

Digital Functional Skills | Level 1 | Nelly Childcare Spreadsheet Task – Mark Scheme

Task	Evidence	Mark(s)
1a	Text Nelly Childcare – Attendance merged and centred across cells A1:L1, font size is 20	1
1b	Cells A1:L1 shaded light blue	1
2a	Total sessions for Phil Myers =SUM(B6:K6), Accept =(B6+C6+D6+E6+F6+H6+I6+J6+K6)	1
2b	Replication in L7:L13 Allow follow through for incorrect function/formula	1
3a	Average attendance e.g. =AVERAGE(B6:B13), =SUM(B6:B13)/8, Accept =(B6+B7+B8+B9+B10+B11+B12+B13)/8)	1
3b	Replication to B14:L14 Allow follow through for incorrect function/formula	1
4	All Average attendance formatted as a whole number	1
5	Cells A6:L13 formatted in alphabetical order of Child First row should be Anthony Mensah	1
6	Chart created (e.g. bar/column)	1
	Correct data range selected (column A and column L) This could be awarded for a pie chart with data labels and legend or a line chart.	1
	Suitable labels added on x and y axis	1
	Chart title e.g. Nelly Childcare Attendance Spelling accurate, Sentence case/Initial Capitals/ALL CAPS This could also be awarded for a pie chart or line graph	1
	Attendance for each child displayed on bars	1
	Chart saved within spreadsheet This could be awarded for a pie chart with data labels and legend or a line chart.	1
Total marks for task		15