

Mark Scheme (Results)

January 2016

Pearson Edexcel Functional Skills
ICT Level 2 (FST02)

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Publications Code FC043243

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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	Answer	Additional	Mark	Standards	
1(a)	1	Screen shot of search engine		1	4.1
	2	Criteria includes Robert Burns		1	4.1
	3	Image of Robert Burns in ResponsesJan16L2	Do not accept gallery of images	1	5.2
	4	Website address in ResponsesJan16L2	Do not accept search engine URL or derivatives	1	5.1
Total for Task 1 (a)			4		
1(b)	1	Murdoch's Lone, Alloway, (Ayr) KA7 4PQ	Ignore spelling and caps	1	5.2
	2	1759 & 1796		1	5.2
Total for Task 1 (b)			2		
Total for Task 1			6		
TOTAL FOR SECTION A			6		

Section B

Question	Answer	Additional Guidance	Mark	Standards
2(a) 1 2 3	<p>Award 3 marks for: A2:C21 sorted alphabetically on First Name within alphabetical order of Last Name</p> <p>Award 2 marks for: A2:C21 sorted alphabetically on First Name within descending alphabetical order of Last Name</p> <p>Or A2:C21 sorted descending alphabetical order on First Name within alphabetical order of Last Name</p> <p>Award 1 mark for: A2:C21 sorted alphabetically on either First Name or Last Name or A2:C21 sorted descending alphabetical order on First Name within descending alphabetical order of Last Name</p>	<p>Correct first row is Lola Adedokun 16</p> <p>Data integrity must be maintained for any marks to be awarded.</p>	3	7.4
Total for Task 2 (a)			3	

2(b)	1 2 3	Award 3 marks for =IF(C2>=16,75,50) or =IF(C2<16,50,75) Award 2 marks for =IF(C2>16,75,50) or =IF(C2<=16,50,75) Award 1 mark for = IF(C2>=16 or =IF(C2<16 or =IF(C2>16 or =IF(C2<=16	Award for correct response for any member Allow "£75" and "£50" in correct position within IF statement. Accept =IF(C2:C21>=16,75,50) for 2 marks Accept >15 as equivalent to >=16	3	7.1
	4	Replication to D2:D21 only	Allow follow through for incorrect formula	1	7.1
Total for Task 2(b)				4	
2(c)	1 2	Award 2 marks for: =SUM(D2:D21) in D23 Award 1 mark for: =SUM(D2:D22) in D23 or =SUM(D2:D21) in other cell	Do not accept =D2+D3+ ...	2	7.1
	Total for Task 2(c)				2
2(d)	1	No truncation		1	6.1
	2	Column D formatted consistently to currency		1	7.3
	3	Spreadsheet formatted consistently and appropriately to be clear and easy to understand	Eg appropriate borders and/or shading, font enhancements to headings	1	6.1
Total for Task 2(e)				3	
2(e)	1	Bar or column chart		1	2.2
	2	Correct data used for chart A2:A6 (First Name) and D1:I6 (Attendance)	Must be bar, column or line chart to gain mark	1	7.2
	3	Suitable title includes 'members', '13' and 'attendance'	Award for any chart with a suitable title	1	9.1
	4	Suitable axis labels eg 'attendance ', 'member'/'name' or 'month'	Must be bar, column or line chart to gain mark	1	7.2
	5	Appropriate legend (Months or Names)	Must be bar, column or line chart to gain mark	1	7.3
	6	Chart is fit for purpose: mp1-5 and printed on a separate sheet, no spelling/capitalisation errors and no truncation of category labels		1	10.1
Total for Task 2(e)				6	
Total for Task 2				18	

Question	Answer	Additional Guidance	Mark	Standards	
3 (a)	1	Presentation software used		1	2.1
	2	Presentation has 4 slides		1	1.1
	3	Presentation printed 2 to a page	Not screen shots	1	2.2
	4	Logo inserted on all slides		1	3.1
	5	Title "Robert Burns – Scotland's National Poet" as given and formatted as title "Title:" removed	Accept removal of dash if 'Scotland's National Poet' is used as a sub-title	1	6.1
	6	Text from BurnsL2 inserted	3 paragraphs and titles	1	6.1
	7	Image of Robert Burns inserted	Allow follow through from Task 1	1	5.1
	8	Alloway, 1759 and 1796 inserted in appropriate locations Brackets and prompt text removed	Allow follow through from Task 1 Allow any or all of address except postcode.	1	3.1
	9	Only two other suitable images from ImagesJan16L2 inserted	Do not accept images of cow and fireman	1	3.1
	10	Images match text, and all images including logo appropriate size with no distortion		1	9.1
	11	Text is appropriately divided up <ul style="list-style-type: none"> Title slide Robert Burns His birthplace museum His poetry 		1	9.1
	12	Consistent font and styles for titles and body text on slides 2-4 and easily readable	Text size on any slide must be consistent	1	6.1
	13	Balanced layout on all slides with logo consistently sized and positioned on slides 2-4		1	10.1
	14	Formatting feature used consistently that enhances presentation – eg borders, background, slide designs, bullets		1	6.1
	15	Presentation meets criteria and is fit for purpose	Must have mp 1-11 and be free from spelling and grammar errors	1	9.2
	16	Meaningful file name used e.g. 'Burns'	Evidenced from Task 3(b) or Task 4	1	3.1
Total for Task 3(a)			16		
3(b)	1	New folder called Robert Burns (as given)		1	3.1
	2	Folder contains only presentation file		1	3.1
Total for Task 3(b)			2		
Total for Task 3			18		

Question	Answer	Additional Guidance	Mark	Standards	
4	1	Screen shot shows email client software with headings and message areas		1	8.1
	2	To: andrew.michelson@ops1966.org.uk AND correct attachment of presentation AND suitable subject		1	8.1
	3	Suitable message with request to confirm he is happy with layout	Award if not email client	1	8.1
	4	Suitable business salutation and tone with correct spelling and punctuation	Do not accept 'Hi'/'Hey' Award if not email client	1	8.3
Total for Task 4			4		

Question	Answer	Additional Guidance	Mark	Standards	
5(a)	1	Award one mark each up to a maximum of two for: <ul style="list-style-type: none"> • download virus/malware/spyware/ ransomware • phishing/pharming/identity theft • data corruption/loss • damage to computer system 	Accept valid descriptions	2	2.5
	2				
Total for Task 5 (a)			2		
5(b)	1	Award one mark each up to a maximum of two for checking: <ul style="list-style-type: none"> • connection to speakers/headphones • volume/mute • presence of sound card • audio drivers • speakers switched on 		2	2.4
	2				
Total for Task 5 (b)			2		
Total for Task 5			4		
TOTAL FOR SECTION B			44		
TOTAL FOR TEST			50		

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Welsh Assembly Government

