

# Mark Scheme (Results)

## Set 03

Pearson Edexcel Functional Skills  
ICT Level 2 (ICT02)

## **Edexcel and BTEC Qualifications**

Edexcel and BTEC qualifications come from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information visit our qualifications websites at [www.edexcel.com](http://www.edexcel.com) or [www.btec.co.uk](http://www.btec.co.uk) for our BTEC qualifications.

Alternatively, you can get in touch with us using the details on our contact us page at [www.edexcel.com/contactus](http://www.edexcel.com/contactus).

If you have any subject specific questions about this specification that require the help of a subject specialist, you can speak directly to the subject team at Pearson. Their contact details can be found on this link: [www.edexcel.com/teachingservices](http://www.edexcel.com/teachingservices).

You can also use our online Ask the Expert service at [www.edexcel.com/ask](http://www.edexcel.com/ask). You will need an Edexcel username and password to access this service.

### **Pearson: helping people progress, everywhere**

Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: [www.pearson.com/uk](http://www.pearson.com/uk)

All the material in this publication is copyright

© Pearson Education Ltd 2014

## 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 showing name of search engine and criteria box		<b>1</b>	<b>2.1</b>
	2	Key words used must include 'Yorkshire' and 'National'		<b>1</b>	<b>4.1</b>
	3	1954 in <b>ResponsesSet03L2</b>		<b>1</b>	<b>5.1</b>
	4	Website address in <b>ResponsesSet03L2</b> (eg www.yorkshiredales.org.uk)		<b>1</b>	<b>5.1</b>
	<b>Total for Task 1 (a)</b>			<b>4</b>	
<b>1 (b)</b>	1	01756 751600 in <b>ResponsesSet03L2</b>		<b>1</b>	<b>5.1</b>
	2	BD23 5LB in <b>ResponsesSet03L2</b>		<b>1</b>	<b>5.1</b>
	<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 2 3	<p>Award ONE mark for: Attempted use of a formula to complete Percentage column. Allow any formula that has a cell reference related to the table on the Reduction worksheet. Eg =Reduction!D6</p> <p>Award TWO marks for: Attempted use of LOOKUP or VLOOKUP formula to complete Percentage column. Must have at least = VLOOKUP(C5, Reduction! or =LOOKUP(C5, Reduction!</p> <p>Award THREE marks for: A correct VLOOKUP or LOOKUP formula in at least one cell in Percentage column Eg =VLOOKUP(C5,Reduction!C6:D9,2) in E5 or =LOOKUP(C5,Reduction!C6:C9,Reduction!D6:D9)</p>		3	7.1
	4	Correct replication of column E. Must have absolute cell references or named range		1	7.1
	<b>Total for Task 2 (a)</b>			<b>4</b>	
	2 (b)	1 2	<p>Award TWO marks for: Efficient formula to calculate Discount =D5*E5% or =D5*E5/100</p> <p>Award ONE mark for: Use of a formula to complete Discount column correctly: =D5*E5% or =D5*E5/100. Accept =D5*9% Or =D5*0.09 or use of SUM</p>		2
3		Correct efficient formula in Sale Price column for any snowboard =D5-F5 in cell G5. Do not accept =SUM(D5-F5)		1	7.1
<b>Total for Task 2 (b)</b>			<b>3</b>		

Question		Answer	Additional Guidance	Mark	Standards
<b>2 (c)</b>	1	Any 2 of the D, F and G columns formatted correctly and consistently to show currency to £2dp		<b>1</b>	<b>7.3</b>
	2	Columns D, F & G formatted to show £2dp consistently		<b>1</b>	<b>7.3</b>
	3	Truncation removed in normal view	(must be normal view)	<b>1</b>	<b>6.1</b>
	4	Consistent use of any enhancement which improves clarity eg suitable borders/shading bold/italics/underline of headings		<b>1</b>	<b>7.3</b>
	<b>Total for Task 2 (c)</b>			<b>4</b>	
Question		Answer	Additional Guidance	Mark	Standards
<b>2 (d)</b>	1	Pie chart created		<b>1</b>	<b>7.2</b>
	2	Award TWO marks for Correct data range only F13:F21. May be awarded from bar chart  Award ONE mark if Data range includes F13:F21 and other cells in column F. May be awarded from bar chart		<b>2</b>	<b>7.4</b>
	3				
	4				
	5	Suitable title inserted includes 'ProSnow' and 'Discount'. May be awarded from bar chart		<b>1</b>	<b>6.1</b>
	6	Legend shows snowboard model. Legend is complete with no truncation. Legend must match chart. Award if legend replaced by data labels (without truncation) on segments of pie chart. Award for bar chart if category labels and both axis labels included and correct		<b>1</b>	<b>6.1</b>

Question		Answer	Additional Guidance	Mark	Standards
	7	Chart is fit for audience and purpose. Must have mp1 to 6 and correct spelling and sensible capitalisation of title and legend. Do not award if chart is on same worksheet as data. Do not award for repeated information eg data labels and legend, ProSnow repeated in legend.		1	9.2
<b>Total for Task 2 (d)</b>				<b>7</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3	1	Suitable software application for creating a newsletter eg .doc, .pub. rtf. Do not accept PowerPoint	1	2.1	
	2	Newsletter fits one page of A4 portrait without truncation. Do <b>not</b> award for landscape or if file shows a second page	1	9.1	
	3	Newsletter at least partially formatted as columns	1	2.2	
	4	Title formatted to stand out. May be increased font size, font style enhancements or a different font. No Word Art	1	6.1	
	5	Title formatted to stand out. May be increased font size, font style enhancements or a different font. No Word Art	1	6.1	
	6	Airway Outdoor text inserted.	1	3.1	
	7	Article 1 and Article 2 inserted. Article 1 and 2 labels removed.	1	3.1	
	8	<b>1954 &amp; 01756 751600</b> information from Section A, Task 1 inserted in appropriate location. Brackets and prompts removed.	Allow follow through from Task 1	1	3.1
	9	Airway Outdoor logo included at top or bottom of Newsletter	1	3.1	
	10	Two other suitable images included. Do not accept log fire or playing cards	1	5.2	
	11	All images including logo are appropriate size with proportions maintained.	1	6.1	
	12	Newsletter appropriately structured into 3 distinct sections for Airway Outdoor Try something new Yorkshire Dales National Park. Must be more than just inclusion of text from file.	1	1.1	



	<b>Answer</b>	<b>Additional Guidance</b>	<b>Mark</b>	<b>Standards reference</b>
13	Section headings (Airway Outdoor, Try Something New and Yorkshire Dales National Park) formatted consistently to stand out. Allow ft if less than 3 sections. No Word Art		<b>1</b>	<b>9.1</b>
14	Consistent and appropriate font style within each section for each of Sub-headings (Fell Walking, Canoeing and White Water Rafting, Did you know) & Body text. No Word Art. Easy to read (sans serif)		<b>1</b>	<b>6.1</b>
15	Consistent and appropriate font size within each section for Sub-headings & Body text. Sub-headings (see mp14) larger than body text		<b>1</b>	<b>6.1</b>
16 17	Award one mark each for formatting features used to good effect eg Bullets, page border, text box borders, column borders, alignment, text wrap, autoshapes		<b>2</b>	<b>10.1</b>
18	Newsletter is fit for purpose and audience. Mp 2-12 AND balanced layout, no large areas of white space, no inappropriate/ unnecessary hyphenation. Consistent formatting as columns.		<b>1</b>	<b>9.2</b>
<b>Total for Task 3</b>			<b>18</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
<b>4</b>	1	To: aasmah@airwayoutdoor.org.uk		<b>1</b>	<b>8.1</b>
	2	Subject line must include "newsletter" and newsletter attached		<b>1</b>	<b>3.1</b>
	3	Message content asks Aasmah to confirm that the information about Airway Outdoor is OK.		<b>1</b>	<b>8.3</b>
	4	Message uses appropriate business salutation and tone and is fit for purpose. Do not accept Hi. Correct spelling and grammar		<b>1</b>	<b>8.3</b>
<b>Total for Task 4</b>				<b>4</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
<b>5(a)</b>	1	One mark each for any of: Do not open email attachments from unknown sources or do not download files from untrustworthy websites or Install virus checker / anti-virus software or keep virus checker up to date or set virus checker to on-access scan		<b>2</b>	<b>2.5</b>
	2				
<b>Total for Task 5(a)</b>				<b>2</b>	
<b>5(b)</b>	1	One mark each for any of: Password protecting the document (or folder) or setting the document to 'Read Only' or mark as final or restrict permissions or add a digital signature or PDF		<b>2</b>	<b>2.3</b>
	2				
<b>Total for Task 5(b)</b>				<b>2</b>	
<b>Total for Task 5</b>				<b>4</b>	
<b>TOTAL FOR SECTION B</b>				<b>44</b>	
<b>TOTAL FOR TEST</b>				<b>50</b>	

Pearson Education Limited. Registered company number 872828  
with its registered office at Edinburgh Gate, Harlow, Essex CM20 2JE



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

