

Mark Scheme (Results)

June 2015

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 Number	Answer	Additional Guidance	Mark	Standards reference	
1 (a)	1	Screen shot shows search engine page with criteria	1	4.1	
	2	Criteria must include 'ragwort'	1	4.1	
	3	Image pasted into ResponsesJune15L2	Do not accept gallery Accept image that includes horse/pony	1	5.2
	4	Website address of image in ResponsesJune15L2	May not include 'http://' or 'www' Do not accept Google, Bing or derivatives	1	5.1
Total for Task 1(a)			4		

Question Number	Answer	Additional Guidance	Mark	Standards reference
1 (b)	1	Douglas Bunn	1	5.2
	2	2006	1	5.2
Total for Task 1(b)			2	
Total for Task 1			6	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference															
2 (a)	1	Award 2 marks for: correct average e.g. =AVERAGE(C5:G5) in cell H5 Award 1 mark for: correct formula e.g. =SUM(C5:G5)/5 OR =I5/5	Must be in formula view for 2 marks Award 1 mark for first five rows correct in data view: <table border="1" style="margin-left: 20px;"> <tr> <td>Jane Parry</td> <td>16</td> <td>16.4</td> </tr> <tr> <td>Gary James</td> <td>20</td> <td>20</td> </tr> <tr> <td>Shelley Ross</td> <td>15</td> <td>14.8</td> </tr> <tr> <td>Matt Warren</td> <td>14</td> <td>14.2</td> </tr> <tr> <td>Liz Smedley</td> <td>19</td> <td>18.8</td> </tr> </table>	Jane Parry	16	16.4	Gary James	20	20	Shelley Ross	15	14.8	Matt Warren	14	14.2	Liz Smedley	19	18.8	2	7.1
	Jane Parry			16	16.4															
Gary James	20	20																		
Shelley Ross	15	14.8																		
Matt Warren	14	14.2																		
Liz Smedley	19	18.8																		
2																				
Total for Task 2(a)				2																

Question Number		Answer	Additional Guidance	Mark	Standards reference										
2(b)	1	Award 2 marks for: correct formula for Total Points e.g. =SUM(C5:G5) in cell I5 Award 1 mark for: correct formula e.g. =C5+D5+E5+F5+G5	Must be in formula view for 2 marks Award 1 mark for first 5 rows correct in data view <table border="1" style="margin-left: 20px;"> <tr> <td>Jane Parry</td> <td>82</td> </tr> <tr> <td>Gary James</td> <td>100</td> </tr> <tr> <td>Shelley Ross</td> <td>74</td> </tr> <tr> <td>Matt Warren</td> <td>71</td> </tr> <tr> <td>Liz Smedley</td> <td>94</td> </tr> </table>	Jane Parry	82	Gary James	100	Shelley Ross	74	Matt Warren	71	Liz Smedley	94	2	7.1
	Jane Parry			82											
Gary James	100														
Shelley Ross	74														
Matt Warren	71														
Liz Smedley	94														
2															
Total for Task 2(b)				2											

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Award 3 marks for: =IF(H5>=20,"YES","NO") OR =IF(H5<20,"NO","YES") Award 2 marks for: =IF(H5>20,"YES","NO") OR =IF(H5<=20,"NO","YES") Award 1 mark for: =IF(F5>=20	Award for any correct formula for any rider Ignore capitalisation Must be in formula view	3	7.1
	2				
	3				

		OR =IF(F5<20			
	4	Replication of formulae in cells H5:J24	Must be in formula view/ Allow FT for incorrect formulae	1	7.1
Total for Task 2(c)				4	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	No truncation in data view	Must be data view	1	6.1
	2	All values formatted to show whole numbers	Must be data view	1	7.3
	3	Award 1 mark for any of the following used consistently to enhance clarity, e.g. <ul style="list-style-type: none"> Title and/or column headings Appropriate borders/shading Merging of cells for title	Must be data view Do not award for gridlines Ignore text wrap/border on rows 3 and 4	1	6.1
Total for Task 2 (d)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e)	1	Filtered list shows only riders with Yes in Final column Gary James Andrew McDaid Martin Chan Iqbal Choudary Caroline Pearce Ross Randall Natasha Hamilton	Must be filtered list with non-consecutive row numbers Allow F/T for incorrect calculations	1	7.4
	2	Andrew McDaid highlighted Accept any form of highlighting	Allow F/T Do not award if rider name not highlighted	1	7.4
Total for Task 2(e)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Bar or column chart		1	2.2
	2	Chart uses data from filtered list column A (Rider) AND column I (Total Points)	Allow follow through from incomplete or incorrect filter Do not accept chart of all riders Award for pie chart if value data labels and legend correctly identifies each segment	1	7.2
	3	Appropriate title which includes 'rider' and 'total points'	Award for pie chart Ignore spelling and caps	1	6.1
	4	Suitable axis labels e.g. 'rider', 'points'	Award for pie chart with legend showing rider names in full and labels on segments. Ignore spelling and caps	1	7.2
	5	Chart is fit for purpose	Must have mp 1 to 4 and 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	1	10.1
Total for Task 2 (f)				5	
Total for Task 2				18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3	1	WP/DTP software used	Evidenced from Task4/5(a)	1	2.1
	2	Newsletter one side A4 portrait		1	2.2
	3	'Palewell Pony Club News' as given formatted as title ; 'Title:' removed	Must be larger than sub headings No stylised fonts	1	6.1
	4	Text from ClubTextL2 included as given	With or without sub-headings	1	3.1
	5	Newsletter at least partially formatted as columns, no more than 3 columns	Title and Issue 5 may be above columns	1	9.1
	6	Douglas Bunn and 2006 replace bracketed text, brackets removed	Allow follow through from Task 1	1	6.1
	7	Andrew McDaid entered in appropriate location, brackets removed	Allow FT from task 2e, ignore spelling	1	6.1
	8	One Logo only inserted above or below body text		1	3.1
	9	Image found in Section A, Task 1(a) inserted	Allow FT from task 1(a)	1	5.2
	10	Two other suitable images only selected from ImagesJun15L2	Not bikes or butterfly	1	3.1
	11	Images with/adjacent to relevant text and do not obscure text		1	9.1
	12	All images appropriate and similar size, proportions maintained/no truncation	Logo should be smaller than other images	1	2.2
	13	Subheadings formatted consistently to stand out from body text Club Competition Visit to Hickstead Working Party Missing Cat	No stylised fonts All subheadings must be present; allow ft for less than 4 paragraphs 'Issue 5' may be larger than subheadings but smaller than title	1	6.1
	14	Body text in appropriate and consistent font, size		1	6.1

Question Number	Answer	Additional Guidance	Mark	Standards reference
	and style			
15	formatting feature used consistently to good effect e.g: <ul style="list-style-type: none"> • page border • line between columns • justification text wrap around images		1	6.1
16	Document is accurate No unnecessary hyphenation or full stops No extra/missing spaces No inappropriate line or column breaks	Andrew McDaid spelt correctly, with correct capitalisation	1	9.2
17	Newsletter meets all criteria, has consistent and balanced layout	Must have marking points 2-11	1	1.1
18	Document saved with appropriate filename	E.g. 'newsletter'	1	3.1
Total for Task 3			18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4	1	Screen shot shows email client software with headings & message area	1	8.1	
	2	To: burton.mk@palewellpc.org.uk	Allow if not in email client but with label 'To:'	1	8.1
	3	Suitable subject and candidate's newsletter attached	e.g. 'newsletter'	1	8.1
	4	Suitable business-like salutation, message and tone which asks Mark to print the newsletter for members	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	1	8.3
Total for Task 4			4		

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(a)	1	New folder called Palewell PC Newsletters	As given	1	3.1
	2	Only newsletter in new folder		1	3.1
5(b)	1 2	Award 1 mark each for any 2 of: <ul style="list-style-type: none"> • cables connected/ printer plugged in/wifi connection • correct printer selected • printer switched on • cartridges have ink/toner • (correct) printer drivers installed/up-to-date • check for paper jam 		2	2.4
Total for Task 5				4	
TOTAL FOR SECTION B				44	
TOTAL FOR TEST				50	

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