

# Mark Scheme (Results)

November 2013

Pearson Edexcel 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 | <b>1</b>   | 4.1       |     |
|                            | 2                           | Criteria include '2014' and 'London Marathon'                                | <b>1</b>   | 4.1       |     |
|                            | 3                           | 13th April (2014)  |  | <b>1</b>  | 5.2 |
|                            | 4                           | URL pasted into<br><b>ResponsesNov13L2</b>                                   | Accept with or without<br>http://www<br><br>Do not accept<br>Google/Bing/other search engines or derivatives | <b>1</b>  | 5.1 |
|                            | <b>Total for Task 1 (a)</b> |  |  | <b>4</b>  |     |
| <b>1 (b)</b>               | 1                           | 1981   |  | <b>1</b>  | 5.2 |
|                            | 2                           | Chris Brasher<br>John Disley   | Both names must be correct to gain the mark.   | <b>1</b>  | 5.2 |
|                            | <b>Total for Task 1 (b)</b> |  |  | <b>2</b>  |     |
| <b>TOTAL FOR SECTION A</b> |                             |  | <b>6</b>   |           |     |

## Section B

| Question         | Answer                          | Additional Guidance  | Mark  | Standards |     |
|------------------|---------------------------------|--|---|-----------|-----|
| <b>2 (a)</b>     | 1<br>2                          | <p><b>Award 2 marks</b> for<br/> <math>=(\\$E\\$3-A3)*70\%</math><br/>                     or<br/> <math>=(E\\$3-A3)*70\%</math><br/>                     in <b>B3</b></p> <p><b>Award 1 mark</b> for<br/> <math>=(E3-A3)*70\%</math><br/>                     or<br/> <math>=SUM(E\\$3-A3)*70\%</math><br/>                     or<br/> <math>=SUM(\\$E\\$3-A3)*70\%</math><br/>                     in <b>B3</b></p> | <p>Allow for any one formula correct</p> <p>Must use absolute cell referencing for 2 marks</p> <p>Allow any correct % calculation, e.g. 0.7 or 70/100</p> <p>Accept use of 220 for 1 mark</p> | <b>2</b>  | 7.1 |
|                  | 3                               | <p><b>Award 1 mark</b> for<br/> <math>=(\\$E\\$3-A3)*85\%</math><br/>                     or <math>=(E\\$3-A3)*85\%</math><br/>                     in <b>C3</b></p>   | <p>Allow for any one formula correct</p> <p>Must use absolute cell referencing</p> <p>Allow any correct % calculation</p> <p>Must use cell reference – not value - to gain any mark</p>       | <b>1</b>  | 7.1 |
|                  | 4                               | Formula replicated for all ages in both columns B and C  | Do not award unless absolute cell referencing is used in mp 1   | <b>1</b>  | 7.1 |
|                  | <b>Total for Task 2 (a)</b>     |  |   | <b>4</b>  |     |
| <b>2 (b) (i)</b> | 1                               | $=SUM(C4:F4)$  | Do not accept<br>$=C4+D4+E4+F4$   | <b>1</b>  | 7.1 |
|                  | 2                               | Formula replicated for all members   |   | <b>1</b>  | 7.1 |
|                  | <b>Total for Task 2 (b) (i)</b> |  |   | <b>2</b>  |     |

| Question                         |                             | Answer   | Additional Guidance   | Mark     | Standards |
|----------------------------------|-----------------------------|--|---|----------|-----------|
| 2 (b)<br>(ii)                    | 1                           | <b>Award 3 marks</b> for:<br>=IF(G4>=80,"YES","NO")  | Award for correct formula for any member  | 3        | 7.4       |
|                                  | 2<br>3                      | or<br>=IF(G4<80,"NO","YES")<br>in <b>H4</b><br><br><b>Award 2 marks</b> for:<br>=IF(G4>80,"YES","NO")<br>or<br>=IF(G4<=80,"NO","YES")<br>in <b>H4</b><br><br><b>Award 1 mark</b> for:<br>=IF(G4>=80<br>or<br>=IF(G4<80<br>or<br>=IF(G4>80<br>or<br>=IF(G4<=80<br>or<br>=IF(G4=80<br>in <b>H4</b> | Accept any appropriate response, e.g. true or false, achieved or not achieved               |          |           |
| <b>Total for Task 2 (b) (ii)</b> |                             |  |   | <b>3</b> |           |
| 2 (c)                            | 1                           | <b>Total Kilometres</b> sorted in descending order<br><br>86.7 – 29.2  |   | <b>1</b> | 7.4       |
|                                  | 2                           | Whole table sorted in order of <b>Total Kilometres</b><br><br>Top row –<br>Katherine Skirrow 68.0 1.9<br>14.7 2.1 86.7 Yes   | Allow either descending or ascending  | <b>1</b> | 7.4       |
|                                  | 3                           | No truncation in data view   |   | <b>1</b> | 6.1       |
|                                  | 4                           | Award 1 mark for any one of:<br>• title formatted<br>• text wrap<br>• enhanced headings  | Enhancement must improve clarity<br><br>Do not award for borders                            | <b>1</b> | 7.3       |
|                                  | <b>Total for Task 2 (c)</b> |  |   |          | <b>4</b>  |
| Question                         |                             | Answer   | Additional Guidance   | Mark     | Standards |
| 2 (d)                            | 1                           | Bar/Column chart created   |   | <b>1</b> | 7.2       |
|                                  |                             | Correct data range<br><br>B4:B8 ( <b>Surname</b> ) and<br>G4:G8 ( <b>Total Kilometres</b> )  | Award for line graph or pie chart if data labels and legend correctly identify each segment | <b>1</b> | 7.2       |

| Question                    |   | Answer   | Additional Guidance   | Mark      | Standards |
|-----------------------------|---|--|---|-----------|-----------|
|                             | 3 | Title which includes 'Members/Winners' and 'Gold Star'                         | Ignore spelling and capitalisation<br><br>May be awarded for pie chart or line graph  | <b>1</b>  | 6.1       |
|                             | 4 | Axis labels e.g. 'name' 'surname' or 'member' <b>and</b> 'distance/Kilometres' | May be awarded for line graph   | <b>1</b>  | 7.2       |
|                             | 5 | Chart is fit for purpose and audience  | Must have mp 1 to 4 <b>and</b> <ul style="list-style-type: none"> <li>• correct spelling and sensible capitalisation for title and axis labels</li> <li>• no full stop on title</li> <li>• all category labels with no truncation, correct spelling and capitalisation</li> <li>• legend removed</li> <li>• do not award if chart is on the same sheet as data</li> </ul> | <b>1</b>  | 9.2       |
| <b>Total for Task 2 (d)</b> |   |  |   | <b>5</b>  |           |
| <b>Total for Task 2</b>     |   |  |   | <b>18</b> |           |

| Question | Answer | Additional Guidance   | Mark  | Standards |     |
|----------|--------|---|---|-----------|-----|
| 3        | 1      | DTP/WP software used  | May be seen in Task 4 email attachment.   | 1         | 2.1 |
|          | 2      | Newsletter fits to one side of A4, portrait   | No truncation on printout   | 1         | 9.1 |
|          | 3      | Newsletter is formatted as two columns  |   | 1         | 6.1 |
|          | 4      | 'The Fullyfit Gym Newsletter' entered as given  | Must <b>not</b> include Title:<br>Must be above text, may appear in one column only | 1         | 6.1 |
|          | 5      | Fullyfit Gym Logo inserted  |   | 1         | 6.1 |
|          | 6      | All information about Annual Challenge inserted   |   | 1         | 6.1 |
|          | 7      | Other relevant text selected from <b>GymTextL2</b><br>Must include contact details as given                       | Must <b>not</b> include 'Nutrition for Children'                                    | 1         | 3.1 |
|          | 8      | 13 <sup>th</sup> April (2014) replaces bracketed text in 'Annual Challenge'                                       | Allow follow through<br>Brackets must be removed                                    | 1         | 3.1 |
|          | 9      | 1981<br><b>and</b><br>Chris Brasher and John Disley<br>replace bracketed text in 'History of the London Marathon' | Allow follow through<br>Brackets must be removed                                    | 1         | 3.1 |
|          | 10     | Candidate's chart replaces bracketed text in 'Here are the results for the Gold Star winners'                     | Must be candidate's chart<br>Must be with relevant text<br>Brackets must be removed | 1         | 6.1 |
|          | 11     | Two other suitable images inserted from <b>ImagesNov13L2</b>  | Do <b>not</b> allow panda or car  | 1         | 5.2 |
|          | 12     | Images including logo suitably sized  | No obscuring of text<br>No distortion<br>No truncation                              | 1         | 2.2 |
|          | 13     | Title formatted to stand out  | No Word Art (graphic text)  | 1         | 6.1 |



| Question                | Answer  | Additional Guidance  | Mark      | Standards |
|-------------------------|---|--|-----------|-----------|
|                         |   | May be increased font size, font style enhancements or a different font  |           |           |
| 14                      | Consistent and appropriate font style and size for each of:<br>Subheadings<br>Body text   | No Word Art<br>Easy to read<br>All body text should be same font style and size<br>Subheadings, if present, enhanced/ stand out from body text<br>Contact details may be different from other text | <b>1</b>  | 1.1       |
| 15                      | Images and text work well together  | No unnecessary hyphenation<br>Sensible use of text wrap where used<br>Images positioned appropriately<br>Logo top or bottom  | <b>1</b>  | 10.1      |
| 16                      | Newsletter has four distinct sections <ul style="list-style-type: none"> <li>• Annual Challenge</li> <li>• History of the London Marathon</li> <li>• October Challenge Results</li> <li>• December Challenge</li> </ul> | Ignore 'Nutrition for Children' if included  | <b>1</b>  | 1.1       |
| 17                      | Newsletter is fit for purpose   | Must have mp 2 – 11<br><b>and</b><br>Balanced layout, no large areas of white space<br>No duplication of images including logo<br>No spelling errors   | <b>1</b>  | 9.2       |
| 18                      | Newsletter has a meaningful file name<br>e.g. Fullyfit Gym Newsletter   | Seen in Task 4   | <b>1</b>  | 3.1       |
| <b>Total for Task 3</b> |   |  | <b>18</b> |           |

| Question                |   | Answer   | Additional Guidance   | Mark     | Standards |
|-------------------------|---|--|---|----------|-----------|
| <b>4</b>                | 1 | Must have both addresses as given<br>To:<br>jenny.bywater@fullyfitgym.co.uk<br>CC:<br>daniel.burns@fullyfitgym.co.uk | Must be in the correct section  | <b>1</b> | 8.1       |
|                         | 2 | Newsletter attached<br><b>and</b><br>suitable subject e.g.<br>Newsletter   | Must be a screen shot showing email client  | <b>1</b> | 8.1       |
|                         | 3 | Message asks Jenny for her comments  |   | <b>1</b> | 8.1       |
|                         | 4 | Message uses appropriate business salutation, tone and sensible punctuation  | Accept 'Jenny / Dear Jenny'<br><br>Do <b>not</b> accept<br>'Dear Jenny Bywater'<br>'Hi'<br><br>Ignore minor spelling errors that do not affect meaning. | <b>1</b> | 8.3       |
| <b>Total for Task 4</b> |   |  |   | <b>4</b> |           |

| Question                    |                             | Answer  | Additional Guidance  | Mark      | Standards |
|-----------------------------|-----------------------------|---|--|-----------|-----------|
| 5 (a)                       | 1                           | 1 mark each for any of: <ul style="list-style-type: none"> <li>• install virus checker / anti virus software</li> <li>• keep virus checker updated</li> <li>• set virus checker to automatic scan</li> <li>• do not open email attachments from unknown sources</li> <li>• do not download files from untrustworthy websites</li> </ul> | Do <b>not</b> accept 'do not open emails from unknown sources' | 2         | 2.5       |
|                             | 2                           |   |  |           |           |
| <b>Total for Task 5 (a)</b> |                             |   |  | <b>2</b>  |           |
| 5 (b)                       | 2                           | 1 mark each for any of: <ul style="list-style-type: none"> <li>• password protecting the document/folder</li> <li>• setting the document to read-only</li> <li>• mark as final</li> <li>• restrict permissions</li> <li>• add digital signature pdf</li> </ul>  |  | 2         | 2.4       |
|                             | <b>Total for Task 5 (b)</b> |   |  |           | <b>2</b>  |
| <b>Total for Task 5</b>     |                             |   |  | <b>4</b>  |           |
| <b>TOTAL FOR SECTION B</b>  |                             |   |  | <b>44</b> |           |

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