

# Mark Scheme (Results)

## Set 02

Pearson Edexcel Functional Skills  
ICT Level 2 (ICT02\_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	Answer	Additional Guidance	Mark	Standards	
<b>1 (a)</b>	1	Screen shot shows search engine name and criteria box	<b>1</b>	4.1	
	2	Criteria includes at least 'fences' <b>and</b> 'height'	<b>1</b>	4.1	
	3	1 metre entered into <b>ResponsesSet02L2</b>	Accept 'less than 1 metre'	<b>1</b>	5.2
	4	Website address entered into <b>ResponsesSet02L2</b>	Accept with or without 'http://' and 'www.'	<b>1</b>	5.1
<b>Total for Task 1 (a)</b>			<b>4</b>		
<b>1 (b)</b>	1	Award one mark each up to a maximum of two for The date of the information (currency) Official website eg .gov.uk Check with other websites	Do not accept 'reliable website' without amplification	5.2	
	2				
<b>Total for Task 1 (b)</b>			<b>2</b>		
<b>TOTAL FOR SECTION A</b>			<b>6</b>		

**Section B**

Question	Answer	Additional Guidance	Mark	Standards	
2 (a)	1	=C5+1 in D5 replicated for all customers	Do not accept =SUM(C5+1)	1	7.1
	<b>Total for Task 2 (a)</b>			<b>1</b>	
2 (b)	1	<p><b>Award 3 marks for:</b> Eg =VLOOKUP(B5,\$L\$5:\$N\$8,2,0)*C5 in cell E5 =VLOOKUP(B5,\$L\$5:\$N\$8,3,0)*D5 in cell F5 Accept with or without \$ and with or without 0 as fourth parameter</p> <p><b>Award 2 marks for:</b> Formula which uses a lookup function but does not produce the correct values eg not multiplying by the value in column C or D or using incorrect parameters but includes multiplying by column C or D</p> <p><b>Award 1 mark for:</b> Attempted use of lookup function in formula Must have at least eg =VLOOKUP(B5, or formula which produces correct values without lookup function eg =C5*M6 in E5</p>	Award for any one correct formula using a lookup function in any cell in columns E or F Accept use of named range instead of \$L\$5:\$N\$8	3	7.1
	2				
	3				
	4	=E5+F5 in cell G5	Do not award for use of =SUM	1	7.1
	5	<p><b>Award 2 marks for</b> replication of formulae in cells E5, F5 and G5 to rest of customers with absolute cell references for columns E and F</p> <p><b>Award 1 mark for:</b> Correct replication of at least one column (E, F or G)</p>	Must have absolute cell references in columns E and F	2	7.1
	6				
<b>Total for Task 2 (b)</b>			<b>6</b>		

<b>2 (c)</b>	1	<b>Award 2 marks for</b> =G5*\$N\$10 in cell H5 <b>Award 1 mark for</b> =G5*N10 or =G5*23%	Award 2 marks if candidate uses a named cell Accept the use of SUM for 1 mark	<b>2</b>	7.1
	2				
	3	=SUM(H5:H20) in cell H22		<b>1</b>	7.4
	4	=G5+H5 in cell I5	Do not award for =SUM(G5:H5)	<b>1</b>	7.1
<b>Total for Task 2 (c)</b>				<b>4</b>	
<b>2 (d)</b>	1	No truncation in data view		<b>1</b>	2.4
	2	Cells E5 to I22 formatted to show currency values Must have consistent use of 2dp		<b>1</b>	7.3
	3	Award one mark for any one of: Borders, shading, text wrap, font styles, font sizes	Enhancement must improve clarity. Ignore formatting of cells L3:N10	<b>1</b>	6.1
	<b>Total for Task 2 (d)</b>				<b>3</b>
<b>2 (e)</b>	1	Bar or column chart	Do not award for pie chart	<b>1</b>	2.2
	2	A4:A20 (customer) <b>and</b> I4:I20 (price charged) included in chart	Award for pie chart if data labels and legend correctly identify customer and price charged	<b>1</b>	7.2
	3	Title which includes 'customer' and 'price'	Ignore spelling and capitalisation	<b>1</b>	6.1
	4	Appropriate axis labels eg 'customer', 'price'	Do not award for pie chart	<b>1</b>	7.2
	5	Chart is fit for purpose	Must have mp 1-4 and Chart saved as a separate sheet No extra data columns Correct spelling and consistent suitable capitalisation of title and axis labels No unnecessary legend	<b>1</b>	10.1
	<b>Total for Task 2 (e)</b>				<b>5</b>

Question	Answer	Additional Guidance	Mark	Standards	
<b>3(a)</b>	1	WP/DTP software used	Evidenced from file type	1	2.1
	2	The flyer is no larger than A5, portrait	Approximately 15x21 cm	1	1.1
	3	WellMeet Fencing – customer satisfaction counts inserted top or bottom	Must have 'Slogan:' removed Accept if dash removed and ignore sensible capitalisation	1	3.1
	4	Planning permission organised for fences over 1 metre inserted	Must have 'Service:' and brackets removed Allow f/t from Task 1a	1	3.1
	5	Suitable text selected from <b>FlyerTextSet02L2</b>	Do not award if central heating or boiler text included	1	5.2
	6	Contact details included – minimum John Svensson, phone and email	Ignore inaccuracies in spelling and capitalisation	1	5.2
	7	Additional text included – must encourage customers to contact WellMeet Fencing	eg Contact us now for a free quote	1	6.1
	8	Only one WellMeet logo inserted in suitable location eg top or bottom		1	3.1
	9	<b>One</b> suitable image only selected from <b>ImagesSet02L2</b>	Do not accept brick wall or hedge	1	5.2
	10	Flyer accurate - no spelling, punctuation errors		1	9.2
	11	Image, logo - no distortion, truncation or overlap/obscuring of text		1	2.2
	12	Slogan and additional text formatted to stand out	May be awarded if no additional text added No WordArt	1	6.1
	13	Font size and style for body text consistently and appropriately used	No more than two fonts No Word Art	1	6.1
	14	Information organised in well-balanced layout	No large white spaces and no squashing of items	1	9.1
	15	Flyer is fit for purpose	Must have marking points 2 to 11 No hyphenation Appropriate alignment Sensible capitalisation of slogan	1	10.1
<b>Total for Task 3 (a)</b>			<b>15</b>		
<b>3 (b)</b>	1	<b>WellMeet</b> folder created		1	3.1
	2	Spreadsheet and flyer copied into WellMeet folder	Must have original files in exam user area for award of mark	1	3.1
<b>Total for Task 3 (b)</b>			<b>2</b>		

Question	Answer	Additional Guidance	Mark	Standards
<b>4</b>	1	Screen shot shows email client software with headings and message areas		2.1
	2	To: john.svensson@wellmeetfencing.co.uk	Allow if not in email client but with label 'To:'	8.1
	3	Flyer attached and suitable subject eg 'flyer'		8.1
	4	Message must ask John for his comments using appropriate business tone	Do not accept 'Hi', text speak and ignore minor spelling mistakes that do not change meaning.	8.3
<b>Total for Task 4</b>			<b>4</b>	

Question	Answer	Additional Guidance	Mark	Standards
<b>5 (a)</b>	1	One mark each up to maximum of two for creation of folders or sorting by: <ul style="list-style-type: none"> <li>• date and time</li> <li>• order of importance</li> <li>• order of attachment</li> <li>• order of subject</li> </ul>	Do not accept ordering by recipient	8.1
	2			
<b>Total for Task 5 (a)</b>			<b>2</b>	
<b>5 (b)</b>	1	Award 1 mark for any 1 of: Storing files online Web-based software Video conferencing VOIP	Do not accept email  Allow named tools e.g. dropbox, google docs, skype, facetime	8.2
	2	Award 1 mark for a description e.g. allows files to be exchanged, sharing documents in real time, sharing ideas in real time	Description must match tool identified	8.2
<b>Total for Task 5 (b)</b>			<b>2</b>	
<b>TOTAL FOR SECTION B</b>			<b>44</b>	



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