

Mark Scheme (Results)

March 2014

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	
1 (a)	1	Screen shot shows a search engine page		4.1	
	2	Criteria includes 'speed limit' and 'France'/'French'		4.1	
	3	80 (mph) / 130 (kph) entered in ResponsesMar14L2		5.2	
	4	Website address entered in ResponsesMar14L2	Do not accept search engine or derivatives.	1	5.1
	Total for Task 1 (a)			4	
1 (b)	1	1994		5.2	
	2	31.4 miles / 50.5 km	Accept answers between 31 and 32 miles or 50 and 51 km.	1	5.2
	Total for Task 1 (b)			2	
TOTAL FOR SECTION A			6		

Section B

Question	Answer	Additional Guidance	Mark	Standards
2 (a)	1	Award 3 marks for:	Accept	7.1
	2	=IF(C2<25,4,3) or =IF(C2>=25,3,4)	=IF(C2>24,3,4)	
	3	Award 2 marks for:	Or	
		=IF(C2<=25,4,3) or =IF(C2>25,3,4)	=IF(C2<=24,4,3)	
		Award 1 mark for:	for 3 marks	
		=IF(C2 and comparison with 25	Accept "(£)4" and "(£)3"	
			Accept correct formula for any customer.	
Total for Task 2 (a)			3	

2 (b)	1	Award 3 marks for:	Accept with or without fourth parameter (0) Accept for 2 marks if range includes row 1	3	7.1
	2	Correct efficient formula using a lookup function to enter the Daily Hire Rate for any customer eg =VLOOKUP(D2,Cars!\$A\$2:\$D\$22,4,0) Or =LOOKUP(D2,Cars!\$A\$2:\$D\$22) Or =LOOKUP(D2,Cars!(\$A\$2:\$A\$22,\$D\$2:\$D\$22)			
	3	Award 2 marks for: Correct formula using a lookup function to enter the Daily Hire Rate for any customer Eg any of above <u>without</u> absolute cell references Award 1 mark for: Any formula used which enters values for the Daily Hire Rate for any customer eg =Cars!D13 for Steven Hill (unsorted) =Cars!D6 for John Banks (sorted) Or Attempted use of a lookup function Must have at least “=(V)LOOKUP(D2,”			
Total for Task 2 (b)				3	

Question	Answer	Additional Guidance	Mark	Standards
2 (c)	1	Award 2 marks for:	2	7.1
	2	=(F2+G2)*E2 or =F2*E2+G2*E2 Award 1 mark for: Any inefficient formula using cell references which gives the correct value eg =SUM(F2*E2+G2*E2)		
	3	Correct replication of formulae in at least two of columns F, G and H	1	7.1
Total for Task 2 (c)			3	

2 (d)	1	Award 3 marks for:	Award from data or formula view	3	7.4
	2	A1:H23 sorted in alphabetical order of	First row should show		
	3	First Name within Last Name	John Banks 23 HA2 7		
		Award 2 marks for:	For 3 marks check		
		Whole table sorted in alphabetical order of either First Name or Last name	<ul style="list-style-type: none"> • Kath & Keith Bates • Ann & Joe Booth • Abigail & Alan Clarkson • Alexandria & Christopher Jackson 		
	Award 1 mark for:				
	Either First Name or Last Name column sorted in alphabetical order				
	4	No truncation in data view	Must be data view	1	6.1
	5	Columns F,G & H only formatted to show £ and 0 dp		1	7.3
Total for Task 2 (d)				5	

2 (e)	1	Bar or column chart		1	2.2
	2	Correct data range only for graph B2:B23 (Last Name) and H2:H23 (Total Charge)	Award for pie chart if value data labels (Total Charge) and legend/data labels (Last Name) present	1	7.2
	3	Appropriate title which includes "charge" and "customer"	Allow if correct title for pie chart	1	6.1
	4	Appropriate axis labels eg 'Amount' or 'Charge', 'Last Name'	Do not award for pie chart Allow follow through from mp2	1	7.2
	5	Chart is fit for purpose	Must have marking points 1 to 4 and <ul style="list-style-type: none"> • Correct spelling and consistent suitable capitalisation of title and axis labels • No truncation of category labels • No unnecessary legend • No unnecessary information • No data labels • Printed on a separate sheet 	1	10.1
Total for Task 2 (e)				5	
Total for Task 2				19	

Question	Answer	Additional Guidance	Mark	Standards	
3	1	WP/DTP software used for newsletter	1	2.1	
	2	Newsletter fits to one side of A4, portrait without truncation	1	1.1	
	3	Newsletter at least partially formatted as columns	1	6.1	
	4	'Dale Customer Newsletter' as given entered at top of page	Accept if title above one column only 'Title:' removed	1	6.1
	5	Title formatted to stand out Do not accept stylised fonts	1	6.1	
	6	One copy of logo only inserted above or below text of newsletter (except title or contact details)	1	9.1	
	7	Information about the company and contact details included	Minimum address and telephone / email and some company information	1	5.2
	8	Article 1 and Article 2 included – labels removed	1	5.2	
	9	31.4, 80mph/130kph, 1994 and 31.4 / 50.5 inserted in appropriate locations with brackets removed	Allow follow-through from Task 1 Accept either value for length.	1	3.1
	10	Two suitable images included	Do not accept go-kart or bike	1	5.2
	11	All images are suitable size with proportions maintained and do not overlap text	1	2.2	
	12	Images located with appropriate text	1	9.2	
	13	Body text formatted using consistent and appropriate font size and style within each article	1	6.1	
	14	Headings ('Tips ...' and 'How to reduce ...') formatted consistently and subheadings within each article formatted consistently to stand out from body text	Do not accept WordArt or stylised fonts	1	6.1
	15	Award one mark for additional formatting feature which enhance the document eg bullets, suitable alignment, text wrap, column/page borders, highlighting special offer	1	6.1	
	16	Newsletter is fit for purpose – must have marking points 2 – 12 and Balanced layout Consistent column width No inappropriate line breaks or column breaks eg within articles No inappropriate hyphenation No spelling errors	1	10.1	
Total for Task 3			16		

Question	Answer	Additional Guidance	Mark	Standards
4	1	Screen shot shows email client software	1	2.1
	2	To: annabel@dalecarhire2009.co.uk	1	8.1
	3	Suitable subject (e.g. spreadsheet) and attachment of spreadsheet	1	8.1
	4	Message asks Annabel to confirm that the information is correct and uses suitable salutation and business tone Correct spelling and grammar	Do not accept Hi or Hey Accept 'Annabel' or 'Dear Annabel'	1
Total for Task 4			4	

Question	Answer	Additional Guidance	Mark	Standards	
5 (a)	1	New folder called Dale Car Hire as given	1	3.1	
	2	New folder contains only spreadsheet and newsletter files	1	3.1	
	3	Newsletter saved with meaningful file name	1	3.1	
Total for Task 5 (a)			3		
5 (b)	1 2	Award 1 mark for checking each of the following up to a maximum of 2 marks : <ul style="list-style-type: none"> • cables connected • correct printer • correct tray/paper size selected • printer switched on • presence of toner/ink • paper jam/alignment • (correct) drivers installed 		2	2.4
	Total for Task 5 (b)			2	
Total for Task 5			5		
TOTAL FOR SECTION B			44		

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