Pearson Edexcel

Functional Skills

Digital

Level 1

Sample Assessment Materials

Functional Skills qualifications

First registration November 2023

Pearson Edexcel Digital Functional Skills Qualification.indd 3 18/10/2022 14:05

Pearson Edexcel Digital Functional Skills Qualification at Level 1

Sample Assessment Material

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Publication code: VQ000257

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Contents

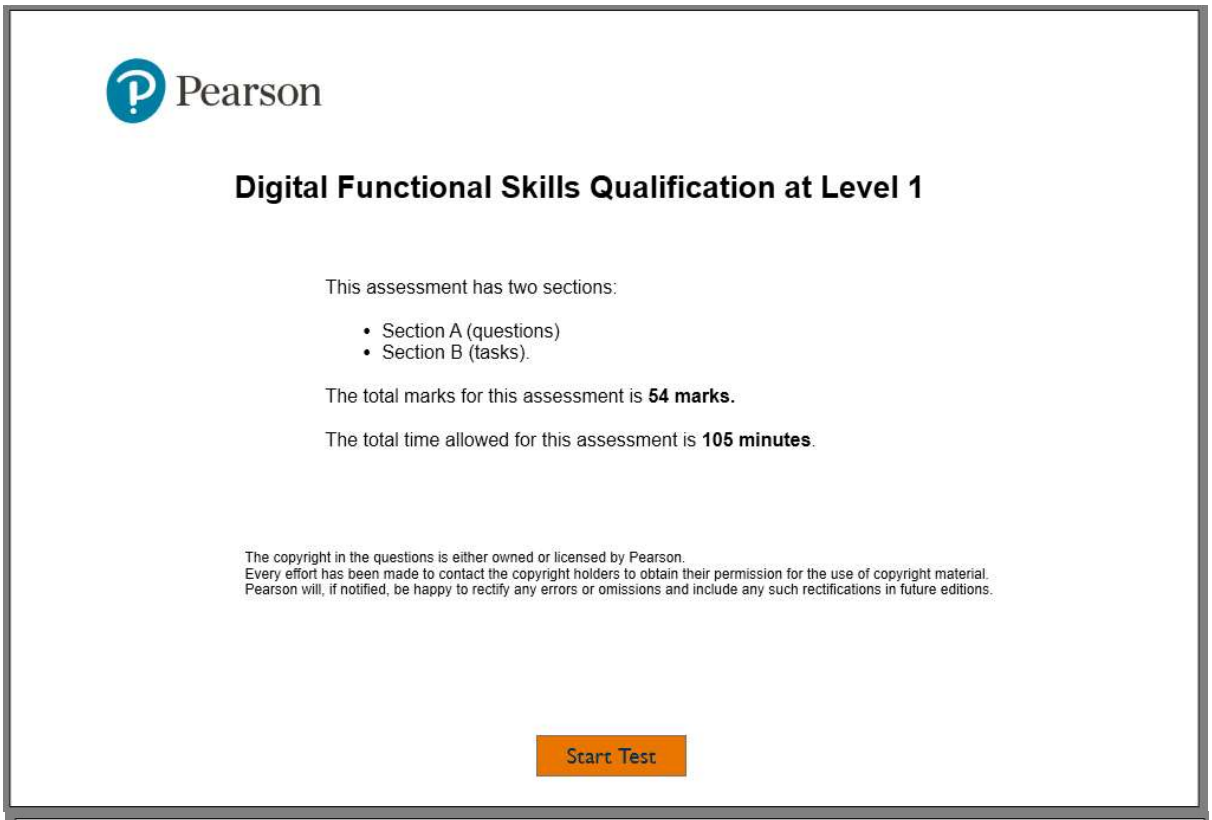
Data Folder Guidance 1

Assessment 2

Mark scheme 13

Data Folder Guidance

- A zip file containing a data folder will be available for centres to download up to 24 hours before a scheduled assessment.
- The data folder is used to provide learners with the files needed for Section B of the assessment, and a place to store the assessment evidence generated.
- Each centre will copy the data folder for each learner and store it in a secure location that only the centre and the learner can access.
- The folder for the Level 1 sample assessment material is named SAMS DFS LEVEL 1 and contains:
    - a subfolder named SAMS DFS LEVEL 1 IMAGES that contains
        - a JPEC file named ELECTRICITY READING
        - a JPEG file named SANDWICH
    - a Word file named FOOD AGENCY
    - an html file named UTILITY
    - a Word file named SANDWICH FLYER
    - an Excel file named SANDWICH SALES
- The data folder must be stored *within* a folder created by the centre named: (LEARNER NAME)_(REGISTRATION NUMBER)_(CENTRE NUMBER)
- Learners must not be able to access each other's folder structures.
- The data folder must only be available for the learner during the assessment.



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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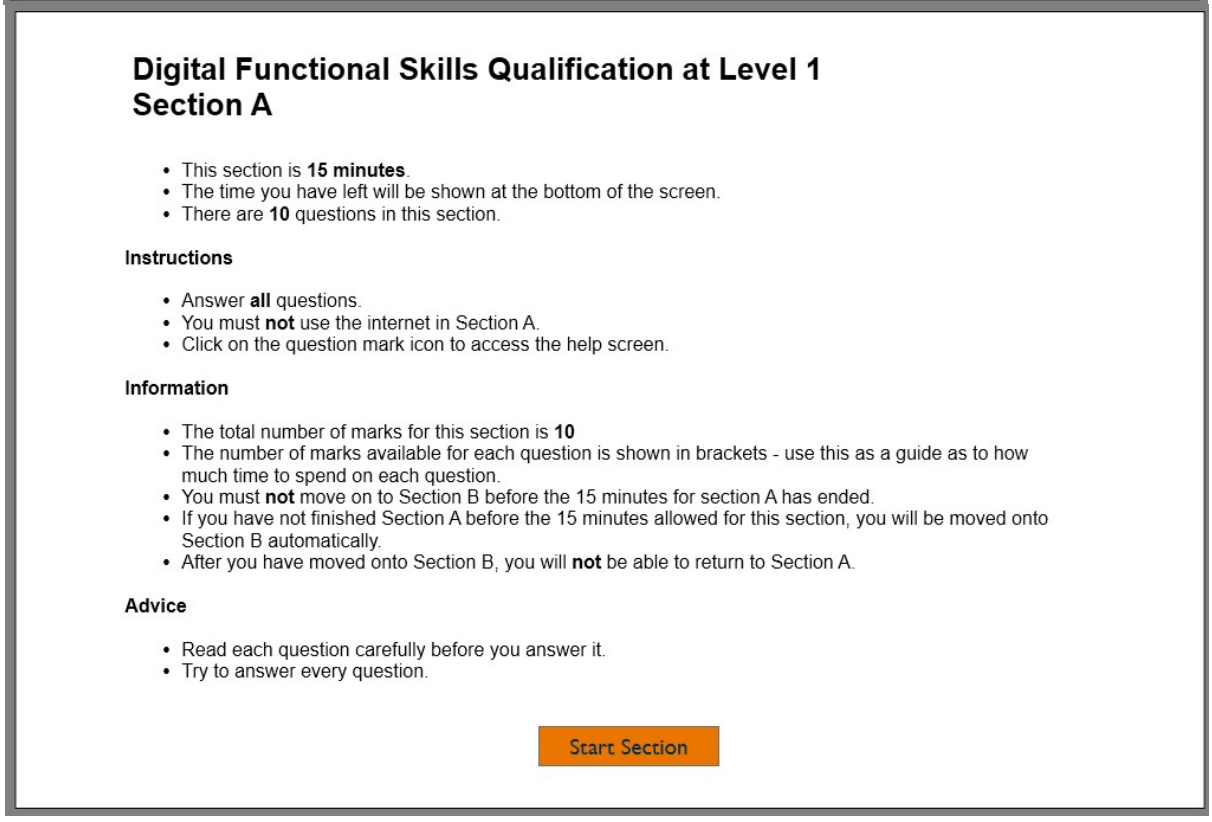
Start Test



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.

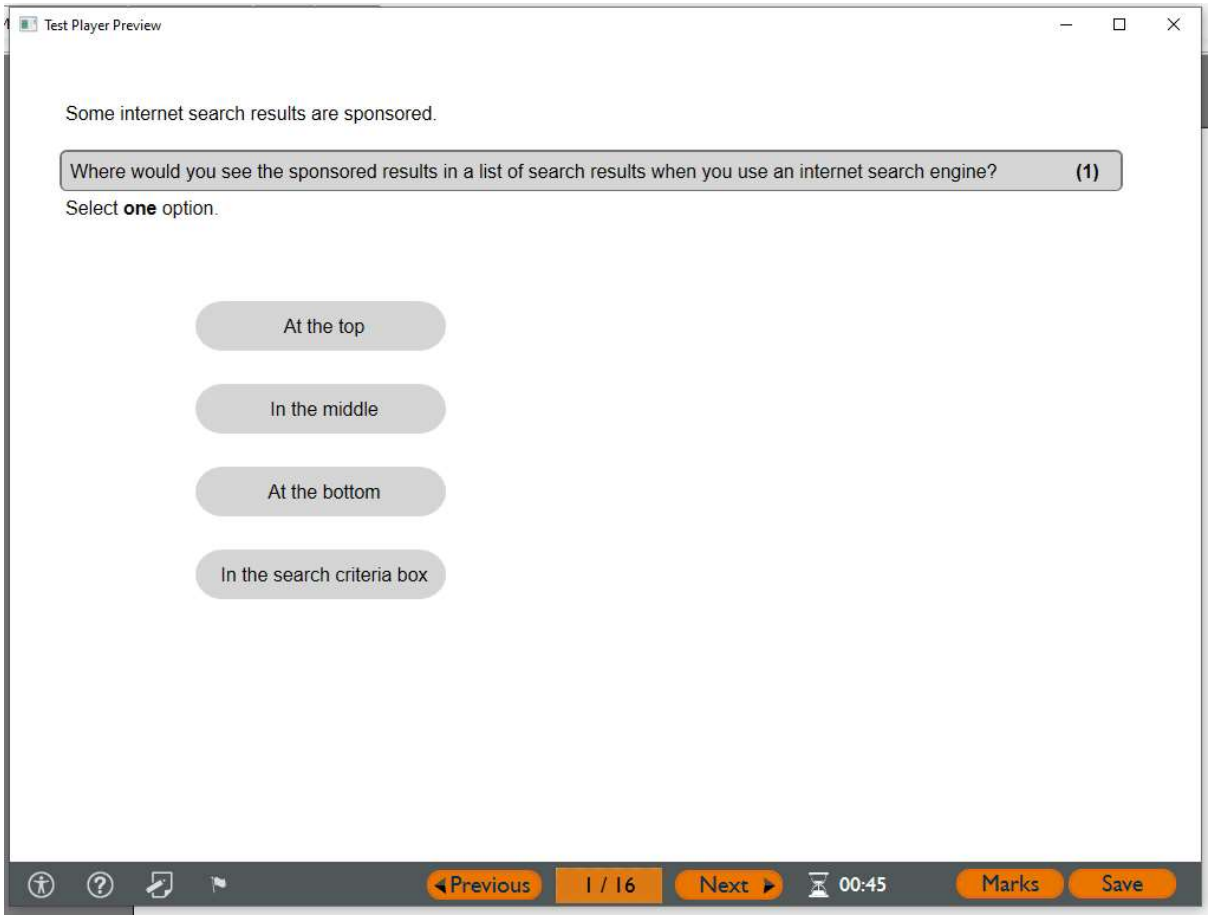
Information

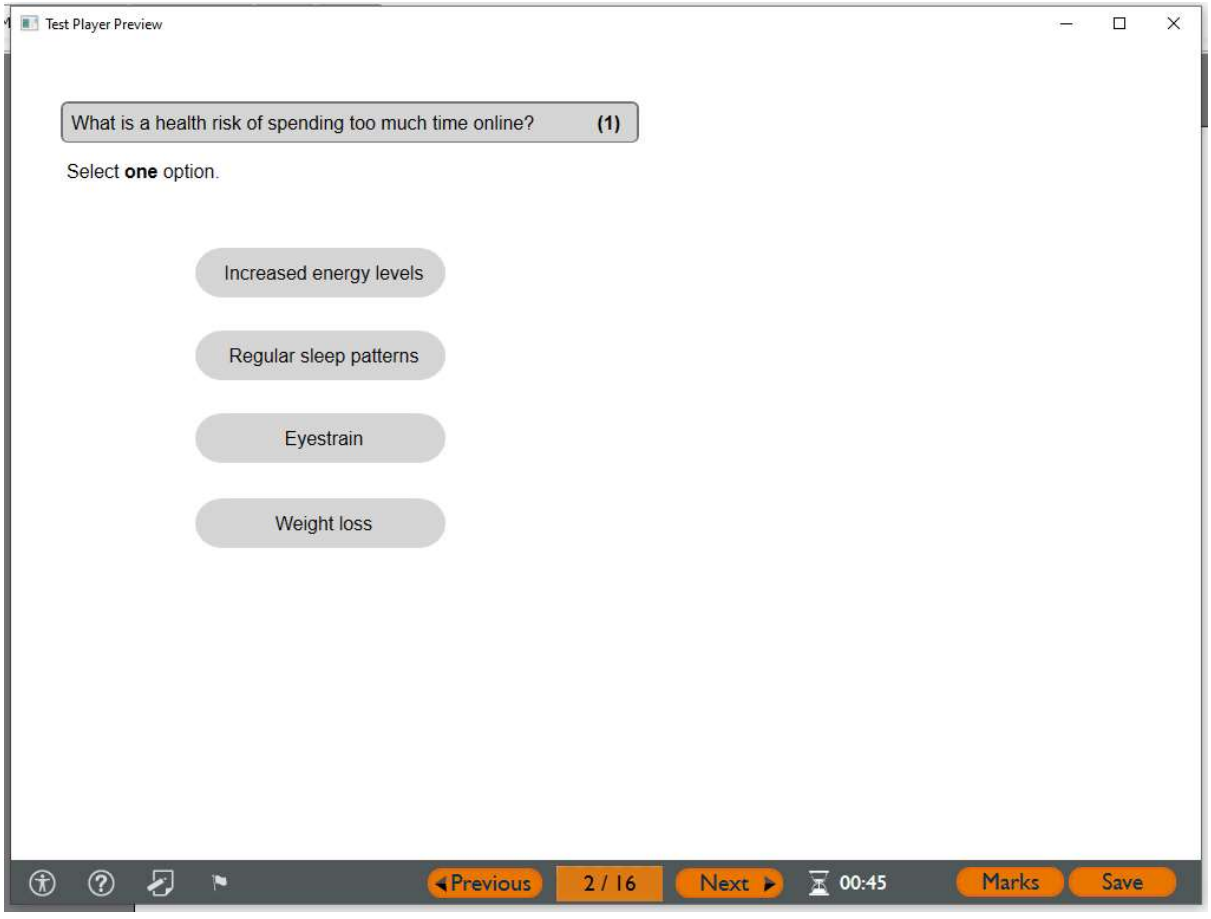
- The total number of marks for this section is **10**
- The number of marks available for each question is shown in brackets - use this as a guide as to how much time to spend on each question.
- You must **not** move on to Section B before the 15 minutes for section A has ended.
- If you have not finished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

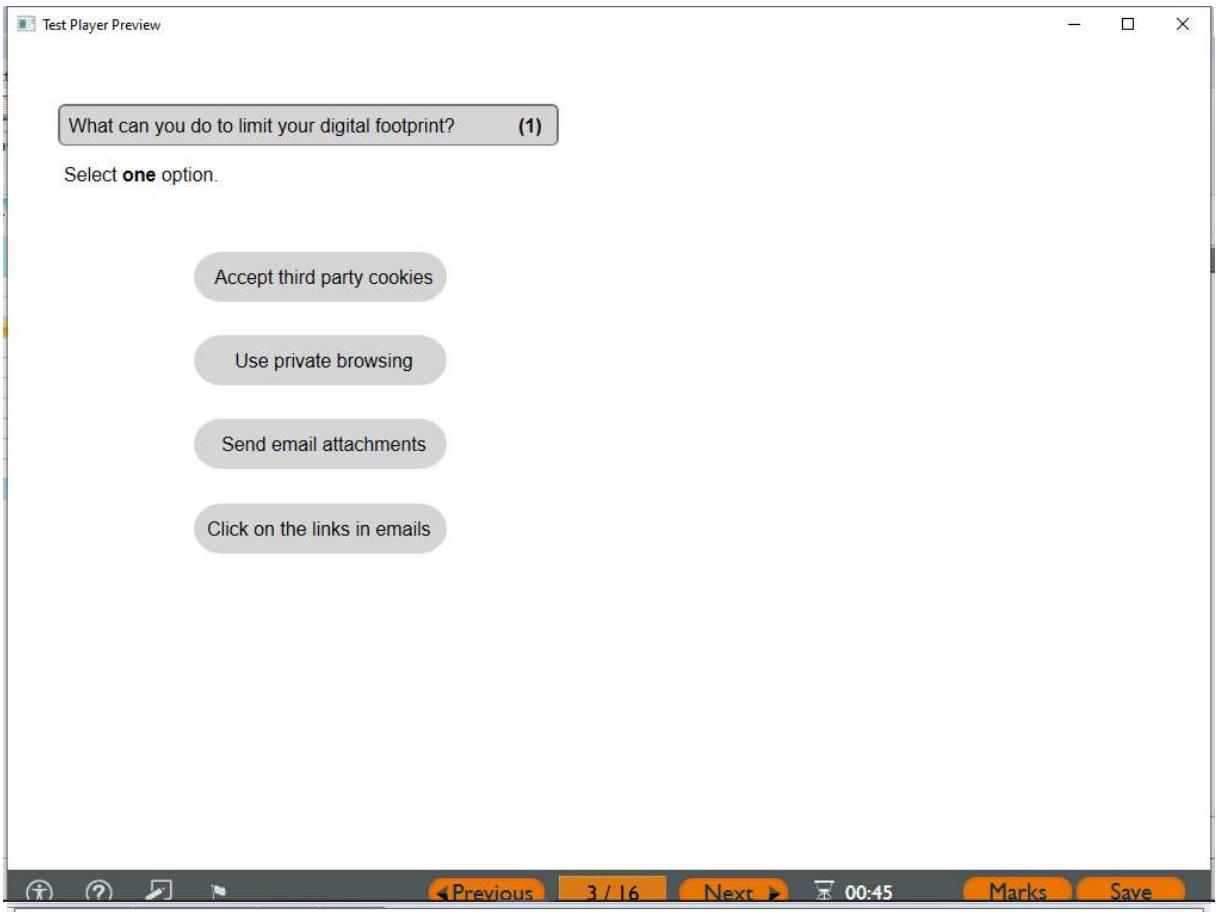
Advice

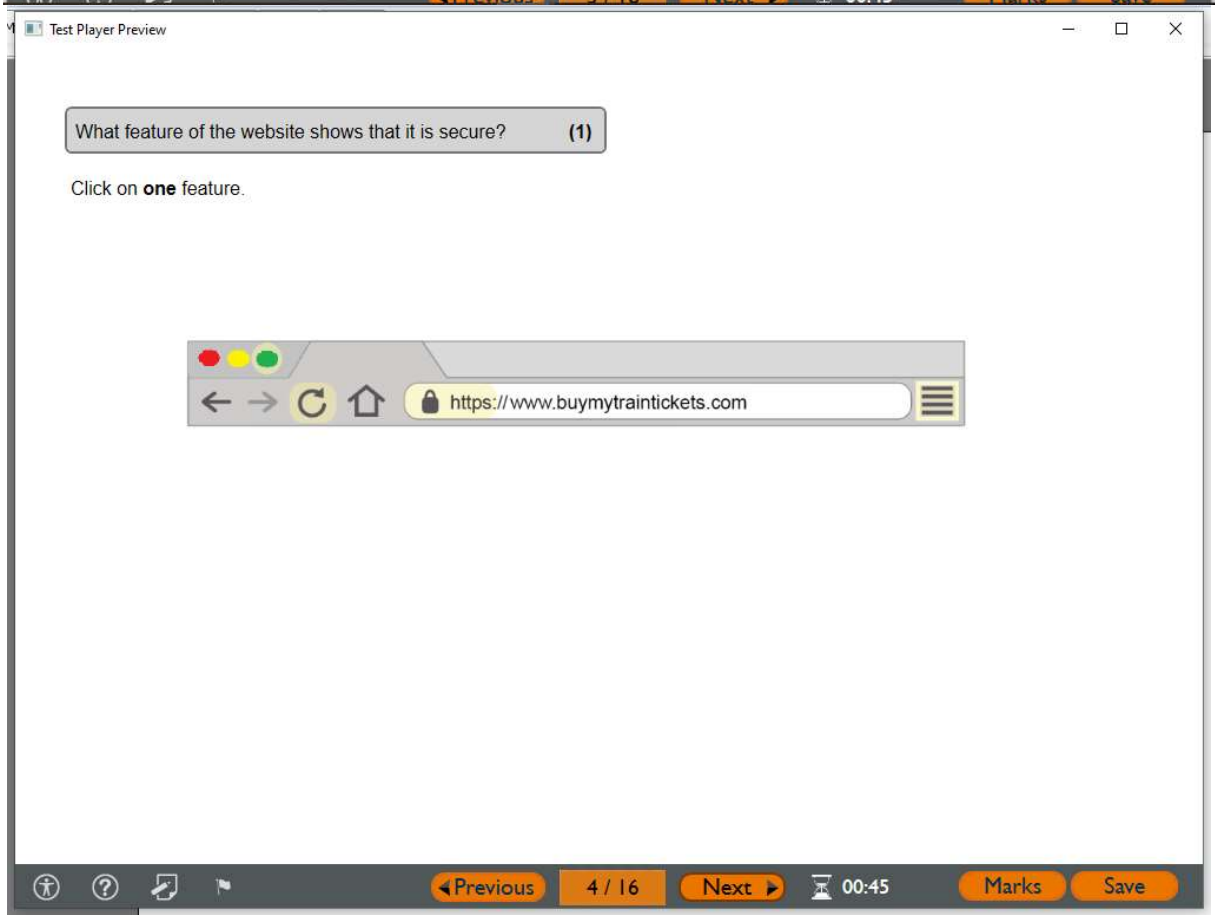
- Read each question carefully before you answer it.
- Try to answer every question.

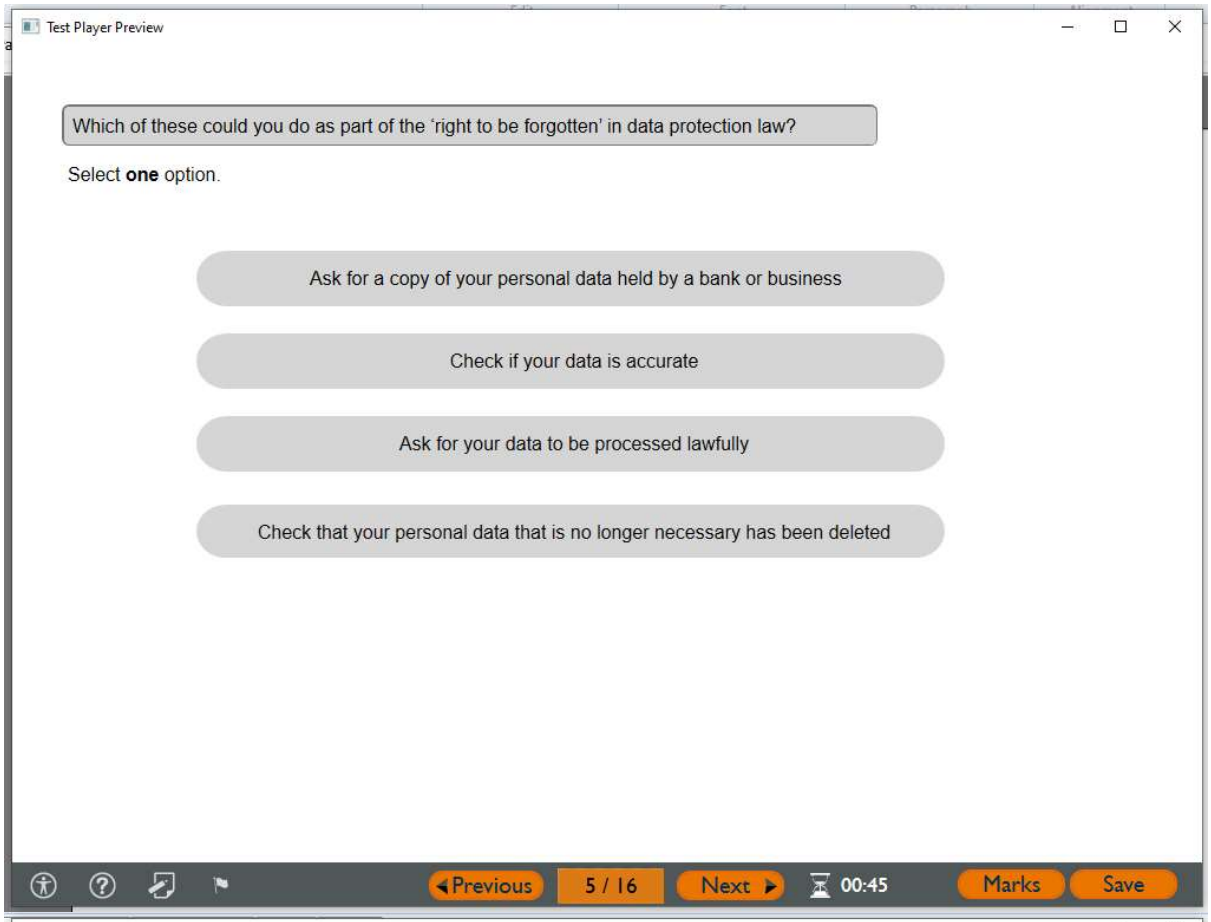
Start Section

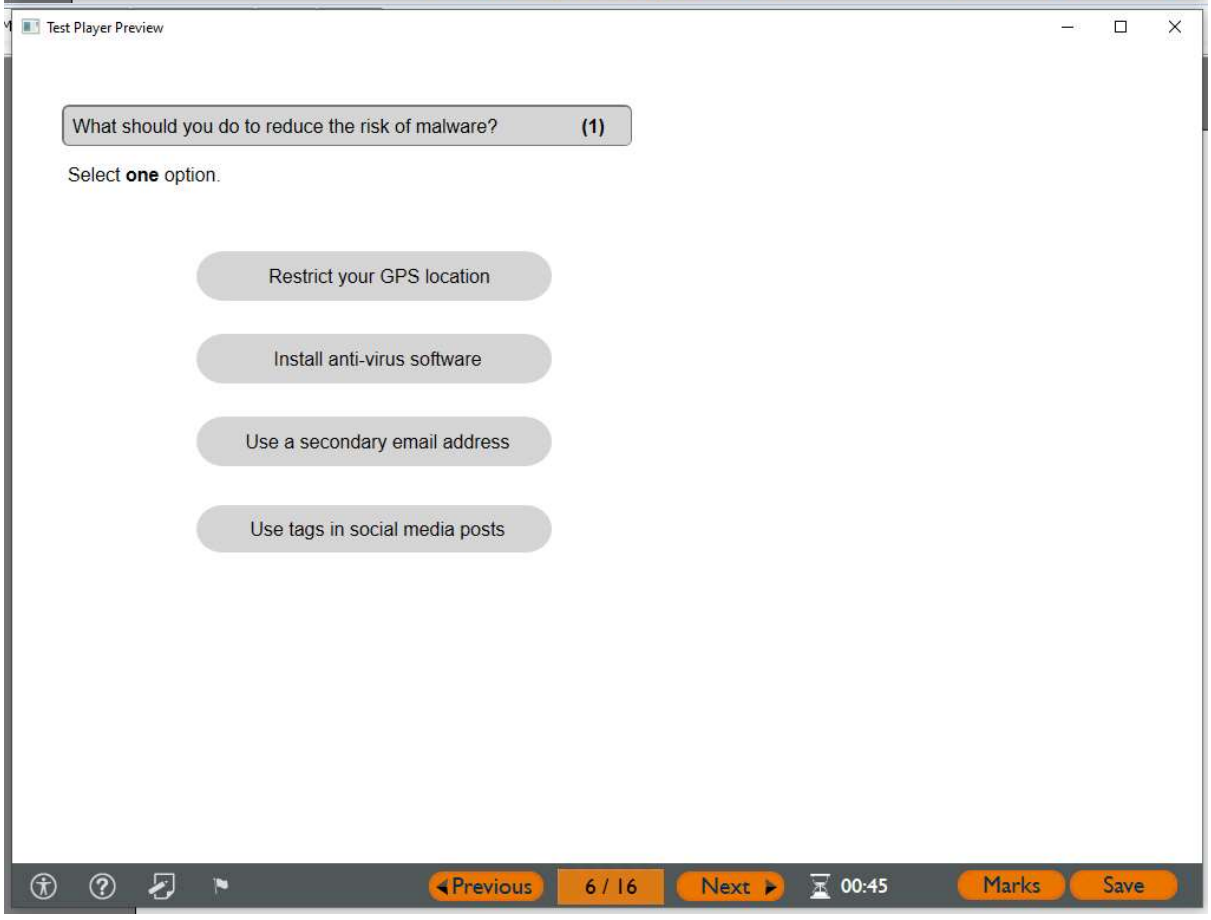

Test Player Preview
Some internet search results are sponsored.
Where would you see the sponsored results in a list of search results when you use an internet search engine? (1)
Select one option.
At the top
In the middle
At the bottom
In the search criteria box
Previous
1 / 16
Next
00:45
Marks
Save

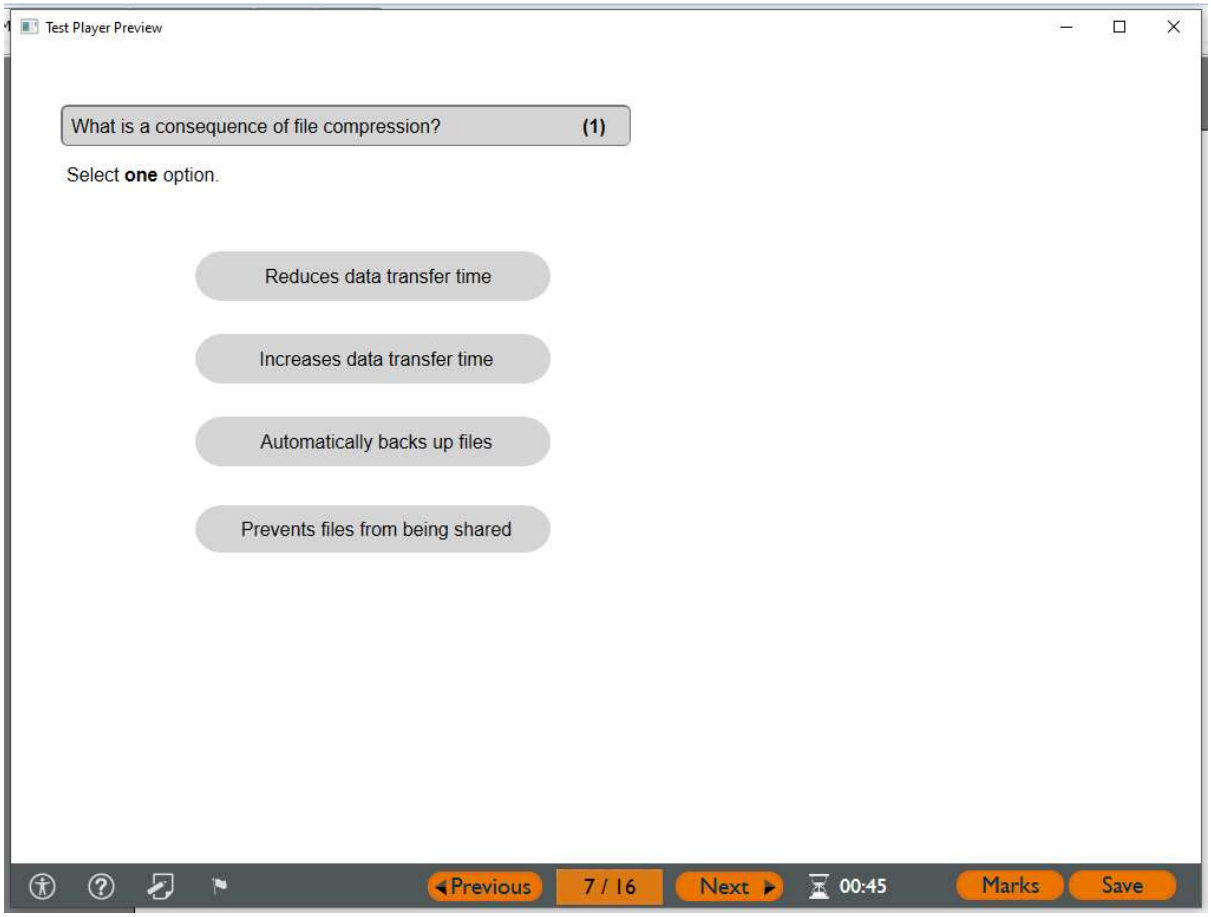

Test Player Preview
What is a health risk of spending too much time online? (1)
Select one option.
Increased energy levels
Regular sleep patterns
Eyestrain
Weight loss
Previous
2 / 16
Next
00:45
Marks
Save

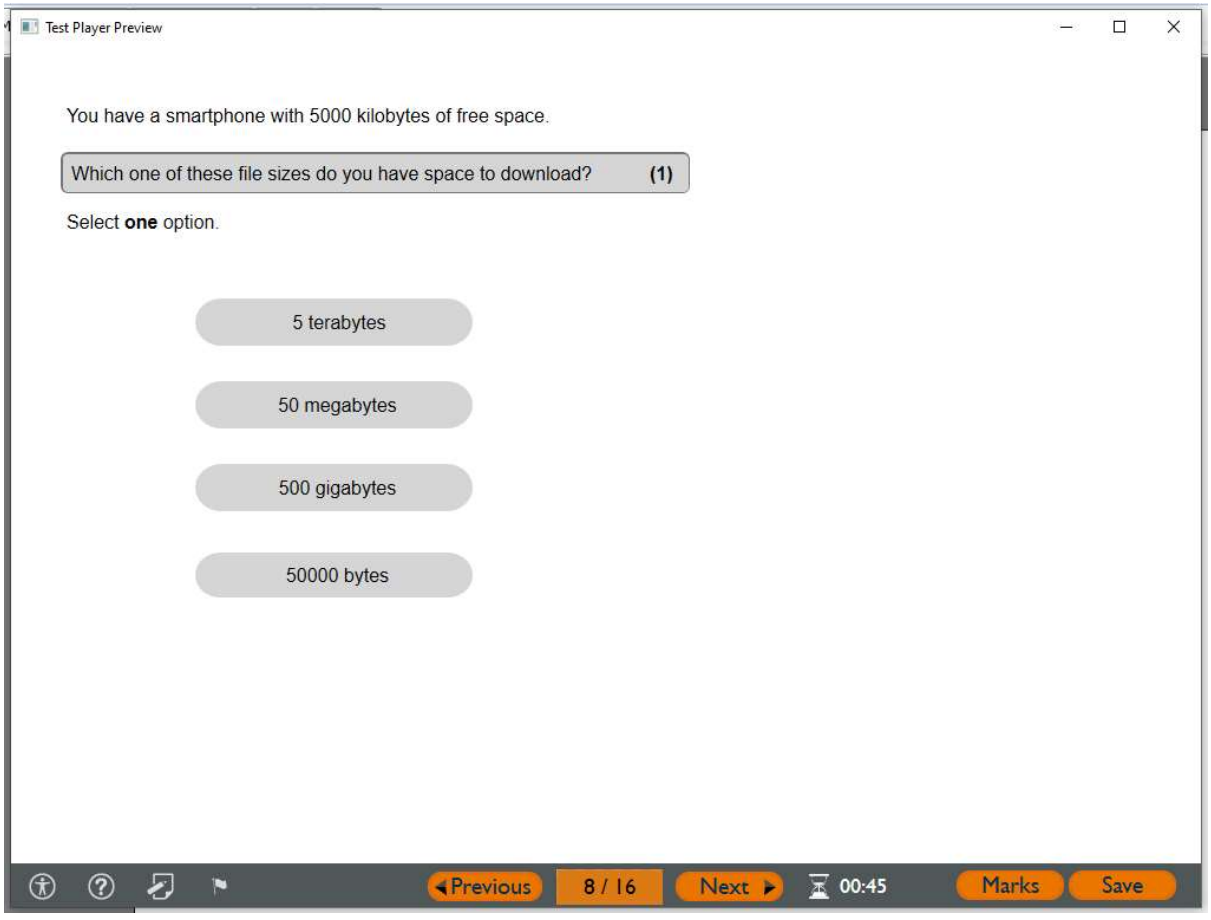

Test Player Preview
What can you do to limit your digital footprint? (1)
Select one option.
Accept third party cookies
Use private browsing
Send email attachments
Click on the links in emails
Previous
3 / 16
Next
00:45
Marks
Save

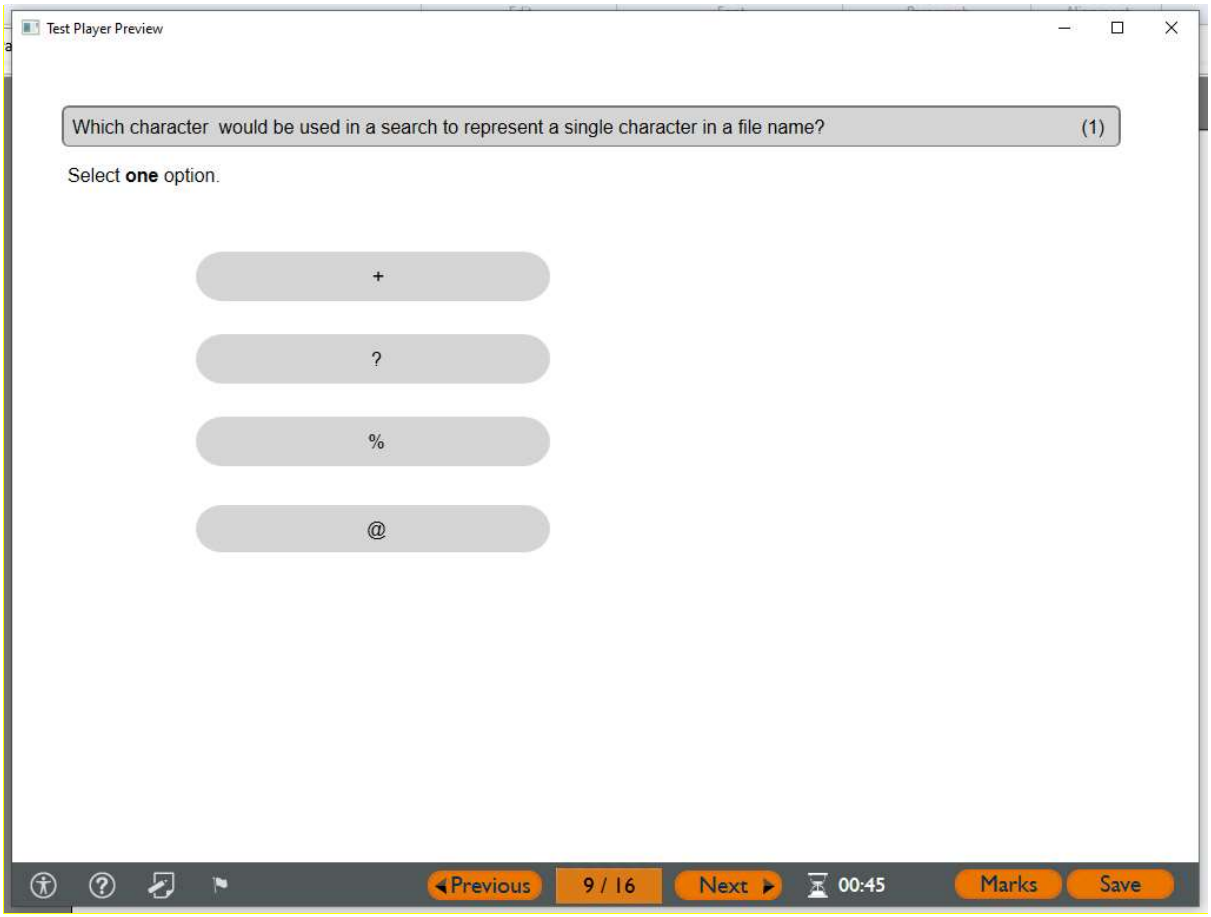

Test Player Preview
What feature of the website shows that it is secure? (1)
Click on one feature.
https://www.buymytraintickets.com
Previous
4 / 16
Next
00:45
Marks
Save

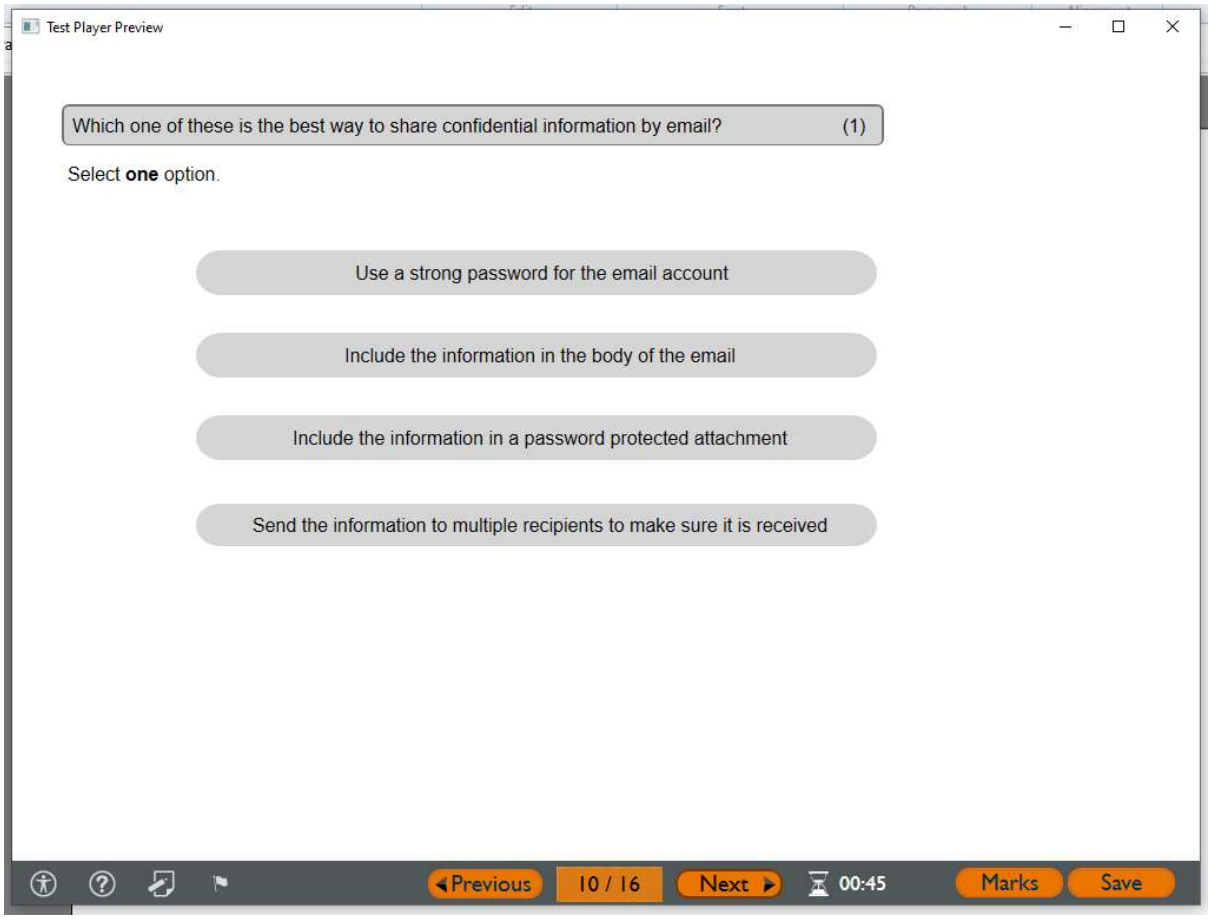

Test Player Preview
Which of these could you do as part of the 'right to be forgotten' in data protection law?
Select **one** option.
Ask for a copy of your personal data held by a bank or business
Check if your data is accurate
Ask for your data to be processed lawfully
Check that your personal data that is no longer necessary has been deleted
Previous
5 / 16
Next
00:45
Marks
Save

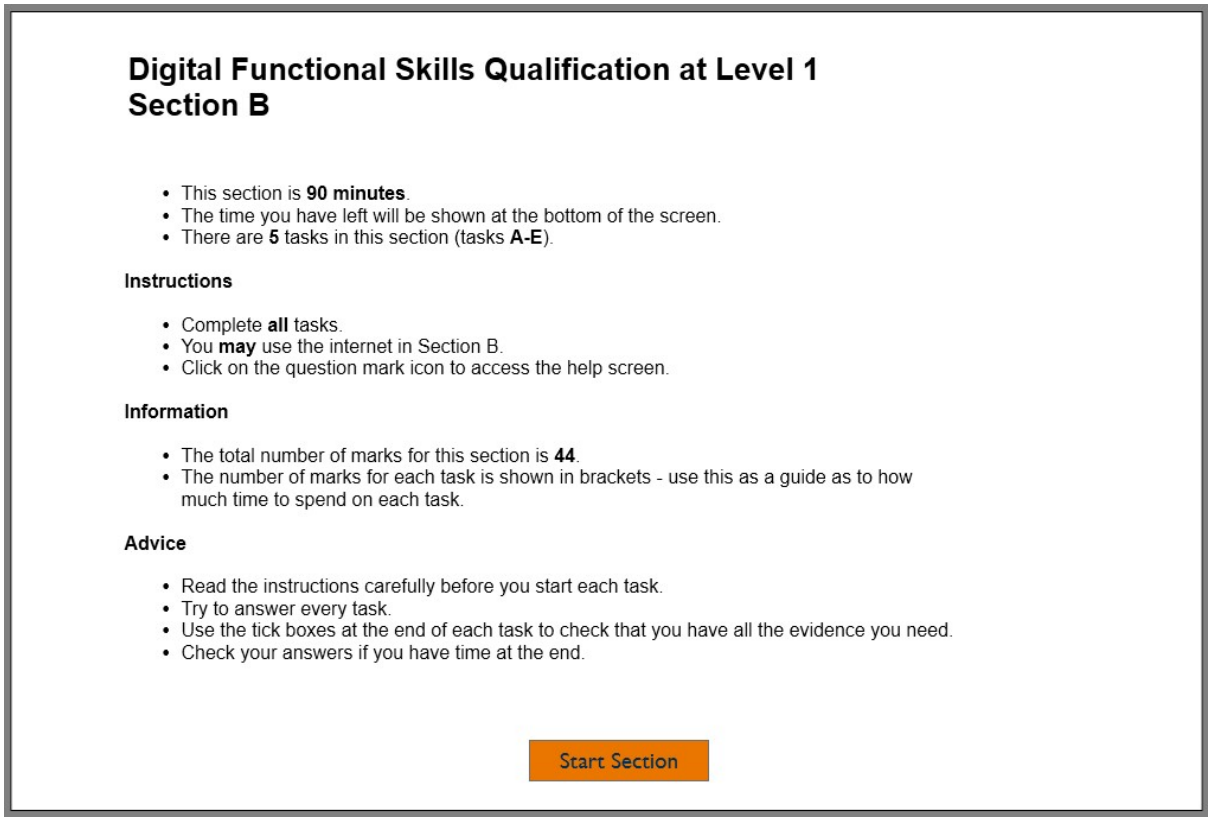

Test Player Preview
What should you do to reduce the risk of malware? (1)
Select **one** option.
Restrict your GPS location
Install anti-virus software
Use a secondary email address
Use tags in social media posts
Previous
6 / 16
Next
00:45
Marks
Save


Test Player Preview
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
00:45
Marks
Save


Test Player Preview
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
00:45
Marks
Save


Test Player Preview
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
00:45
Marks
Save


Test Player Preview
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
00:45
Marks
Save



Digital Functional Skills Qualification at Level 1
Section B

- This section is **90 minutes**.
- The time you have left will be shown at the bottom of the screen.
- There are **5** tasks in this section (tasks **A-E**).

Instructions

- Complete **all** tasks.
- You **may** use the internet in Section B.
- Click on the question mark icon to access the help screen.

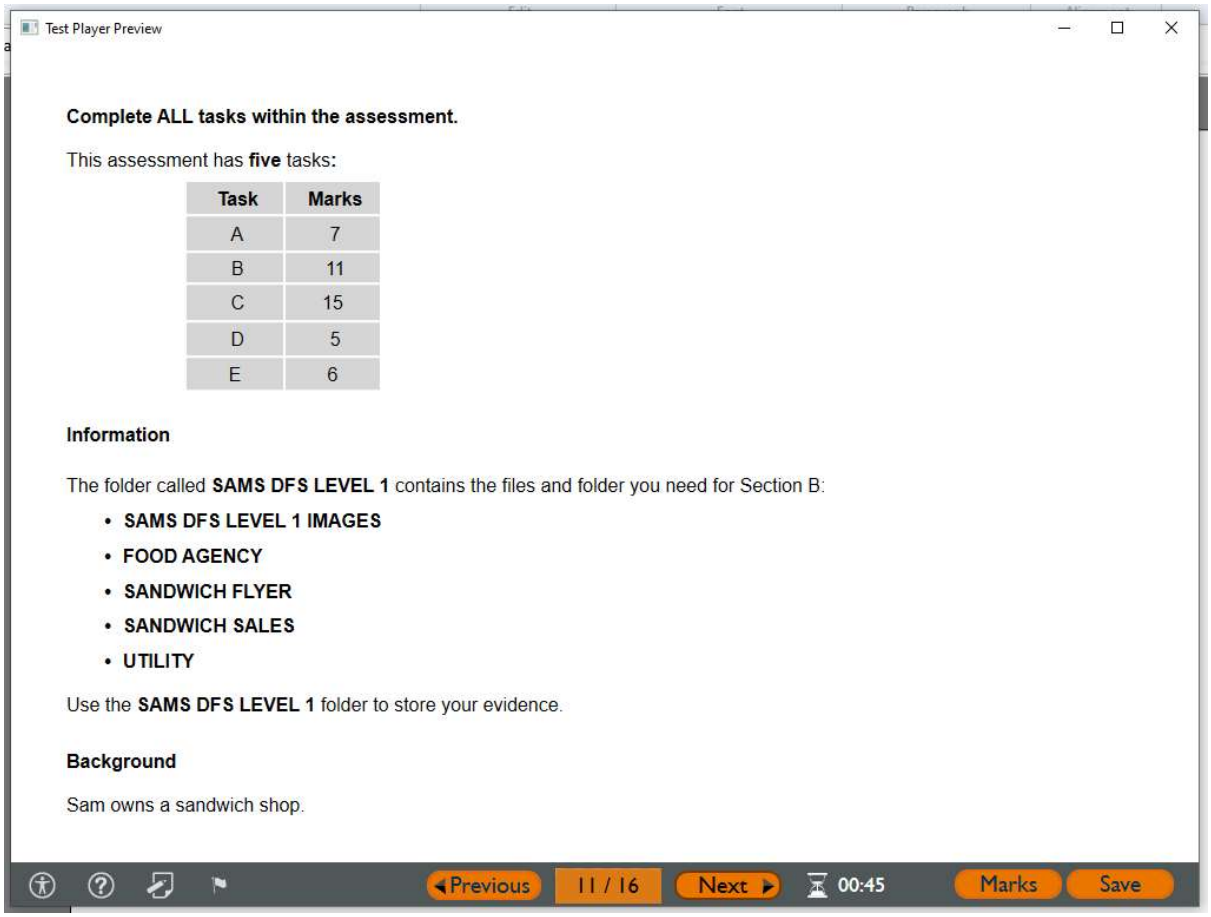
Information

- The total number of marks for this section is **44**.
- The number of marks for each task is shown in brackets - use this as a guide as to how much time to spend on each task.

Advice

- Read the instructions carefully before you start each task.
- Try to answer every task.
- Use the tick boxes at the end of each task to check that you have all the evidence you need.
- Check your answers if you have time at the end.

Start Section



Test Player Preview

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.

Previous 11 / 16 Next 00:45 Marks Save

Test Player Preview

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*

Continue Task A on the next screen

Previous 12 / 16 Next 00:45 Marks Save

Test Player Preview

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 00:45 Marks Save

Test Player Preview

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.

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. **(2)**

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***

Continue Task B on the next screen

Previous 13 / 16 Next 00:45 Marks Save

Test Player Preview

Task B Part 2

Format the flyer.

7. Format the flyer
   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 00:45 Marks Save

Test Player Preview

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. Format the text to size 24 point. **(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. **(1)**

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 chart.*

Continue Task C on the next screen

Previous | 14 / 16 | Next | 00:45 | Marks | Save

Test Player Preview

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 date 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.

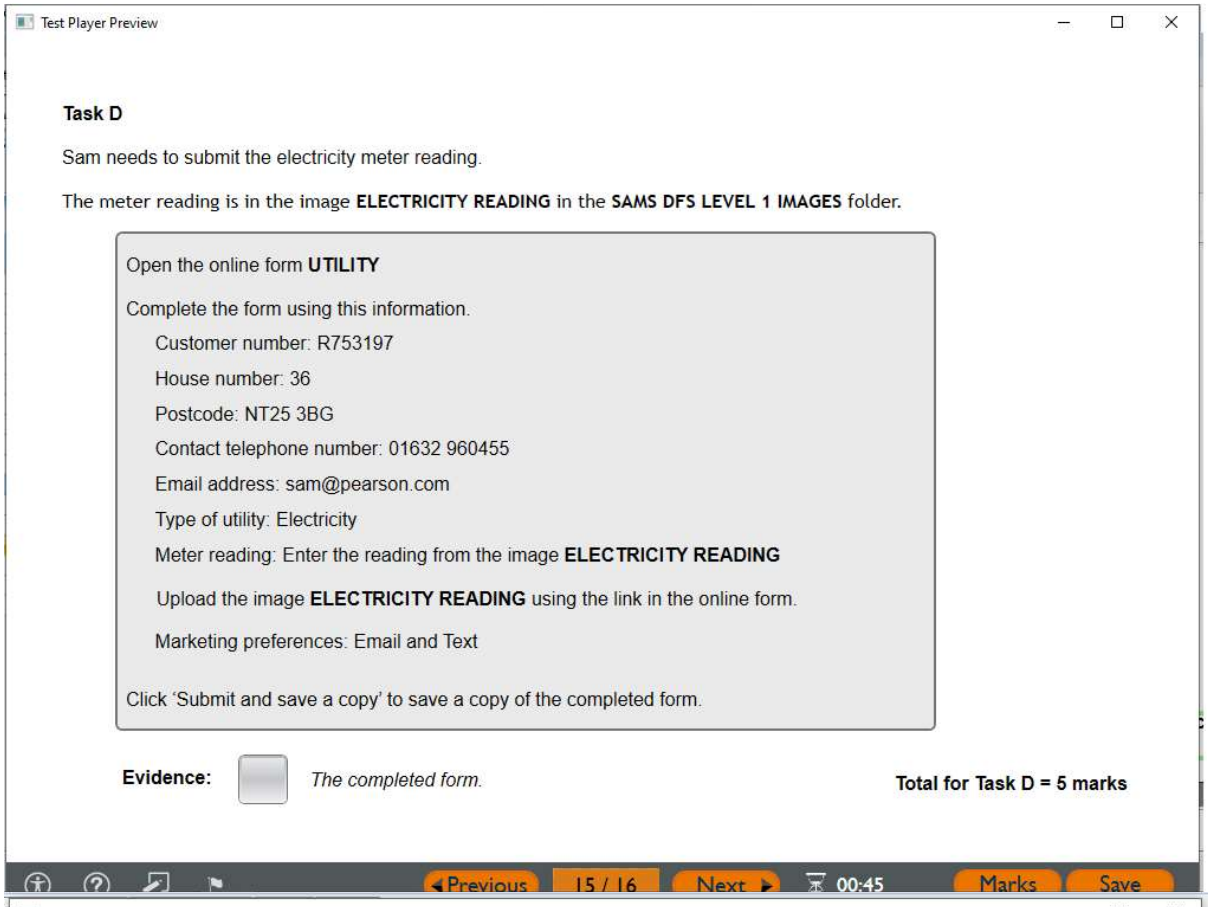
   The chart must:
   - be clearly labelled
   - have a title
   - show the values for each sandwich type
   - be saved on a separate worksheet. **(6)**

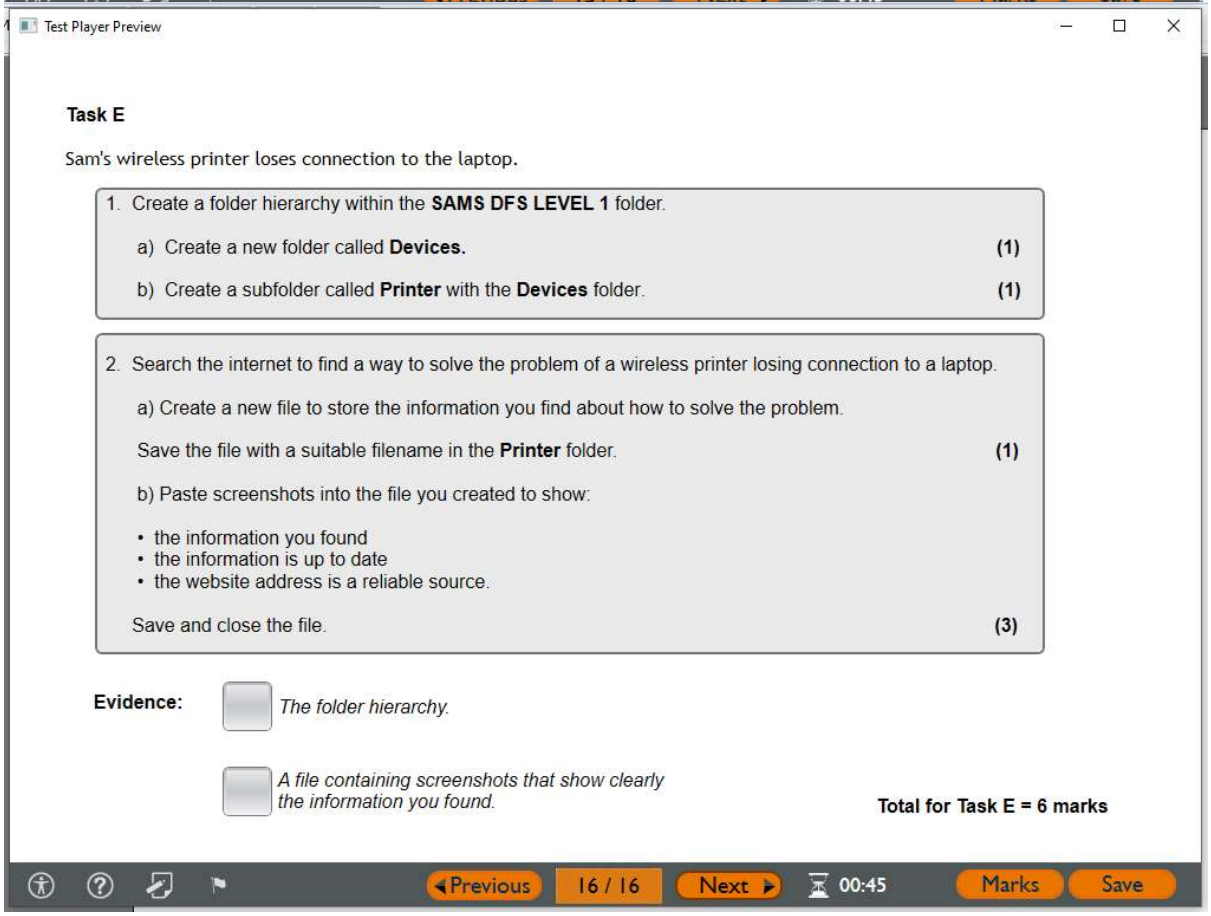
Save and close the file **SANDWICH SALES**

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

Total for Task C = 15 marks

Previous | 14 / 16 | Next | 00:45 | Marks | Save


Test Player Preview
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
Previous
15 / 16
Next
00:45
Marks
Save


Test Player Preview
Task E
Sam's wireless printer loses connection to the laptop.
1. Create a folder hierarchy within the SAMS DFS LEVEL 1 folder.
a) Create a new folder called Devices. (1)
b) Create a subfolder called Printer with the Devices folder. (1)
2. Search the internet to find a way to solve the problem of a wireless printer losing connection to a laptop.
a) 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)
b) 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. (3)
Evidence:
The folder hierarchy.
A file containing screenshots that show clearly the information you found.
Total for Task E = 6 marks
Previous
16 / 16
Next
00:45
Marks
Save

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

Section B

Task A Part 1	Evidence	Mark(s)
A1	Screenshot shows search criteria - e.g., postal address Food Standards Agency London, address FSA London Allow other search terms that elicit same result	1
	Address found (Floors 6 and 7) Clive House, 70 Petty France, London, SW1H 9EX Note: address may change over time. Do not accept York address.	1
Task A Part 2	**Evidence**	**Mark(s)**
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)	1
	Subject line e.g., Food Standards Agency address (accept FSA address) (1)	1
	Greeting e.g., Dear Sam, Hello Sam and close e.g. Regards (candidate name) (1)	1
	Message includes postal address (accept as an attachment) (1) Ignore absence of automated signature	1
	Total marks for Task A	7

Task B Part 1	Evidence	Mark(s)
B1	Flyer is landscape	1
B2	List of special offers inserted as given **and** adjacent to or below 'Special 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 the list of sandwiches	1
B4	Sandwich image cropped to remove most of the space on both sides	1
B5	Image resized to 5 cm height, maintaining proportions	1
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

Task C Part 1	Evidence	Mark(s)
C1a	Heading Sandwich Sales merged and centred across cells 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	1
C8	Chart created (e.g., pie, bar/column) (Do not accept line graph) Correct data range selected (column A and column G) 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) Chart title e.g., Sandwich sales Spelling accurate, Sentence case/Initial Capitals/ALL CAPS Values for each sandwich type displayed on bars or segments Chart saved on separate worksheet	1 1 1 1 1 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

Feb 2024

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