Mark Scheme (Results)

Set 02

Pearson Edexcel Functional Skills
ICT Level 1 (ICT01_02)

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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	1	Screenshot of **search engine** used to find results	Allow screen shot of any search engine	**1**	**5.1**
	2	Key words in search criteria must include 'scientific' and 'lion'	Must be able to read the key words	**1**	**5.1**
	3	Panthera leo in **ResponsesSet02L1**	Do **not** award unless evidence of search in mp 2 or 4 Accept any scientific name that includes 'panthera leo'. Ignore minor spelling errors	**1**	**6.1**
	4	Website address copied in full	Full website address, does not have to include http:// or www.. Do **not** accept Google, Bing or derivatives	**1**	**6.1**
			Total for Task 1	**4**	

Section B
Spreadsheet may be found in Wild Haven folder

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	**AdoptionSet02L1** opened from folder structure		**1**	**3.1**
	2	B14 shows £55	Accept 55 if data not formatted	**1**	**8.4**
			Total for Task 2 (a)	**2**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1 2	Correct formula for **Total Sales** for **any** package Award 2 marks for =SUM(B4:B11) Award 1 mark for inefficient formula =B4+B5 +B6 etc		**2**	**8.1**
	3	Formula is replicated from B12 to D12	Allow follow through if original formula is incorrect	**1**	**8.1**
			Total for Task 2(b)	**3**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Correct formula for **Total Income from Sales** =B12*B14	Ignore issues of efficient / non-efficient formula	**1**	**8.1**
	2	Formula is replicated from B16 to D16	Award for correct replication irrespective of formula in mp1 above	**1**	**8.1**
			Total for Task 2(c)	**2**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1 2	Award 2 marks for B14:D14 **and** B16:D16 **only** formatted to show £ Award 1 mark for **All** values formatted to currency Award 1 mark for B14:D14 formatted to currency **IF 2(c) not attempted**		**2**	**8.3**
	3 4	Award 1 mark for Removal of truncation Award 1 mark for use of formatting to improve clarity • Title formatted to stand out- bold, larger font • Column headings formatted to stand out- bold, underscore, centre • Effective use of shading/borders		**2**	**7.1**
		Total for Task 2 (d)		**4**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e)	1	Column or bar chart produced	Do not award for pie or line	1	8.2
	2 3	Correct data range selected (A3 to D11) 8 categories with 3 columns	Award 1 mark if chart includes **Total Sales**	2	8.3
	4	Chart title includes 'Packages Sold' and 'Animal'	Ignore spelling and caps	1	7.1
	5	X axis labelled as Animal	Allow follow through for reversal of axes	1	8.2
	6	Y axis labelled as Packages or Number sold or similar	Allow follow through for reversal of axes	1	8.2
	7	Legend shows Gold, Silver, Bronze	Allow follow through if legend shows names of animals	1	8.2
	8	Chart saved as separate sheet	Do not award if table of data included	1	7.1
	9	Chart fit for purpose	Must have mp 1 to 7 and Correct spelling and sensible capitalisation of title and axis labels All category labels shown in full No full stop at end of title/labels	1	10.2
			Total for Task 2(e)	9	
			Total for Task 2	20	

Fact Sheet may be found in Wild Haven folder

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(a)	1	WP/DTP used to create fact sheet	Do not accept PowerPoint	1	2.1
	2	Fact sheet is one sheet A4 portrait		1	10.1
	3	Text file opened and title copied	Must not include word 'title'	1	3.1
	4	Information about adoption, 3 packages and contact details inserted into fact sheet. Copied as given	Ignore the facts about the animals for this mp	1	7.1
	5	Table inserted in suitable position. Must have at least 2 columns, one for text, one for images	May not have border but must appear as if laid out in columns. Accept 4 columns and two rows.	1	7.1
	6	Correct information on meerkat, lion, chimpanzee and cheetah inserted	All 4 sets of facts must be in table if table present; otherwise sensibly placed	1	7.1
	7	Panthera leo inserted with lion information	Brackets and text (insert…..) removed	1	10.1
	8	Award 2 marks for 4 correct images from **ImagesSet02L1** inserted.	Do not accept images of giraffe and polar bear	2	6.1
	9	Award 1 mark for 3 correct images inserted			
	10	Award 2 marks for all 4 images placed with correct text		2	10.1
	11	Award 1 mark for 3 images with correct text			
	12	All images, proportions maintained and no distortion/truncation. Images must not obscure text	Images should be approximately the same size	1	2.2

	13	Appropriate font style and size for title	Must clearly be a title, larger than information text. Do not accept Word Art.	**1**	**7.1**
	14	Appropriate font style and size for information body text	Must not be smaller than size 12.	**1**	**7.1**
	15	Alignment of body text suitable for a fact sheet with balanced layout	Don't accept all left aligned for this mp – default setting	**1**	**1.1**
	16	Fact sheet is fit for purpose	Must have mark points 2-12 Key information stands out Logical order for information as per plan No hyphenation	**1**	**11.1**
		Total for Task 3 (a)		**16**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1 2	Award 1 mark, up to 2 marks, for each correct answer from: • Mark as final **and** make read only • Restrict editing • Read only • PDF		**2**	**4.1**
		Total for Task 3 (b)		**2**	
		Total for Task 3		**18**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Evidence of selection of a suitable software application for sending an email		**1**	**2.1**
	2	Fact sheet is attached		**1**	**9.1**
	3	To: jeremy.watson @wildhaven.co.uk		**1**	**9.1**
	4	Subject line includes 'Fact sheet'		**1**	**9.1**
	5	Message includes request for Jeremy to check that fact sheet is fit for purpose		**1**	**9.2**
	6	Message uses business language and tone	Do not accept 'hi Jeremy' or 'text speak' Must have correct spelling, punctuation and grammar. Ignore minor spelling errors that do not change meaning	**1**	**9.2**
			Total for Task 4	**6**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Folder called Wild Haven created	Ignore spelling mistakes and capitalisation Accept wild_haven or wildhaven	**1**	**3.1**
	2	Wild Haven folder contains **only** spreadsheet **and** fact sheet		**1**	**3.1**
			Total for Task 5	**2**	
			TOTAL FOR SECTION B	**46**	
			TOTAL FOR TEST	**50**	

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