

Pearson Edexcel Digital Functional Skills Qualification at Level 1

Exemplification

Functional Skills qualifications

First registration September 2023

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Contents

Exemplification of Assessment	1
Exemplification of Mark scheme	23

Exemplification of Assessment

The screenshot shows a web browser window titled "Test Player". The main content area features the Pearson logo at the top left. Below it, the title "Digital Functional Skills Qualification at Level 1" is centered. The text states: "This assessment has two sections:" followed by a bulleted list: "• Section A (questions)" and "• Section B (tasks)". Below the list, it says: "The total marks for this assessment is **54 marks**." and "The total time allowed for this assessment is **105 minutes**." A blue speech bubble on the right side of the screen contains the text: "The Examiner explains" followed by "Each paper opens with a similar layout" and a bulleted list: "• The sections", "• The total marks", and "• The total time". At the bottom of the main content area, there is a small paragraph of copyright notice. Below this, there is an orange button labeled "Start Test". At the very bottom of the browser window, there is a dark grey bar with a small icon on the left and two orange buttons labeled "Previous" and "Next" in the center.

Test Player

 **Pearson**

Digital Functional Skills Qualification at Level 1

This assessment has two sections:

- Section A (questions)
- Section B (tasks).

The total marks for this assessment is **54 marks**.

The total time allowed for this assessment is **105 minutes**.

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[Start Test](#)

 [Next](#) 

Test Player

Digital Functional Skills Qualification at Level 1 Section A

- This section is **15 minutes**.
- The time you have left will be shown at the bottom of the screen.
- There are **10** questions in this section.

Instructions

- Answer **all** questions.
- You must **not** use the internet in Section A.
- Click on the question mark icon to access the help screen.

Information

- The total number of marks for this section is **10**
- The number of marks available for each question is shown in brackets - use this as a guide as to how much time to spend on each question.
- You must **not** move on to Section B before the 15 minutes for section A has ended.
- If you have not finished Section A before the 15 minutes allowed for this section, you will be moved onto Section B automatically.
- After you have moved onto Section B, you will **not** be able to return to Section A.

Advice

- Read each question carefully before you answer it.
- Try to answer every question.

Start Section

◀ Previous Next ▶

The Examiner explains

Each Section opens with a similar layout

- The time allowed
- The number of questions
- Instructions the learner must follow
- Information about the marks and supportive advice

All learners should be made aware of this advice before they start.

The Examiner explains
This question has a sentence at the beginning to explain the context.
It is a multiple choice question so the learner should select just **one** response.

Test Player

Some internet search results are sponsored.

Where would you see the sponsored results in a list of search results when you use an internet search engine? (1)

Select **one** option.

At the top

In the middle

At the bottom

In the search criteria box

The Examiner explains
Each page of Section A has a similar layout
Each question appears on a separate page

- The task bar at the bottom of the screen shows the page, buttons to backwards (previous) or forwards (next)
- The timer shows how much time has been used so far – starting at 15 minutes.
- The learner may pause the test or finish the test at any time by clicking the relevant button.
- Text in bold within the question emphasises the expected outcome – '**one**' option only should be selected

Previous 1 / 16 Next 00:15 Pause Finish

Test Player

What is a health risk of spending too much time online? (1)

Select **one** option.

- Increased energy levels
- Regular sleep patterns
- Eyestrain
- Weight loss

The Examiner explains

- This question is multiple choice.
- The number in brackets at the end of the question shows the mark available, e.g. (1)
- Text in bold within the question emphasises the expected outcome – '**one**' option only should be selected

Previous 2 / 16 Next 00:13 Pause Finish

The Examiner explains

It should be noted that MCQ questions may use different adverbs, which could include 'which one of the following.', 'what feature', 'Where would' etc.

Test Player

What can you do to limit your digital footprint? (1)

Select **one** option.

Accept third party cookies

Use private browsing

Send email attachments

Click on the links in emails

Previous 3 / 16 Next 00:09 Pause Finish

Test Player

What feature of the website shows that it is secure? (1)

Click on **one** feature.

The Examiner explains
This question format is a 'hot spot' – the learner is required to choose one of the available options highlighted as a hot spot.



← → ↻ 🏠 🔒 https://www.buymytraintickets.com ☰

🔍 ? 📄 🚩 ◀ Previous 4 / 16 Next ▶ ⌚ 00:09 ⏸ Pause ⏹ Finish

Test Player

Which of these could you do as part of the 'right to be forgotten' in data protection law?

Select **one** option.

Ask for a copy of your personal data held by a bank or business

Check if your data is accurate

Ask for your data to be processed lawfully

Check that your personal data that is no longer necessary has been deleted

Previous 5 / 16 Next 00:08 Pause Finish

Test Player

What should you do to reduce the risk of malware? (1)

Select **one** option.

Restrict your GPS location

Install anti-virus software

Use a secondary email address

Use tags in social media posts

Previous 6 / 16 Next 00:08 Pause Finish

Test Player

What is a consequence of file compression? (1)

Select **one** option.

- Reduces data transfer time
- Increases data transfer time
- Automatically backs up files
- Prevents files from being shared

Previous 7 / 16 Next 00:07 Pause Finish

Test Player

You have a smartphone with 5000 kilobytes of free space.

Which one of these file sizes do you have space to download? (1)

Select **one** option.

5 terabytes

50 megabytes

500 gigabytes

50000 bytes

Previous 8 / 16 Next 00:07 Pause Finish

Test Player

Which character would be used in a search to represent a single character in a file name? (1)

Select **one** option.

+

?

%

@

Previous 9 / 16 Next 00:07 Pause Finish

Test Player

Which one of these is the best way to share confidential information by email? (1)

Select **one** option.

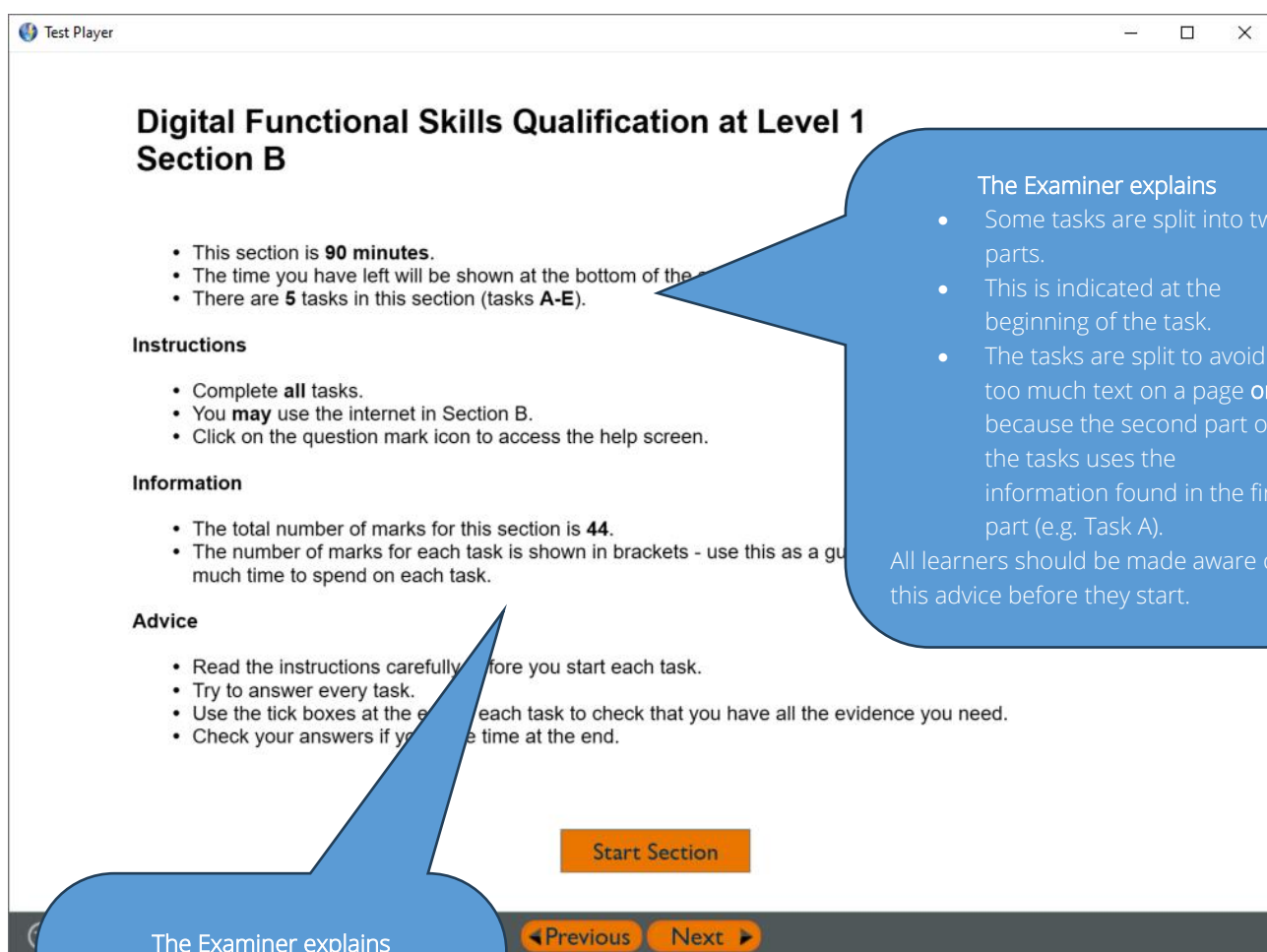
Use a strong password for the email account

Include the information in the body of the email

Include the information in a password protected attachment

Send the information to multiple recipients to make sure it is received

Previous 10 / 16 Next 00:06 Pause Finish



The Examiner explains

Screenshots are used as an easy way to provide evidence. Screenshots should be clear, large enough to be read and include all relevant evidence. Cropping should be selective so as not to remove key evidence.

Test Player

Complete ALL tasks within the assessment.

This assessment has **five** tasks:

Task	Marks
A	7
B	11
C	15
D	5
E	6

Information

The folder called **SAMS DFS LEVEL 1** contains the files and folder you need for Section B:

- **SAMS DFS LEVEL 1 IMAGES**
- **FOOD AGENCY**
- **SANDWICH FLYER**
- **SANDWICH SALES**
- **UTILITY**

Use the **SAMS DFS LEVEL 1** folder to store your evidence.

Background

Sam owns a sandwich shop.

The Examiner explains

- The structure of the assessment is explained showing the number of tasks and marks for each task.
- The **information** provides details of the folder provided and its contents and learners are reminded to save their evidence to that folder.
- The **SAMS DFS LEVEL 1 IMAGES** is a folder that contains the images the learner will need for the test.
- The **background** sets the context for the assessment



◀ Previous

11 / 16

Next ▶



01:00

Pause

Finish

The Examiner explains

- The task bar at the bottom of the screen shows the page, buttons to backwards (previous) or forwards (next)
- The timer shows how much time remains for Section B – a total time of 90 minutes.
- The learner may pause the test or finish the test at any time by clicking the relevant button.

The Examiner explains
The heading identifies the task and whether it has 1 or 2 parts.

The Examiner explains
The number of marks available for each part of the task is shown in brackets.

Test Player

Task A Part 1

Sam needs the postal address of the Food Standards Agency in London.

1. Use the internet to find the postal address of the Food Standards Agency in London.

Open the file **FOOD AGENCY** and paste the screenshot in the table to show:

- your internet search that shows your search criteria
- the postal address you found.

Resave the file **FOOD AGENCY**

(2)

Save and close the file **FOOD AGENCY**

Evidence: ☐ A completed copy of the **FOOD AGENCY** file

The Examiner explains
Important information such as the folder and file names appear in **bold**.

The Examiner explains
Evidence boxes allow the learner to check their evidence and tick when completed.

Continue Task A on the next screen

◀ Previous
12 / 16
Next ▶
⌚ 00:55

Pause
Finish

The Examiner explains
The heading identifies that this is the second part of Task A

Test Player
— □ ×

Task A Part 2

Prepare an email to send to Sam.

2. Use an email software application to create an automated signature that includes 'Kind regards', and your name.

Paste a screenshot of your automated signature into the table in the file **FOOD AGENCY**

Resave the file **FOOD AGENCY** (1)

3. Use the email software application to prepare an email to send Sam the postal address of the Food Standards Agency.

Sam's email address is **sam@pearson.com**

Include:

- a suitable subject
- a suitable greeting
- a message telling Sam the postal address
- a suitable close.

Paste a screenshot showing the email you prepared into the table in the file **FOOD AGENCY** (4)

Save and close the file **FOOD AGENCY**

Evidence: *A completed copy of the **FOOD AGENCY** file*

Total for Task A = 7 marks

ⓘ ? 📄 🚩
◀ Previous 12 / 16 Next ▶ ⌚ 01:00
⏸ Pause
🏁 Finish

The Examiner explains
Important information is identified in bold – learners should copy this accurately/

The Examiner explains
The total marks for each task are summarised at the end of the task.

Test Player

Task B Part 1

Sam has started a flyer to advertise the sandwich shop.
Open the file **SANDWICH FLYER**

1 Make the flyer landscape. (1)

2. Include these special offers formatted as a table. (2)

Sandwich	Offer price
Cheese	£3.95
Egg mayo	£4.25

Make sure that the column widths used are suitable and fit the data in the table.

3. (a) Insert the image **SANDWICH** from the **SAMS DFS LEVEL 1 IMAGES** folder. (1)

(b) Position the image to the right-hand side of the list of sandwiches. (1)

4. Crop the image to remove the additional space to the left and to the right of the sandwich. (1)

5. Resize the image so that it is 5 cm in height. Make sure the proportions are maintained. (1)

6. Set the image contrast to 30% (1)

Resave **SANDWICH FLYER**

Evidence:

The completed file **SANDWICH FLYER**

The Examiner explains

The text here sets the context and identifies the audience and purpose of the product to be completed.

The Examiner explains

Learners are advised to resave before continuing to Part 2 of the task.

Continue Task B on the next screen

?

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🚩

◀ Previous

13 / 16

Next ▶

⌚ 00:55

Pause

Finish

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17

Test Player

Task B Part 2
Format the flyer.

7. Format the flyer (1)

a. Format the heading text 'Sandwiches by Sam' by changing the font colour and adding a highlight to make the text stand out. (1)

b. Add a page border. (1)

c. Make sure the flyer fills the page and is clear and easy for customers to read. (1)

Save and close the file **SANDWICH FLYER**

Evidence: The completed file **SANDWICH FLYER**

Total for Task B = 11 marks

Previous 13 / 16 Next 00:54 Pause Finish

The Examiner explains
At L1 learners are required to use
spreadsheet software.

Test Player

Task C Part 1
The file **SANDWICH SALES** shows details of sales for the last four weeks.
Open the file **SANDWICH SALES**

1. a. Merge and centre the heading **Sandwich Sales** across cells A1:H1. (1)
b. Shade cells A1:H1 with a light green colour. (1)

2. Use a formula to calculate:
a. the **Total sold** in weeks 1 to 4 for the chicken sandwich type. (1)
b. the **Income** from weeks 1 to 4 for the chicken sandwich type. (1)
3. Replicate for all sandwich types.

4. Use a function in cell **C12** to calculate the average number of sandwiches sold for **Week 1**. (1)
5. Replicate the function to weeks 2 to 4. (1)

Resave **SANDWICH SALES**

Evidence: ☐ The completed file **SANDWICH SALES** including the

Continue Task C on the next screen

Previous 14 / 16 Next 00:44 Pause Finish

The Examiner explains

It is important to note whether the task
requires a formula (2) or a function (4) for the
calculation.

The Examiner explains

Data labels are in **bold** text and match the
data labels used in the data file.

The Examiner explains

It is important to note to which cells a formula
or function should be replicated.

Test Player

Task C Part 2
Continue working with the file **SANDWICH SALES**

6. Format the currency values to show £ with 2 decimal places. (1)

7. Sort the data in cells **A3:F11** in ascending order of **Price** (lowest to highest). (1)

8. Create a chart to show the total sold for each sandwich type. (6)

The chart must:

- be clearly labelled
- have a title
- show the values for each sandwich type
- be saved on a separate worksheet.

Save and close the file **SANDWICH SALES**

Evidence: ☐ The completed chart

The Examiner explains
Formatting should be appropriate and only relevant values should be formatted as directed.

The Examiner explains
The sorted table of data should maintain data integrity.

The Examiner explains

- The chart should include a title which is based on the text in the task.
- The X and Y axes should be labelled. The legend should be removed in a single series chart.
- Charts may be saved on a separate worksheet within the spreadsheet file or in the same worksheet as the data.

Learners should note the task instructions.

Task C = 15 marks

Previous 14 / 16 Next 00:44 Pause Finish

Task D

Sam needs to submit the electricity meter reading.

The meter reading is in the image **ELECTRICITY READING** in the **SAMS DFS LEVEL 1 IMAGES** folder.

Open the online form **UTILITY**

Complete the form using this information.

Customer number: R753197

House number: 36

Postcode: NT25 3BG

Contact telephone number: 01632 960455

Email address: sam@pearson.com

Type of utility: Electricity

Meter reading: Enter the reading from the image **ELECTRICITY READING**

Upload the image **ELECTRICITY READING** using the link in the online form.

Marketing preferences: Email and Text

Click 'Submit and save a copy' to save a copy of the completed form.

Evidence:  *The completed form.*

Total for Task D = 5 marks

The Examiner explains
The list provides the information to be used – learners should enter the information accurately.

The Examiner explains
At L1 the learner needs two files, the online form and a file that contains information and must be attached to the form.

Test Player

Previous 15 / 16 Next 00:44 Pause Finish

The Examiner explains
At L1, learners are required to create and use a folder hierarchy.

Task E
Sam's wireless printer loses connection to the laptop.

- Create a folder hierarchy within the **SAMS DFS LEVEL 1** folder.
 - Create a new folder called **Devices**.
 - Create a subfolder called **Printer** with the **Devices** folder.
- Search the internet to find a way to solve the problem of a wireless printer.
 - Create a new file to store the information you find about how to solve the problem. Save the file with a suitable filename in the **Printer** folder. **(1)**
 - Paste screenshots into the file you created to show:
 - the information you found
 - the information is up to date
 - the website address is a reliable source.

Save and close the file.

Evidence:

☐ The folder hierarchy.

☐ A file containing screenshots that show clearly the information you found.

Total for Task E = 6 marks

The Examiner explains
At L1, learners are required to use suitable filenames and be able to store a file in a specific folder as instructed.

The Examiner explains
Learners should ensure that screenshots are clear and easy to read and that important evidence is not cropped.

Test Player

Previous 16 / 16 Next 00:42 Pause Finish

Exemplification of Mark scheme

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 learners must receive the same treatment. Examiners must mark the first learner in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Learners 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 learner'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 learner's response, the team leader must be consulted.

Section A

Question	Answer	Mark(s)
1	At the top	1
2	Eyestrain	1
3	Use private browsing	1
4	Padlock symbol and https:	1
5	Check that your personal data that is no longer necessary has been deleted	1
6	Install anti-virus software	1
7	Reduces data transfer time	1
8	50000 bytes	1
9	?	1
10	Include the information in a password protected attachment	1
Total marks for Section A		10

The Examiner explains

The correct response is listed and the mark shown

Section B

Task A		Mark(s)
Part 1		
A1	Screenshot shows search criteria - e.g., postal address Food Standards Agency London, address FSA London Allow other search terms that elicit same result Address found (Floors 6 and 7) Clive House, 70 Petty France, London, SW1H 9EX Note: address may change over time. Do not use old address.	1 1
Task A		
Part 2		
A2	Screenshot shows automated signature created in email software containing 'Kind regards' and name. Ignore spelling and capitalisation	1
A3	Screenshot shows email address sam@pearson.com (ignore case) (1) Subject line e.g., Food Standards Agency address (accept FSA address) (1) Greeting e.g., Dear Sam, Hello Sam and close e.g. Regards (candidate name) (1) Message includes postal address (accept as an attachment) (1) Ignore absence of automated signature	1 1 1 1
Total marks for Task A		7

The Examiner explains

Criteria must be clearly seen in the screenshot. Relevant criteria will include keywords from the task itself.

The Examiner explains

Expected response(s), but MS takes account of possible changes over time so a variation in the address provided should be checked.

Task B Part 1	Evidence	Mark(s)
B1	Flyer is landscape	1
	Offers inserted as given and adjacent to or offers this month' text	1
	List of special offers formatted as a table and table column widths fit the data	1
B3a	SANDWICH image inserted	1
B3b	Image positioned to the right-hand side of sandwiches	
B4	Sandwich image cropped to remove most both sides	
B5	Image resized to 5 cm height, maintaining proportion	
B6	Image contrast set to 30%	1
Task B Part 2	Evidence	Mark(s)
B7a	Heading text highlighted and font visible with font colour changed	1
B7b	Page border	1
B7c	Flyer is fit for purpose. Must fill page and all mark points B1- B4 (i.e., all marks available for B1, B2, B3 and B4) must also have been awarded. Image(s) must not overlap/obscure text.	1
	Total marks for Task B	11

The Examiner explains
The 'and' in bold indicates that both requirements must be met for the award of the mark.

The Examiner explains
Specialist graphics software is not required – all image manipulations may be completed within word processing or presentation software according to the product being created

Task C Part 1	Evidence	At L1 both formulae and functions should be used. Mark schemes will accommodate both but learners should be able to use the software efficiently.	Mark(s)
C1a	Heading Sandwich Sales merged and centred across A1:H1, font size is 24		1
C1b	Shade cells A1:H1 with light green colour		1
C2a	Total sold for chicken sandwich type e.g., =SUM(C4:F4), =C4+D4+E4+F4		1
C2b	Income for chicken sandwich type e.g., =G4*B4		1
C3	Replication of column G and column H		1
C4	Average number sold e.g. =AVERAGE(C4:C11), =SUM(C4:C11)/8, =(C4+C5+C6+C7+C8+C9+C10+C11)/8 OR cells C12:F12		1
C5	Replication to C12:F12		1
Task C Part 2	Evidence		Mark(s)
C6	All currency values only formatted as £ and 2dp (columns B and H)		1
C7	Cells A3:F11 sorted in ascending order of Price First row should be Feta cheese £3.65	The Examiner explains The whole table of data should be sorted with data integrity maintained.	
C8	Chart created (e.g., pie, bar/column) (Do not accept line graph)		1
	Correct data range selected (column A and column G)		1
	Axis labels present (e.g., sandwich type and sales) and category labels included and legend removed on bar/column chart OR legend on pie chart (accept category labels on pie chart)		1
	Chart title e.g., Sandwich sales Spelling accurate, Sentence case/Initial Capitals/ALL CAPS		1
	Values for each sandwich type displayed on bars or segments		1
	Chart saved on separate worksheet		1
Total marks for Task C			15

Task D	Evidence	Mark(s)
D	Accurate completion of Meter reading – Part 1 Award 2 marks for all 5 accurate Award 1 mark for any 3 accurate R753197, 36, NT25 3BG, 01632 960455 (accept 01632960455), sam@pearson.com	2
	Accurate completion of Meter reading – Part 2 Electricity selected and reading (032075) entered	1
	Electricity reading image uploaded	1
	Accurate completion of Marketing preferences	1
	Email and Text	
Total marks for Task D		5
Task E	Evidence	Mark(s)
E1a	New folder created called Devices	1
E1b	New subfolder created called Printer Award 1 mark if only a folder called Printer is created	1
E2a	File created with a suitable filename e.g., Problem, Wireless printer (ignore case and spelling) Do not accept Task E	1
E2b	Information found relates to wireless printer connection problem	1
	Information is up to date e.g., date on web page, up to date relevant phrase(s) or keyword(s) seen on web page	1
	Information is reliable (e.g., website uses https, has good quality English and graphics, no broken links)	1
Total marks for Task E		6
Total marks for Section B		44

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