

# Mark Scheme (Results)

June 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 search engine page with criteria and name of search engine		1	4.1
	2	Criteria must include 'Shard' and 'image' or 'picture'	Allow 'Shard' if images tab selected	1	4.1
	3	Image pasted into ResponsesJune14L2	Do not accept gallery	1	5.2
	4	Website address of image in ResponsesJune14L2	May not include 'http:/' or 'www' Do not accept Google, Bing or derivatives	1	5.1
	Total for Task 1 (a)			4	
1 (b)	1	Shangri-La		1	5.2
	2	34-52		1	5.2
	Total for Task 1 (b)			2	
TOTAL FOR SECTION A				6	

## Section B

Question	Answer	Additional Guidance	Mark	Standards
<b>2 (a)</b>	1	=Sum(C4:E4) in cell F4	<b>1</b>	7.1
	2	Replication of formula in cells F4:F19	<b>1</b>	7.2
	<b>Total for Task 2 (a)</b>		<b>2</b>	
<b>2 (b)</b>	1 2 3	<b>Award 3 marks for:</b> =IF(F4>=9000,F4*\$J\$8,F4*\$J\$9) OR =IF(F4<9000,F4*\$J\$9,F4*\$J\$8) in cell G4  <b>Award 2 marks for:</b> =IF(F4>=9000,F4*J8,F4*J9) OR =IF(F4<9000,F4*J9,F4*J8) OR =IF(F4>9000,F4*\$J\$8,F4*\$J\$9) [must \$ to award]  <b>Award 1 mark</b> =IF(F4>=9000 OR =IF(F4<9000	<b>3</b>	7.1
	4	Replication of formula in cells G4:G19	<b>1</b>	7.1
	<b>Total for Task 2 (b)</b>		<b>4</b>	

Question		Answer	Additional Guidance	Mark	Standards
<b>2 (c)</b>	1	No truncation in data view		<b>1</b>	6.1
	2	Cells C4:G19 formatted to show £ 2dp	Must be data view	<b>1</b>	7.3
	3	Award 1 mark for any of the following used consistently to enhance clarity, e.g. <ul style="list-style-type: none"> <li>Title and/or column headings</li> <li>Appropriate borders/shading</li> <li>Merging of cells for title</li> </ul>	Do not award for gridlines	<b>1</b>	6.1
	<b>Total for Task 2 (c)</b>			<b>3</b>	
Question		Answer	Additional Guidance	Mark	Standards
<b>2 (d)</b>	1	Filtered list shows only stylists in Kingston Fran Parkin Katie King Fiona Wild Millie Kramer Dino Genovese	Must be filtered list with non-consecutive row numbers	<b>1</b>	7.4
	2	Income sorted in descending order	MP2 and 3 can be awarded if no filter	<b>1</b>	7.4
	3	Whole table sorted	Award if income sorted in ascending order	<b>1</b>	7.4
		Fran Parkin   Kingston   £3,100.80	£4,500.25   £4,768.34	£12,369.39	£927.70
	4	Fran Parkin, Kingston Salon, identified as highest income	Allow F/T for any other Kingston stylist if income incorrectly calculated. Accept any valid method if identification	<b>1</b>	7.4
	<b>Total for Task 2 (d)</b>			<b>4</b>	

Question		Answer	Additional Guidance	Mark	Standards
<b>2 (e)</b>	1	Bar or column chart		<b>1</b>	2.2
	2	Chart uses data from filtered list column A (Hair stylist) AND column F (Income)	Allow follow through from incomplete or incorrect filter Do not accept chart of all stylists Award for pie chart if value data labels and legend correctly identifies each segment	<b>1</b>	7.2
	3	Appropriate title which includes 'Hair stylist' and 'Income' and 'Kingston'	Award for pie chart	<b>1</b>	6.1
	4	Suitable axis labels e.g. 'Hair stylist', 'Income'	Do not award for pie chart Ignore spelling and capitalisation	<b>1</b>	7.2
	5	Chart is fit for purpose	Must have mp 1 to 4 <b>and</b> Correct spelling and consistent capitalisation of title and axis labels No truncation of category labels No unnecessary legend Chart is on a separate sheet with no table of data	<b>1</b>	10.1
	5	Chart is fit for purpose	Must have mp 1 to 4 <b>and</b> Correct spelling and consistent capitalisation of title and axis labels No truncation of category labels No unnecessary legend Chart is on a separate sheet with no table of data	<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 Number		Answer	Additional Guidance	Mark	Standards reference
<b>3</b>	1	WP/DTP software used for newsletter	Evidenced from file type (Task 4) or inferred from layout	<b>1</b>	2.1
	2	Newsletter is one side A4 portrait		<b>1</b>	2.2
	3	Text from <b>NewsTextL2</b> included as given		<b>1</b>	3.1
	4	Newsletter partially formatted as columns, no more than 3 columns	Title and July Edition may be above columns	<b>1</b>	9.1
	5	'NATHAN'S NEWS' as given formatted as title 'Title:' removed	Must be larger than sub headings No stylised fonts	<b>1</b>	6.1
	6	Shangri-La and 34-52 replaces bracketed text, brackets removed	Allow follow through from Task 1	<b>1</b>	3.1
	7	Fran Parkin entered appropriate location, brackets removed	Allows FT from task 2d	<b>1</b>	3.1
	8	Only <b>ONE</b> Logo from <b>ImagesJune14L2</b> inserted above or below body text		<b>1</b>	3.1
	9	Image found in Section A, Task 1 (a) inserted	Allow F/T	<b>1</b>	5.2
	10	Only <b>ONE</b> other suitable image selected from <b>ImagesJune14L2</b>	Not exercise bike or wedding cake	<b>1</b>	3.1
	11	All images appropriately sized and proportions maintained	Logo should be smaller than other images	<b>1</b>	2.2
	12	Images located with/adjacent to relevant text and do not truncate or obscure text		<b>1</b>	9.1

		<b>Answer</b>	<b>Additional Guidance</b>	<b>Mark</b>	<b>Standards reference</b>
	13	Subheadings formatted consistently to stand out from body text	No stylised fonts All subheadings must be present 'July Edition' may be larger than other subheadings but smaller than title	<b>1</b>	6.1
	14	Body text consistent font, size and style		<b>1</b>	6.1
	15	Award 1 mark for any formatting feature used to good effect e.g.: <ul style="list-style-type: none"> <li>• page border</li> <li>• line between columns</li> <li>• alignment</li> <li>• text wrap around images</li> <li>• highlighting important information</li> </ul>		<b>1</b>	6.1
	16	Title across columns Document is accurate No unnecessary hyphenation or full stops No extra/missing spaces No inappropriate line or column breaks		<b>1</b>	9.2
	17	Newsletter meets all criteria, has consistent and balanced layout <b>and</b> is fit for purpose	Must have marking points 2-10	<b>1</b>	1.1
	18	Document saved with appropriate filename	E.g. 'newsletter' Do not accept 'Nathan'	<b>1</b>	3.1
<b>Total for Task 3</b>				<b>18</b>	



Question Number		Answer	Additional Guidance	Mark	Standards reference
<b>4</b>	1	Screen shot shows email client software with headings & message area		<b>1</b>	8.1
	2	To: nathan@lanehair2005.co.uk	Allow if not in email client but with label 'To:'	<b>1</b>	8.1
	3	Suitable subject <b>and</b> candidate's newsletter attached	e.g. 'newsletter'	<b>1</b>	8.1
	4	Suitable business-like salutation, message and tone which asks Nathan if any additional information is required	Do not accept 'hi' or 'hey' Do not accept text speak or lower case 'i' or incorrect capitalisation of proper nouns Sensible punctuation Ignore minor spelling mistakes which do not change meaning	<b>1</b>	8.3
<b>Total for Task 4</b>				<b>4</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(a)	1	Award 1 mark for any of the following actions: <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”	1	2.5
	2	Award 1 mark for any relevant reason, e.g.: <ul style="list-style-type: none"><li>• To avoid viruses/spyware/malware</li><li>• To avoid possible corruption/loss of data</li></ul>		1	2.5
Total for Task 5(a)				2	
5(b)	1	Award 1 mark each for any 2 of: <ul style="list-style-type: none"><li>• Seek permission from copyright owners/acknowledge source</li><li>• check if it has a Creative Commons License</li><li>• replace image with own photo</li><li>• pay to use the image</li><li>• check if image is copyright free</li></ul>	Do not accept ‘check copyright’ on its own	2	5.1
	2				
Total for Task 5(b)				2	
Total for Task 5				4	
TOTAL FOR SECTION B				44	
TOTAL FOR TEST				50	

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