

Mark Scheme (Results)

Set 03

Pearson Edexcel Functional Skills ICT Level 1 (FST01)

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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	1	Screen shot showing search engine used to find results	1	5.1	
	2	Key words in search criteria must include 'Bowles'	1	5.1	
	3	Sandhill Lane Eridge Green Tunbridge Wells TN3 9LW In ResponsesSet03L1	Accept Rotherfield in place of Eridge Green in address Do not award unless evidence of search in mp 2 or 4	1	6.1
	4	Website address in full pasted in relevant cell in ResponsesSet03L1	May not include http:// and www Do not accept Google, Bing or derivatives	1	6.1
Total for Task 1			4		

Section B

Question	Answer	Additional Guidance	Mark	Standards
2(a)	1	SnackSet03L1 opened from folder structure	1	3.1
	2 3	Dairy Day data entered Award 2 marks for all 4 correctly entered Award 1 mark for any 3 correctly entered 24 in B10 31 in C10 17 in D10 20 in E10	2	8.4
Total for Task 2 (a)			3	

2(b)	1	Award 2 marks for correct efficient formula for total sales for any bar eg =SUM(B7: E7)		2	8.1
	2	Award 1 mark for inefficient formula eg =B7+C7+D7+E7			
	3	Suitable title inserted as heading in column F eg 'Total Sales'	Accept 'Total' Ignore spelling or capitalisation errors	1	8.3
Total for Task 2(b)			3		

2(c)	1	Award 2 marks for correct efficient formula for income for any bar eg =F7*G7	Accept =(F7*G7)	2	8.1
	2	Award 1 mark for inefficient formula eg =SUM(F7*G7)			
	3	Formula replicated in columns F and H Eg F7 to F14 and H7 to H14		1	8.1
Total for Task 2(c)			3		

Question		Answer	Additional Guidance	Mark	Standards
2(d) (i)	1	Columns G and H only formatted to £	Award 1 mark ONLY if either column G or H is formatted to £2dp	1	8.3
	2	Columns G and H only formatted to 2 dp	See additional guidance for mp1	1	8.3
2(d) (ii)	1	1 mark each up to max 2 marks for consistent use of formatting/ enhancement to improve clarity: <ul style="list-style-type: none"> • Truncation removed • Title formatted to stand out • Column headings – bold, underscore etc • Shading and/or borders 	Only award if formatting/ enhancement improves clarity	2	7.1
	2				
Total for Task 2 (d)				4	

2(e)	1	Column or bar chart created	Do not award for pie or line charts	1	8.2
	2	Correct data range selected A7:A14 and F7:F14	Award for pie chart with 8 correct segments plus legend OR data labels	1	8.2
	3	Suitable chart title eg "Total sales of each chocolate bar"	Ignore spelling and caps Award for pie chart	1	7.1
	4	X axis labelled Eg "item" or "chocolate bar"	Allow follow through if axes reversed. Ignore spelling and caps Award for correct legend on pie chart	1	8.3
	5	Y axis labelled Eg "number sold" or "quantity sold"	Allow follow through if axes reversed Ignore spelling and caps Award for inclusion of data labels indicating the value on pie chart	1	8.3
	6	Chart saved on separate worksheet	Do not award if table of data included. Award for pie chart	1	2.2
	7	Chart is fit for purpose	MP 1 to 6 and Correct spelling and sensible capitalisation of title and axis labels No unnecessary legend or data labels No truncation of category labels No extra columns	1	10.2
Total for Task 2(e)				7	
Total for Task 2				20	

Flyer may be found in Bowles folder.

Question	Answer	Additional Guidance	Mark	Standards	
3(a)	1	WP/DTP software application used		1	2.1
	2	Flyer is A5 portrait without truncation	Do not award for landscape	1	1.1
	3	'Chalks Community Centre' inserted as given	Must not include the word 'TITLE:'	1	3.1
	4	'Chalks Community Centre' as title formatted to stand out and larger than body text	Must be above body text Do not accept Word Art	1	7.1
	5	All text from BowlesTextSet03L1 included		1	7.1
	6	Sandhill Lane Eridge Green Tunbridge Wells TN3 9LW inserted with relevant text brackets removed	Allow ft from Task 1	1	10.2
	7	Logo inserted from ImagesSet03L1		1	6.1
	8	One other suitable image only inserted from ImagesSet03L1	Do not award for bowl of cereal or playing cards	1	6.1
	9	Logo, proportions maintained and suitable size, in appropriate location top or bottom	Must not obscure text or be truncated by margins	1	10.1
	10	Image, proportions maintained and suitable size, in appropriate location	Must not obscure text or be truncated by margins	1	10.1
	11	Bowles Outdoor Centre and Date stand out	Smaller than title but enhanced eg bold, underscore, font size or style	1	7.1
	12	Text font size and style is appropriate	Font is suitable for a flyer and is easy to read. Not stylised fonts, no Word Art, no more than 3 different fonts	1	7.1
	13	Additional formatting techniques used to good effect to attract attention and promote the trip	Eg Page border, Bullets, Auto shapes	1	7.1
	14	Balanced layout	No large areas of white space Body text has no inappropriate hyphenation or inappropriate line breaks	1	7.1
	15	Flyer is fit for audience and purpose and encourages members to go on the trip	Must have marking points 2 – 12 Elements are attractively combined	1	11.1
	16	Meaningful file name eg Outdoor trip or Bowles trip		1	3.1
Total for Task 3(a)			16		
3(b)	1	Password: Ccc20Trip14		1	4.1

	2	Valid reason given: Password has combination of letters and numbers Or Password would be difficult for other people to work out/guess	Award 1 mark IF response is BowlesTrip with the reason that it is easy to remember	1	4.1
Total for Task 3(b)				2	
Total for Task 3				18	

Question	Answer	Additional Guidance	Mark	Standards	
4	1	Evidence of selection of suitable software application for sending an email used	1	2.1	
	2	To: d.nichols@airwayoutdoor.org.uk	1	9.1	
	3	Email subject includes 'flyer' or 'Bowles trip' or 'Chalks' or appropriate combination	1	9.1	
	4	Candidate's flyer attached	1	9.1	
	5	Message content asks David to confirm he is happy with the flyer	Accept with or without mention of the attachment	1	9.2
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do not accept Hi Accept 'David', 'Hello/Dear David', not 'David Nichols' or 'Dear David Nichols'. Do not accept 'text speak', incorrect capitalisation, lower case 'i', non-businesslike tone. Allow minor spelling and grammar errors if meaning not affected	1	9.2
Total for Task 4			6		

Question	Answer	Additional Guidance	Mark	Standards
5	1	New folder called Bowles created	1	3.1
	2	Candidate's flyer stored in folder	1	3.1
Total for Task 5			2	
TOTAL FOR SECTION B			46	
TOTAL FOR TEST			50	

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Welsh Assembly Government

