of search engine	1	4.1
	2	Criteria must include 'Rhubarb Festival'		1	4.1
	3	Wakefield must be entered into ResponsesNov12L2	Correct spelling. Accept "Wakefield Cathedral"	1	5.2
	4	Website address must be entered into ResponsesNov12L2	Accept with or without http://www. Not Google, Bing or derivatives	1	5.1
Total for Task 1 (a)			4		
1 (b)	1	22 – 24 February (2013) must be entered into ResponsesNov12L2		1	5.2
	2	Website address must be entered into ResponsesNov12L2	Accept with or without http://www. Not Google, Bing or derivatives	1	5.1
	Total for Task 1 (b)			2	
TOTAL FOR SECTION A			6		

Section B

Question	Answer	Additional Guidance	Mark	Standard	
2 (a)	1	Worksheet formatted to remove truncation	May be awarded from filtered list	1	6.1
	2	Column E formatted to show £ and 0 or 2 dp	May be awarded from filtered list	1	7.3
	3	Allow mark for any one of: Column headings which stand out Appropriate borders and/or shading Suitable title	Enhancements must be consistent and improve readability. May be awarded from filtered list	1	6.1
Total for Task 2 (a)			3		
2 (b)	1	Column A sorted Avocet to Wren		1	7.4
	2	Table sorted in alphabetical order of Cottage Name First row: Avocet, 4, No, No, 660		1	7.4
Total for Task 2 (b)			2		

Question	Answer	Additional Guidance	Mark	Standard	
2 (c)	1	=IF(E2 and comparison with 500	Must be formula view If the candidate calculates Charge in one step using a suitable formula eg =IF(E2>500,E2*80%,E2) in cell G2 then award first 5 marks	3	7.1
	2	=IF(E2 and comparison with 500 AND E2*20%	Accept alternative ways of calculating 20% e.g. <ul style="list-style-type: none"> • *20/100 • *.2 • /5 		
	3	=IF(E2>500,E2*20%,0) Or =IF(E2<=500,0,E2*20%)			
	4	Correct formula (may be inefficient) for any cell in column G (eg =SUM(E2-F2))	Award mark if correct value for one of Magpie 660, Robin 484, Finch 408, Wren 572, Avocet 528, Bittern 452, Bunting 552, Chaffinch 536	1	7.1
	5	Correct efficient formula for any cell in column G (eg =E2-F2)		1	7.1
	6	Replication of formulae in range F2:G21	Must be formula view If column F is blank then award for replication of G	1	7.1
Total for Task 2 (c)			6		
2 (d)	1	Corncrake, Finch, Kingfisher, Sparrow records only listed	May be awarded without row headers Allow follow through for incorrect sort	1	7.4
	2	Row headers (8, 10, 12 & 17) indicate a correct filter	Allow follow through for incorrect sort (rows 4, 9 , 11, 12)	1	
	Total for Task 2 (d)			2	

2 (e)	1	Bar or column chart	Do not award for pie or line	1	7.2
	2	Correct data selected Columns A (Cottage Name) and G (Charge) Expect 4 bars between 400 and 450 with category labels	Allow follow through if filter incorrect For pie chart award for correct segments and legend or labels showing Cottage Names	1	7.2
	3	Title to include 'Cottages, '2 bedrooms' and 'satellite TV	Ignore spelling and capitalisation	1	6.1
	4	Suitable axis labels e.g. 'Cottage' and 'Charge'	Must have both labels Ignore spelling and capitalisation	1	7.2
	5	Graph is fit for purpose:	Marking points 1 – 4 AND No spelling errors and sensible capitalisation of title and axis labels No unnecessary data labels/ legend or extra columns Printed on separate sheet	1	10.1
Total for Task 2 (e)				5	

Question	Answer	Additional Guidance	Mark	Standard	
3	1	Word Processing/DTP software used for producing advert	Evidenced from attachment to email or from 3(b)	1	2.1
	2	Advert is A5 portrait printed on A4 portrait	Advert not less than 12 cm wide and 18 cm tall	1	1.1
	3	Logo entered top or bottom and left, right or centre Logo not distorted and less than 4x4 cm and smaller than images		1	3.1
	4	ApartRents UK – the place to stay entered as given	Do not award if 'Title:' included Ignore added punctuation.	1	3.1
	5	Wakefield inserted in appropriate location of text	Allow follow through from Task 1(a)	1	5.2
	6	22 – 24 February (2013)	Allow follow through from Task 1(b)	1	5.2
	7	Suitable text selected from AdvertTextL2	Do not award if references to rhubarb crumble/sugar	1	3.1
	8	Only 2 suitable images included from ImagesNov12L2	Do NOT allow Image 2 (karting) or Image 4 (archery)	1	3.1
	9	£408 charge for the Finch cottage included	Allow follow through from 2(c)	1	6.1
	10	Additional text added that promotes the offer and persuades people to book	e.g. 'Book early to avoid disappointment' or mention of Satellite TV	1	9.1
	11	Images and suitably sized and located. No obscuring of text. No distortion		1	6.1
	12	Title formatted to stand out using at least one of increased font size, font style enhancements, different fonts	No Word Art	1	2.2
	13	Body text formatted with consistent font		1	6.1
	14	Special offer and contact details stand out with font sizes appropriate for advert		1	6.1
	15	Images and text integrated effectively for use as advert	No inappropriate hyphenation of text. Balanced layout: information not squashed or large empty areas of white space	1	9.2
	16	Advert is fit for purpose	Must have all required items (marking points 2 to 10) attractively arranged AND own text spell checked and obvious errors removed, brackets removed from given text, no excessive punctuation (eg. !!)	1	10.1
Total for Task 3 (a)			16		

3 (b)	1	Screenshot shows folder with meaningful name e.g. ApartRent	Must be meaningful in relation to scenario	1	3.1
	2	Advert moved into new folder	Must be clearly candidate's advert in Task 3(a) not Doc1 May have other items in folder as well.	1	3.1
Total for Task 3 (b)				2	

Question	Answer	Additional Guidance	Mark	Standard	
4	1	Screen shot shows email software with Header and message section		1	2.1
	2	To: steph.lowdes@apartrentuk.co.uk	Must be in To: Award if in Word with To: label	1	8.1
	3	Advert attached to email and suitable subject line	e.g. Advert Do not award if not email software	1	8.1
	4	Message must indicate that advert is attached and that comments are requested	Message appropriate for email – must be correct spellings and grammar and business tone – no text speak Do not accept "Hi"	1	8.3
Total for Task 4			4		

Question	Answer	Additional Guidance	Mark	Standard	
5 (a)	1	Mention of virus / malware attack		1	2.5
	2	Install anti-virus or anti-malware software OR Do not open/download the attachment	Do not accept 'buy' or 'download' anti-virus software. Do not accept "Do not open the email"	1	2.5
Total for Task 5 (a)			2		
5 (b)	1	Award 1 mark for any 1 of: Storing files online Web based software Video-conferencing	Do not accept email or other messenger/social networking software (eg Facebook) Allow named tools eg. Dropbox, Google docs, Skype, FaceTime, "Google Hangout"	1	8.2
	2	Award 1 mark for a description eg allows files to be exchanged Sharing documents in real time Sharing ideas in real time	Description must match tool identified Must have concept of sharing or working on document at same time – not just talking about it	1	8.2
Total for Task 5 (b)			2		
TOTAL FOR SECTION B			44		

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