

# Mark Scheme (Results)

January 2016

Pearson Edexcel Functional Skills  
ICT Level 1 (FST01)

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## **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 Number		Answer	Additional Guidance	Mark	Standards reference
1	1	Screenshot of search engine used to find results	Allow any valid search engine	<b>1</b>	<b>5.1</b>
	2	Key words must include 'John Lee Hooker'	Ignore spelling and/or capitalisation	<b>1</b>	<b>5.1</b>
	3	21 June 2001 in <b>ResponsesJan16L1</b>	Must be in full	<b>1</b>	<b>6.1</b>
	4	Website address in full in relevant cell in <b>ResponsesJan16L1</b>	Do not accept Google, Bing or derivatives	<b>1</b>	<b>6.1</b>
<b>Total for Task 1</b>				<b>4</b>	
<b>TOTAL FOR SECTION A</b>				<b>4</b>	

## Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	<b>TicketsL1</b> opened and used		<b>1</b>	<b>3.1</b>
	2	1,499 entered in cell <b>D8</b>		<b>1</b>	<b>8.4</b>
<b>Total for Task 2 (a)</b>				<b>2</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1 2	Award <b>2 marks</b> for number of tickets <b>Unsold</b> for any venue e.g. =C5-D5 in E5  Award <b>1 mark</b> for <b>Unsold</b> for any venue e.g. use of =SUM OR <b>all</b> ten values correct in data view	Sorted data shows: 20,769 8,652 20,742 11,106 8,047 21,732 13,382 7,697 12,329 13,542	<b>2</b>	<b>8.1</b>
	3	Formula replicated from <b>E5</b> to <b>E14</b>	Allow FT for incorrect formula	<b>1</b>	<b>8.1</b>
<b>Total for Task 2(b)</b>				<b>3</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(c)	<p>1 Award <b>3 marks</b> for <b>only</b></p> <p>2 <b>Average Available</b></p> <p>3 <b>=AVERAGE(C5:C14)</b> in <b>C16</b></p> <p><b>and</b></p> <p><b>Average Unsold</b></p> <p><b>=AVERAGE(E5:E14)</b> in <b>E16</b></p> <p>Award <b>2 marks</b> for <b>=AVERAGE</b> for either <b>Average Available</b> or <b>Unsold</b></p> <p>OR</p> <p>Inclusion of row 15 in <b>both</b> formulae</p> <p>Award <b>1 mark</b> for either <b>Average Available</b> or <b>Unsold</b> must have ( )</p> <p><b>=SUM(C5:C14)/10</b></p> <p>or</p> <p><b>=(C5 +C6 etc)/10</b></p>	<p>Ignore value in column D</p> <p>Ignore value in column D</p>	<b>3</b>	<b>8.1</b>
<b>Total for Task 2(c)</b>			<b>3</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(d)	1	All dates consistently formatted	Must be marked from data view	<b>1</b>	<b>8.3</b>
	2	Truncation removed	Must be marked from data view	<b>1</b>	<b>7.1</b>
	3	<p>Award <b>1 mark</b> for use of formatting to improve clarity, e.g.</p> <ul style="list-style-type: none"> <li>Title/headings enhanced</li> <li>Effective use of borders and/or shading</li> </ul>	Must be marked from data view	<b>1</b>	<b>7.1</b>
<b>Total for Task 2(d)</b>			<b>3</b>		

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e)	1	<b>Date</b> column sorted	Must be marked from data view	<b>1</b>	<b>8.4</b>
	2	Whole table sorted in ascending order of <b>Date</b>	Must be marked from data view	<b>1</b>	<b>8.4</b>
<b>Total for Task 2(e)</b>				<b>2</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Column or bar chart produced		<b>1</b>	<b>8.2</b>
	2	Correct data range selected; columns B & D (Venue and Sold)	Award for pie chart with 10 segments, data values and legend	<b>1</b>	<b>8.3</b>
	3	Chart title includes 'tickets sold' and 'venue'	Ignore spelling and caps Award for pie chart	<b>1</b>	<b>7.1</b>
	4	X axis labelled e.g. Venue, City, Location	Ignore spelling and caps Allow follow through for reversal of axes	<b>1</b>	<b>8.2</b>
	5	Y axis labelled e.g. Total Sold or Number Sold NB NOT Amount	Ignore spelling and caps Allow follow through for reversal of axes	<b>1</b>	<b>8.2</b>
	6	Legend removed and category labels in full	Award for legend with pie chart when legend matches chart	<b>1</b>	<b>8.2</b>
	7	Chart fit for purpose	Must have mp 1 to 6 <b>and</b> Correct spelling and sensible capitalisation of title and axis labels No full stop at end of title/labels Chart printed as separate sheet, no data included	<b>1</b>	<b>10.2</b>
<b>Total for Task 2(f)</b>				<b>7</b>	
<b>Total for Task 2</b>				<b>20</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	WP/DTP used	<b>1</b>	<b>2.1</b>	
	2	Front and back are on one A4 page <b>landscape</b>	<b>1</b>	<b>1.1</b>	
	3	Front and back are square and approximately the same size	Accept on separate pages	<b>1</b>	<b>2.2</b>
	4	Body text <b>as given</b> on front <b>and</b> back		<b>1</b>	<b>6.1</b>
	5	<i>LyKaQu</i> formatted to stand out on front <b>and</b> back	Formatting need not be consistent Accept stylised fonts, must be readable	<b>1</b>	<b>7.1</b>
	6	Barcode inserted on back of CD cover		<b>1</b>	<b>3.1</b>
	7	2 suitable images <b>only</b> selected from <b>ImagesJan16L1</b>	Do not accept kettle and snooker balls Ignore own images	<b>1</b>	<b>6.1</b>
	8	21 June 2001 inserted, prompt brackets removed	Allow follow-through from Task 1 Accept omitted closing round bracket	<b>1</b>	<b>10.1</b>
	9	£10.99 inserted		<b>1</b>	<b>10.1</b>
	10	Images suitable size, proportions maintained and no truncation. Bar code must be smaller than images		<b>1</b>	<b>2.2</b>
	11	All images suitable position and do not obscure text		<b>1</b>	<b>7.1</b>
	12	Price sensible size and location, e.g. with barcode and/or formatted to attract attention	Ignore duplication	<b>1</b>	<b>7.1</b>
	13	Font sizes and styles used appropriately for body text	Must be readable Accept stylised fonts	<b>1</b>	<b>7.1</b>
	14 15	Award 1 mark each for formatting techniques used to good effect to attract attention e.g. borders/shading autosshapes bullets/numbers alignment (not left) watermarking of images		<b>2</b>	<b>7.1</b>
	16	CD cover meets criteria	Must have mp 2-11 <b>and</b>	<b>1</b>	<b>11.1</b>



		and is fit for purpose	Balanced layout and good use of white space No hyphenation No labels within perimeter of CD cover ) included after inserted date		
<b>Total for Task 3 (a)</b>				<b>16</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1 2	Award 1 mark each up to a maximum of 2 for any of: Password protect Mark as final Restrict (disable) editing/permissions Add a digital signature PDF	Do not award for read only	<b>2</b>	<b>4.1</b>
<b>Total for Task 3(b)</b>				<b>2</b>	
<b>Total for Task 3</b>				<b>18</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of suitable software application for sending an email		<b>1</b>	<b>2.1</b>
	2	To: peppe@lykaqu.org.uk		<b>1</b>	<b>9.1</b>
	3	Subject line includes 'CD cover'		<b>1</b>	<b>9.1</b>
	4	CD cover attached		<b>1</b>	<b>9.1</b>
	5	Message asks Peppe to check the (CD) cover is ready for printing		<b>1</b>	<b>9.2</b>
	6	Message uses appropriate business salutation and tone and is fit for purpose	<p>Do not accept 'Hi' OR 'Hey' Peppe</p> <p>Accept 'Hello/Dear Peppe'</p> <p>Any proper names used in subject and/or message must have correct capitalisation and spelling</p> <p>Do not accept text speak or i</p> <p>Ignore minor spelling errors that do not change meaning</p>	<b>1</b>	<b>9.2</b>
<b>Total for Task 4</b>				<b>6</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Folder called <b>2016 Tour</b> created <b>as given</b>		<b>1</b>	<b>3.1</b>
	2	New folder contains <b>only</b> spreadsheet and CD cover	Ignore duplicate copies elsewhere in screen shot	<b>1</b>	<b>3.1</b>
<b>Total for Task 5</b>				<b>2</b>	
<b>TOTAL FOR SECTION B</b>				<b>46</b>	
<b>TOTAL FOR TEST</b>				<b>50</b>	

Ofqual



Llywodraeth Cynulliad Cymru  
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