

# Mark Scheme (Results)

January 2013

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	Standards	
<b>1 (a)</b>	1	Screen shot shows search engine page with criteria and name of search engine		1	4.1
	2	Criteria include 'Glenfinnan'		1	4.1
	3	Website address must include 'Glenfinnan'	May not include 'http:/' or 'www' Do not accept Google or Bing or derivatives	1	5.1
	<b>Total for Task 1 (a)</b>			<b>3</b>	
<b>1 (b)</b>	1	1815		1	5.2
	2	(The start of the 1745) Jacobite rebellion	Accept references to Jacobite rebellion or 'Bonnie Prince Charlie'/Charles Stuart (but not just Prince Charles) raising his standard or similar	1	5.2
	3	Thomas Telford		1	5.2
	<b>Total for Task 1 (b)</b>			<b>3</b>	
<b>TOTAL FOR SECTION A</b>			<b>6</b>		

## Section B

Question	Answer	Additional Guidance	Mark	Standards	
2 (a)	1 2	<p><b>Award 2 marks for:</b> correct formula using absolute cell references (even if inefficient ) =B4/\$B\$14*\$A\$14 OR =B4*\$A\$14/\$B\$14 in cell D4</p> <p><b>Award 1 mark for:</b> =B4/B14*A14 OR other formula which gives correct value in cell D4</p>	(eg =SUM(B4*\$A\$14/\$B\$14) Award for correct formula in any attraction	2	7.1
	<b>Total for Task 2 (a)</b>			<b>2</b>	
2 (b)	1 2 3	<p><b>Award 3 marks for:</b> =IF(B4&gt;=30,20,10) OR =IF(B4&lt;30,10,20) in cell E4</p> <p><b>Award 2 marks for:</b> =IF(B4&gt;30,20,10) OR =IF(B4&lt;=30,10,20)</p> <p><b>Award 1 mark for:</b> =IF(B4&gt;=30 or =IF(B4&lt;30</p>	Award for correct formula in any attraction Accept with £ symbol and quotes (eg "£20","£10") in TRUE/FALSE values Must be able to see closing bracket for 3 marks.	3	7.1
	<b>Total for Task 2 (b)</b>			<b>3</b>	

Question		Answer	Additional Guidance	Mark	Standards
2 (c)	1	=C4*E4 (in cell F4)	Allow inefficient formula eg =SUM(C4*E4) Or £90 in data view	1	7.1
	2	=F4-D4 (in cell G4)	Do not award for inefficient formula eg =SUM(F4-D4) or value in data view	1	7.1
	3 4	<b>Award 2 marks for:</b> =SUM(G4:G9) in cell G11	Award 1 mark for other formula which gives correct total OR £758.52 in data view	2	7.1
	5	Replication of formulae in cells D4:D9	Must be in formula view Column D must have absolute cell references or use named cells	1	7.1
	<b>Total for Task 2 (c)</b>			<b>5</b>	
2 (d)	1	Cells D4 to G9 and G11 formatted to show currency to 2 dp		1	7.3
	2	Award 1 mark for any of the following consistently used to enhance clarity, eg title and/or column headings (font size or style) appropriate borders/shading merging of cells for title	Do not award for gridlines	1	6.1
	3	Jacobite Steam Train, Loch Ness and Tobermory identified as most profitable	Allow follow through (must be 3 highest profit) Accept any valid method for identification	1	7.4
	<b>Total for Task 2 (d)</b>			<b>3</b>	
2 (e)	1	Bar or column chart		1	2.2
	2	Correct data range Attraction and Fuel Cost (A4:A9 and D4:D9) used for chart	Ignore additional columns Award for pie chart if data labels (£10.95 etc) <b>and</b> legend correctly identifies each segment	1	7.2
	3	Appropriate title which includes 'Attraction' and 'Fuel Cost'	Ignore spelling and capitalisation	1	6.1
	4	Appropriate axis labels eg 'Attraction', 'Fuel Cost'	Do not award for pie chart Ignore spelling and capitalisation	1	7.2

	5	Chart is fit for purpose	<p>Must have mp 1 to 4  <b>and</b>  No extra data columns  Correct spelling and consistent suitable capitalisation of title and axis labels (must be present)  No truncation of category labels (must be present)  No unnecessary legend  Chart is on a separate sheet</p>	<b>1</b>	10.1
			<b>Total for Task 2 (e)</b>	<b>5</b>	
			<b>Total for Task 2</b>	<b>18</b>	

Question	Answer	Additional Guidance	Mark	Standards	
3	1	WP/DTP software used for leaflet	Evidenced from file type (Task 4) or inferred from layout	1	2.1
	2	Document is no more than 1 A4 sheet and is presented as landscape	Do not award if text is truncated by page margins	1	2.2
	3	Leaflet is formatted in 2 or 4 columns		1	9.1
	4	'Exciting Days Out for Guests' copied accurately from text file	Does not include 'Title:'	1	6.1
	5	Text from <b>AttractionsL2</b> about Glenfinnan monument included	Text does not have to be identical to text file	1	3.1
	6	Each of 3 answers from Section A, Task 1(b) replaces correct bracketed text, brackets removed	1815, Jacobite Rebellion, Thomas Telford Allow follow through	1	3.1
	7	Text about Jacobite Steam Train, Loch Ness and Tobermory selected from <b>AttractionsL2</b> Do not award if text includes more than 3 identified attractions in 2d	Allow follow through for incorrect identification from Section B, Task 2(d) Text does not have to be identical to text file	1	5.2
	8	Additional text included which encourages guests to use the minibus service and visit these attractions	Eg 'Book now to avoid disappointment'	1	6.1
	9 10	<b>Award 2 marks</b> for inclusion of correct 4 images only selected from <b>ImagesJan13L2</b> <b>Award 1 mark</b> for inclusion of at least 3 correct images selected from <b>ImagesJan13L2</b>	Images should match text selection	2	5.2
	11	Images appropriately consistently sized and proportions maintained		1	2.2
	12	Images appropriately located with text and not be truncated or obscure text		1	9.1
	13	Title and all subtitles formatted consistently to stand out from body text No WordArt	Formatting may be by font size and/or style. Text enhancements – bold, italics Title and subtitles may be different but all subtitles must be present and consistent	1	6.1



	14	Body text consistent font, size and style		<b>1</b>	6.1
	15	Added or amended text has accurate spelling, punctuation and grammar Consistent and appropriate use of capitalisation	Must have some added or amended text for mark	<b>1</b>	9.2
	16	Layout is clear and consistent. Sensible use of text wrap or consistent alignment	No large areas of white space and content should fill the page No inappropriate hyphenation	<b>1</b>	1.1
	17	Leaflet meets all criteria and is fit for purpose (encouraging guests to use minibus service)	Must have marking points 2 – 15 and be clear and easy to read	<b>1</b>	10.1
	18	Document saved with appropriate filename	Eg 'leaflet' or 'attractions'	<b>1</b>	3.1
<b>Total for Task 3</b>				<b>18</b>	

Question		Answer	Additional Guidance	Mark	Standards
<b>4</b>	1	Screen shot shows email client software with headings and message areas		<b>1</b>	8.1
	2	To: jarvis.mctaggart@ballachulishcroft2013.co.uk	Must be in To: section Allow if not in email client but with label 'To:' Ignore capitalisation	<b>1</b>	8.1
	3	Suitable subject and attachment of leaflet shown	eg 'leaflet'	<b>1</b>	8.1
	4	Suitable message must include request for comments and indication that leaflet is attached Must have suitable greeting	Must be business like tone Accept 'Jarvis', 'Hello/Dear Jarvis' Not Jarvis McTaggart or Dear Jarvis McTaggart Do not accept text speak or incorrect capitalisation Ignore minor spelling mistakes which do not change meaning	<b>1</b>	8.3
<b>Total for Task 4</b>				<b>4</b>	

Question		Answer	Additional Guidance	Mark	Standards
5 (a)	1	Any one of <ul style="list-style-type: none"> <li>removable medium eg CD/Flash drive/external drive</li> <li>Online medium eg Cloud</li> </ul>	Do not accept USB on its own	1	3.1
	2	Allows files to be saved remotely and/or in an alternative location/portable		1	3.1
	<b>Total for Task 5 (a)</b>			<b>2</b>	
5 (b)	1	Award one mark for any of: Mouse/cursor/icon settings/ screen resolution/contrast/screen reader	Do not accept addition of external filter on screen or other hardware solutions	1	2.3
	2	Indication that an increase in size of the item or improved contrast improves visibility/accessibility	Do not accept 'easy to read/see' without expansion	1	2.3
	<b>Total for Task 5 (b)</b>			<b>2</b>	
<b>TOTAL FOR SECTION B</b>				<b>44</b>	

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