



Mark Scheme

Sample Assessment Materials

Pearson LCCI

Level 1 Certificate in Practical ICT Skills
(VRQ) (ASEPICT1)

Word Processing

Spreadsheet

Database

Presentation Software

LCCI qualifications

LCCI 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, please visit our website at qualifications.pearson.com

About Pearson

Pearson is the world's leading learning company, with 40,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning. We put the learner at the centre of everything we do, because wherever learning flourishes, so do people. Find out more about how we can help you and your learners at qualifications.pearson.com

ISBN 9781446944639

All the material in this publication is copyright

© Pearson Education Ltd 2016

General marking guidance

- 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 be 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 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.
- Crossed-out work should be marked UNLESS the candidate has replaced it with an alternative response.

Word Processing assignment

Total examination time: 1 hour

There are four documents required for this set of tasks:

Task 1 – Short article

Task 2 – Information sheet

Task 3 – Fee sheet

Task 4 – Amended article

Candidates will need the following file in order to complete this assessment:

INFOSHEET – WP – LEVEL 1 SAMPLE

TASK 1

SUCCESSFUL WEDDING PHOTOGRAPHY

At Picture Gallery we know that the key to a successful wedding is careful planning. With regard to wedding photography, an essential ingredient for fantastic photographs is a relaxed and smiling bride and groom in a wonderful setting.

Each wedding day is a unique occasion – for the participants and the photographer. We always review the location before the event and discuss with the bride and groom where the photographs will be taken. Nothing is left to chance! That way you can be assured of perfect pictures to remind you of your perfect day.

If you wish, we can take photographs of the bride getting ready for the wedding and your group photographs can be as informal as you prefer. Your proofs will be available in digital or standard format within 48 hours. If you would like us to quote for your wedding photography, call us on 0800 654 325 now!

Candidate's Name

[Current date] [Current time]

TASK 2

PICTURE GALLERY PICTURES TO BE PROUD OF!

Thank you for contacting Picture Gallery, one of Leicester's leading photographic studios. We are pleased to provide you with an information sheet which gives an overview of the range of services we offer.

COMMERCIAL PHOTOGRAPHY

We are well known for our commercial work which includes the production of images for corporate brochures and leaflets, publicity shots and public relations work. You can book us by the hour, half day or full day – the choice is yours.

EVENTS PHOTOGRAPHY

We cover a wide range of events, from weddings and anniversary celebrations to corporate entertainment and celebrity outings. Simply let us know the time and the venue and we will do the rest. Our photographers have press experience so we know how to produce the kind of image picture editors like to use.

FASHION SHOOTS

Our main studio specialises in shoots for the fashion industry, employing a team of established fashion photographers to undertake jobs locally and nationally. Their work has appeared on the covers of some of our favourite magazines and you can get a flavour of the standard of work by logging onto www.picturegallery.co.uk. Once again you can book us on a daily rate or we can give you a personalised quotation.

TASK 2 CONTINUED

FAMILY PHOTOGRAPHY

One of the strongest arms of our business has always been our family photography. Our regional studios can arrange family portrait sessions to celebrate any type of occasion or any number of participants.

We also offer a makeover service for our female clients, where a stylist will organise the client's makeup and outfit and prepare her for the photo session.

RELIABLE SERVICE

We pride ourselves on the reliable service which we bring to every job we undertake, whether it is for a large multi-national organisation or a couple celebrating their wedding anniversary. Our booking clerks liaise with clients to double-check every job we accept and we will always telephone the day before the event to finalise arrangements. You can be sure that we will do our best to make your day go without a hitch.

GET IN TOUCH

If you would like further information about any of the above services, or if you would like to arrange a booking, please contact us in the following ways:

- By telephone on 0800 654 325
- By email at www.picturegallery.co.uk
- By fax on 0116 322455
- By letter at Picture Gallery, 48 Walcot Street, Leicester LE1 4TT

Our studios are open six days a week, from 9 am until 6 pm. Call in and see us!

Candidate's Name

TASK 3

PICTURE GALLERY



Service	Duration	Cost
Hourly rate	Per hour	£100
Half day	4 hours	£250
Full day	8 hours	£450
Studio props	Per shoot	Charged at cost
Travelling expenses	Per shoot	£50 plus 45p per mile

***In accordance with current European Union regulations,
all our prices are subject to VAT at 17.5%***

Candidate's Name

TASK 4

SUCCESSFUL WEDDING PHOTOGRAPHY

At Picture Gallery we know that the key to a successful wedding is careful planning. With regard to wedding photography, an essential ingredient for fantastic photographs is a relaxed and smiling bride and groom in a wonderful setting.

Each wedding day is a unique occasion – for the participants and the photographer. We always review the location before the event and discuss with the bride and groom where the photographs will be taken. Nothing is left to chance! That way you can be assured of perfect pictures to remind you of your perfect day.

If you wish, we can take photographs of the bride getting ready for the wedding and your group photographs can be as informal as you prefer. Your proofs will be available in digital or standard format within 48 hours.

If you would like us to quote for your wedding photography, call us on 0800 654 325 now! Alternatively, visit our website at www.picturegallery.co.uk where you can view samples of our work. We look forward to hearing from you soon.

Candidate's Name

[Current date] [Current time]

Spreadsheet Software assignment

Total examination time – 1 hour

Accept the worksheet name in block capitals or initial capitals and lower case.

The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following five items for assessment:

Task 1 – Pie Chart

Task 2 – Original Table

Task 3 – Amended table with column inserted

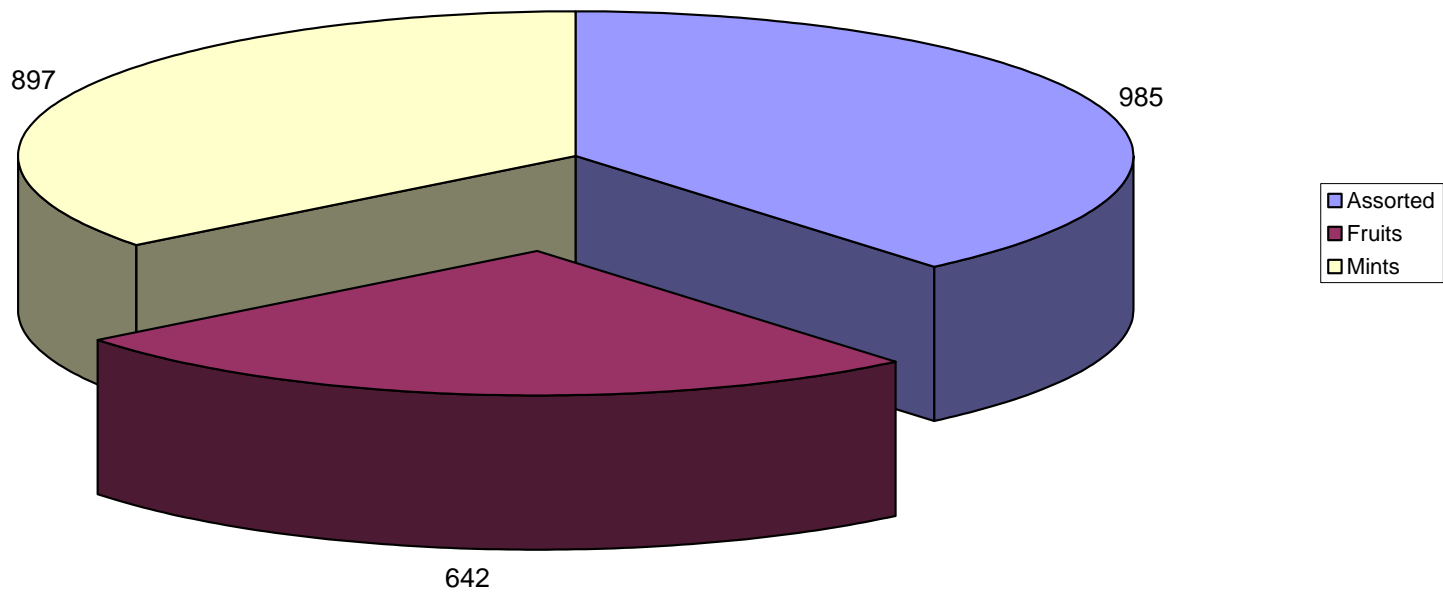
**Task 4 – Task 4a Sorted Table with the addition of subtotals
Task 4b Formulae version of this table**

Candidates will need the following file in order to complete this assessment:

SWEETS.xls

SWEETS1

SWEET SALES BY VARIETY



Candidate's name

Today's date

Assorted	985
Fruits	642
Mints	897

Candidate's name

Today's date

SWEETS2

	A	B	C	D	E
1	ATHENA SWEET SUPPLIERS				
2					
3	SWEET SALES TO 3 RETAILERS				
4					
5	Ref	Sweets	Pack Price (£)	The Sweet Bar	Sweet Tooth
6	AFE4	Fudge	24.50	471	151
7	ADM2	Dolly Mixtures	16.20	612	259
8	FCF7	Clear Fruits	21.99	277	128
9	MMS1	Mints	17.40	358	203
10	FFG8	Fruit Gums	1.25	367	373
11	MHS9	Humbugs	18.99	312	273
12	AAS4	All Sorts	15.65	205	199
13	DA3	Aniseed Drops	16.50	170	236
14	ACS5	Caramels	25.50	223	184

Candidate's name

Today's date

SWEETS3

	A	B	C	D	E	F	G
1	ATHENA SWEET SUPPLIERS						
2							
3	SWEET SALES TO 3 RETAILERS						
4							
5	Ref	Sweets	Variety	Pack Price (£)	The Sweet Bar	Sweet Tooth	Total Sales (£)
6	AFE4	Fudge	Assorted	24.50	471	151	15,239.00
7	FCF7	Clear Fruits	Fruits	21.99	277	128	8,905.95
8	MMS1	Mints	Mints	17.40	358	203	9,761.40
9	FFG8	Fruit Gums	Fruits	358.00	203	373	206,208.00
10	MHS9	Humbugs	Mints	18.99	312	273	11,109.15
11	AAS4	All Sorts	Assorted	15.65	205	199	6,322.60
12	AAD3	Aniseed Drops	Assorted	16.50	170	236	6,699.00
13	ACS5	Caramels	Assorted	25.50	223	184	10,378.50
14	MMC4	Mint Creams	Mints	19.70	323	270	11,682.10
15	FFC9	Fruit Chews	Fruits	18.75	185	158	6,431.25
16	MBM1	Butter Mints	Mints	20.99	264	235	10,474.01
17	FLD8	Lemon Drops	Fruits	15.50	307	320	9,718.50

Candidate's name

Today's date

SWEETS4

	A	B	C	D	E	F	G	H
1	ATHENA SWEET SUPPLIERS							
2								
3	SWEET SALES TO 3 RETAILERS							
4								
5	Ref	Sweets	Variety	Pack Price (£)	The Sweet Bar	Sweet Tooth	Sweets Galore	Total Sales (£)
6	AFE4	Fudge	Assorted	24.50	471	151	302	22,638.00
7	ACS5	Caramels	Assorted	25.50	223	184	368	19,762.50
8	AAD3	Aniseed Drops	Assorted	16.50	170	236	472	14,487.00
9	AAS4	All Sorts	Assorted	358.00	203	199	398	286,400.00
10	Subtotal							343,287.50
11	FFG8	Fruit Gums	Fruits	21.50	367	373	746	31,949.00
12	FLD8	Lemon Drops	Fruits	15.50	307	320	640	19,638.50
13	FCF7	Clear Fruits	Fruits	21.99	277	128	256	14,535.39
14	FFC9	Fruit Chews	Fruits	18.75	185	158	316	12,356.25
15	Subtotal							78,479.14
16	MMC4	Mint Creams	Mints	19.70	323	270	540	22,320.10
17	MHS9	Humbugs	Mints	18.99	312	273	546	21,477.69
18	MBM1	Butter Mints	Mints	20.99	264	235	470	20,339.31
19	MMS1	Mints	Mints	17.40	358	203	406	16,825.80
20	Subtotal							80,962.90
21								
22	Grand Total				3,460	2,730	5,460	502,729.54

Candidate's name

Today's date

SWEETS5

	A	B	C	D	E	F	G	H
1	ATHENA SWEET SUPPLIERS							
2								
3	SWEET SALES TO 3 RETAILERS							
4								
5	Ref	Sweets	Variety	Pack Price (£)	The Sweet Bar	Sweet Tooth	Sweets Galore	Total Sales (£)
6	AFE4	Fudge	Assorted	24.5	471	151	=F6*2	=SUM(E6:G6)*D6
7	ACS5	Caramels	Assorted	25.5	223	184	=F7*2	=SUM(E7:G7)*D7
8	AAD3	Aniseed Drops	Assorted	16.5	170	236	=F8*2	=SUM(E8:G8)*D8
9	AAS4	All Sorts	Assorted	358	203	199	=F9*2	=SUM(E9:G9)*D9
10	Subtotal							=SUM(H6:H9)
11	FFG8	Fruit Gums	Fruits	21.5	367	373	=F11*2	=SUM(E11:G11)*D11
12	FLD8	Lemon Drops	Fruits	15.5	307	320	=F12*2	=SUM(E12:G12)*D12
13	FCF7	Clear Fruits	Fruits	21.99	277	128	=F13*2	=SUM(E13:G13)*D13
14	FFC9	Fruit Chews	Fruits	18.75	185	158	=F14*2	=SUM(E14:G14)*D14
15	Subtotal							=SUM(H11:H14)
16	MMC4	Mint Creams	Mints	19.7	323	270	=F16*2	=SUM(E16:G16)*D16
17	MHS9	Humbugs	Mints	18.99	312	273	=F17*2	=SUM(E17:G17)*D17
18	MBM1	Butter Mints	Mints	20.99	264	235	=F18*2	=SUM(E18:G18)*D18
19	MMS1	Mints	Mints	17.4	358	203	=F19*2	=SUM(E19:G19)*D19
20	Subtotal							=SUM(H16:H19)
21								
22	Grand Total				=SUM(E6:E19)	=SUM(F6:F19)	=SUM(G6:G19)	=SUM(H10,H15,H20)

Candidate's name

Today's date

Database assignment

Total examination time: 1 hour

The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following five items for assessment:

Task 1 – Task 1a Completed Craft Clubs Data Entry Form

Task 1b New Nailart database

Task 2 – Amended database

Task 3 – Sorted Query

Task 4 – Sorted Report in portrait orientation

NB Candidates will need the following file in order to complete this assessment:

CRAFT CLUBS.mdb

TASK 1a

CRAFT CLUB DATA ENTRY SCREEN

Ref No	BC1
Club	Bracknell Craft Club
Address 1	3 High Street
Address 2	Bracknell
Telephone	013876
Ref No	PC2
Club	Porchester Crafts
Address 1	10 The Alley
Address 2	Porchester
Telephone	042912
Ref No	RC3
Club	Rye Craft Club
Address 1	18 Church Road
Address 2	Rye
Telephone	066881

TASK 1b

NAILART - TABLE 1 Candidate's Name					
ID	Stock No	Nailart Item	Supplier	Colour	Price
1	FP3	Freshwater Pearls	Craftco	White, Pink, Black	£2.55
2	DG2	Diamond Glitter	Craftco	Silver, Green	£14.20
3	RS1	Rhinestones	Valuecraft	Red, Blue	£3.50
4	HM8	Half Moon Shapes	Star Products	Silver, Gold	£3.85
5	GG2	Gold Glitter	Craftco	Gold	£2.25
6	GS7	Glass Shapes	Star Products	Transparent	£3.99
7	GS3	Glass Snowflakes	Valuecraft	Various	£4.80
8	DF3	Metallic Stars	Star Products	Pink, Blue	£2.55

TASK 2

NAILART - TABLE 2 Candidate's Name					
ID	Stock No	Nailart Item	Colour	Supplier	Price
1	FP3	Faux Pearls	White, Pink, Black	Craftco	£2.55
2	DG2	Diamond Glitter	Silver, Green	Craftco	£3.75
3	RS1	Rhinestones	Red, Blue	Valuecraft	£3.50
4	HM8	Half Moon Shapes	Silver, Gold	Star Products	£3.85
5	GG2	Gold Glitter	Gold	Craftco	£2.25
7	GS3	Glass Snowflakes	Various	Valuecraft	£4.80
8	DF3	Metallic Stars	Pink, Blue	Star Products	£2.55
9	SF7	Shell Flowers	Various	Star Products	£4.35
10	IN2	Instant Art Nail Sheets	Pink, Blue	Valuecraft	£4.99
11	AP9	Ruby Crystals	Red	Craftco	£3.75

QUERY 1

Query 1 Candidate's Name					
ID	Stock No	Nailart Item	Colour	Supplier	Price
8	DF3	Metallic Stars	Pink, Blue	Star Products	£2.55
4	HM8	Half Moon Shapes	Silver, Gold	Star Products	£3.85
9	SF7	Shell Flowers	Various	Star Products	£4.35

STAR PRODUCTS - BRACKNELL CRAFT CLUB

STOCK NO	NAILART ITEM	PRICE
DF3	Metallic Stars	£2.55
HM8	Half Moon Shapes	£3.85
SF7	Shell Flowers	£4.35

Candidate's Name

Date

Presentation Software assignment

Total examination time: 1 hour

The candidate's full name must be keyed in as instructed in either the header or footer as specified. Candidates must produce the following four files for assessment:

Task 1 Amended presentation

Task 2 Amended presentation

Task 3 New presentation

Task 4 Amended presentation

Candidates will need the following file in order to complete this assessment:

PSL1SAM - Green.ppt

TASK 1

Greener Transport



Candidate name

Greener Ways to Travel

- Car Sharing
- Walking
- Public Transport

Candidate name

Why

- Cars are the number one contributor to air pollution
- Keeps travel costs down
- Environmentally beneficial

Candidate name

Candidate name

TASK 2

Greener Transport



Candidate name

Greener Ways to Travel

- Car Sharing
- Walking
- Public Transport

Candidate name

Why

- Cars are the number one contributor to air pollution
- Keeps travel costs down
- Environmentally beneficial

Candidate name

Candidate name

TASK 3

Recycling



Ways to Recycle

- Use recycling bins
- Re-use plastic bags
- Buy things you can re-use



Kerbside Recycling

We will come and collect your recycling fortnightly from your doorstep in the blue bin provided your doorstep. You may include:

- Newspapers, magazines and junk mail
- Glass bottles and jars
- Cardboard
- Steel cans



TASK 4

Recycling



Ways to Recycle

- Use recycling bins
- Re-use plastic bags
- Buy things you can re-use



Kerbside Recycling

We will come and collect your recycling fortnightly from your doorstep in the blue bin provided your doorstep. You may include:

- Newspapers, magazines and junk mail
- Glass bottles and jars
- Cardboard
- Steel cans

