

# Mark Scheme (Results)

January 2017

Pearson Edexcel Functional Skills  
ICT Level 2 (FST02)

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January 2017

Publications Code FST02\_01\_1701\_MS

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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
1(a)	1	Screen shot shows a search engine with the criteria box		<b>1</b>	<b>4.1</b>
	2	Criteria includes <b>Thames Barrier</b>		<b>1</b>	<b>4.1</b>
	3	Image of the Thames Barrier in <b>ResponsesJan17L2</b>	Do not accept image gallery	<b>1</b>	<b>5.2</b>
	4	Website address of image entered into <b>ResponsesJan17L2</b>	Do not accept Google/Bing/other search engines or derivatives	<b>1</b>	<b>5.1</b>
<b>Total for Task 1 (a)</b>				<b>4</b>	
1(b)	1	Royal Hospital for Seamen Accept Greenwich Hospital	Ignore spelling and caps	<b>1</b>	<b>5.2</b>
	2	Ferreira	Ignore spelling and caps	<b>1</b>	<b>5.2</b>
<b>Total for Task 1 (b)</b>				<b>2</b>	
<b>Total for Task 1</b>				<b>6</b>	
<b>TOTAL FOR SECTION A</b>				<b>6</b>	

## Section B

Question Number		Answer	Additional Guidance	Mark	Standards
2(a)	1	<b>Award 3 marks</b> for	Correct first row is Patek Bosco 51,22.50,21.00 43.50  Data integrity must be maintained for any mark to be awarded.	<b>3</b>	<b>7.4</b>
	2	<b>A4:G22</b> sorted alphabetically on <b>First Name</b> within alphabetical order of <b>Last Name</b>			
	3	<b>Award 2 marks</b> for <b>A4:G22</b> sorted alphabetically on <b>First Name</b> within reverse alphabetical order of <b>Last Name</b> <b>OR</b> <b>A4:G22</b> sorted reverse alphabetically on <b>First Name</b> within alphabetical order of <b>Last Name</b> <b>Award 1 mark</b> for <b>A4:G22</b> sorted reverse alphabetically on <b>First Name</b> within reverse alphabetical order of <b>Last Name</b>			
<b>Total for Task 2 (a)</b>				<b>3</b>	
2(b)	1	<b>Award 2 marks</b> for	Must be formula view Award for any correct response for any passenger	<b>2</b>	<b>7.1</b>
	2	=IF(C4>=16,22.5,14.5) <b>OR</b> =IF(C4<16,14.5,22.5)			
		<b>Award 1 mark</b> for =IF(C4>16,22.5,14.5) <b>OR</b> =IF(C4<=16,14.5,22.5)			
<b>Total for Task 2 (b)</b>				<b>2</b>	
2(c)	1	<b>Award 3 marks</b> for	Must be formula view Accept correct use of =LOOKUP Award for any order Ignore 4 <sup>th</sup> parameter in VLOOKUP Accept without \$ in front of column (eg A\$2:C\$5)p[	<b>3</b>	<b>7.1</b>
	2	=VLOOKUP(E4,Meals!\$A\$2:\$C\$5,3)			
	3	Accept use of named range <b>Award 2 marks</b> for =VLOOKUP(E4,Meals!A2:C5,3) <b>OR</b> =VLOOKUP(E4,Meals!\$A\$1:\$C\$5,3) <b>Award 1 mark</b> for an attempt at a look up =VLOOKUP(E4, <b>OR</b> =VLOOKUP(E4,Meals!A1:C5,3)			
<b>Total for Task 2 (c)</b>				<b>3</b>	
2(d)	1	=D4+F4	Award for any passenger Do not accept use of =SUM Must be formula view	<b>1</b>	<b>7.1</b>

	2	Formulae replicated in columns D, F and G Absolute cell references must be used in F	Allow follow through for incorrect formulae Must be formula view	<b>1</b>	<b>7.1</b>
<b>Total for Task 2 (d)</b>				<b>2</b>	
2(e)	1	<b>Award 1 mark for</b> =SUM(G4:G22)	Do not accept =SUM(G4:G23) Must be formula view	<b>1</b>	<b>7.1</b>
<b>Total for Task 2 (e)</b>				<b>1</b>	

Question Number		Answer	Additional Guidance	Mark	Standards
2(f)	1	All values in columns D, F and G formatted to £2dp	Must include <b>G24</b> Must be data view	<b>1</b>	<b>7.3</b>
	2	<b>Award 1 mark for</b> formatting that adds clarity, eg <ul style="list-style-type: none"> <li>• Title/column headings enhanced</li> <li>• Appropriate borders/shading</li> <li>• Alignment</li> </ul>		<b>1</b>	<b>6.1</b>
<b>Total for Task 2 (f)</b>				<b>2</b>	
2(g)	1	Bar or column chart		<b>1</b>	<b>2.2</b>
	2	Correct data used B4:B22 <b>and</b> G4:G22	Accept pie chart with correct data labels	<b>1</b>	<b>7.2</b>
	3	Appropriate title which includes 'price', 'trip' and 'passenger'	May be awarded for pie chart Ignore spelling and caps	<b>1</b>	<b>9.1</b>
	4	Appropriate axis labels eg 'passenger/person/first name' and 'price'		<b>1</b>	<b>7.2</b>
	5	Chart is fit for purpose Must have marking points 1 to 4 <b>and</b> <ul style="list-style-type: none"> <li>• Correct spelling and consistent suitable capitalisation of title and axis labels</li> <li>• No truncation of category labels</li> <li>• No unnecessary information</li> <li>• Chart saved as a separate worksheet within BoatTripL2</li> </ul>		<b>1</b>	<b>10.1</b>
<b>Total for Task 2 (g)</b>				<b>5</b>	
<b>Total for Task 2</b>				<b>18</b>	

Question Number	Answer	Additional Guidance	Mark	Standards	
3	1	WP/DTP software used	<b>1</b>	<b>2.1</b>	
	2	Information sheet is one side A4 portrait	<b>1</b>	<b>1.1</b>	
	3	'OXTHORPE COMMUNITY ASSOCIATION' entered as given. 'Title:' removed	<b>1</b>	<b>6.1</b>	
	4	All relevant text from <b>RiverTripL2</b> entered as given	Must not include 'Taj Mahal' Must include subheadings	<b>1</b>	<b>3.1</b>
	5	'Royal Hospital for Seamen' <b>and</b> 'Ferreira' replace bracketed text, brackets removed	Allow FT from Task 1(b)	<b>1</b>	<b>3.1</b>
	6	Title formatted to stand out from body text.	Must clearly be a title, at least 2 pts larger than subheadings and body text. No stylised fonts that are not legible	<b>1</b>	<b>2.2</b>
	7	Image of Thames Barrier included	Allow FT from Task 1(a)	<b>1</b>	<b>6.1</b>
	8	<b>One</b> logo inserted above or below body text	May be beside title (but not between title and body text) Or Beside contact details	<b>1</b>	<b>3.1</b>
	9	<b>One</b> other suitable image from <b>ImagesJan17L2</b>	Do not accept Taj Mahal or Statue of Liberty	<b>1</b>	<b>3.1</b>
	10	Images located with/adjacent to relevant text and do not truncate or obscure text		<b>1</b>	<b>9.1</b>
	11	All images (including logo) appropriately sized and proportions maintained, no truncation	Logo should be no bigger than other images	<b>1</b>	<b>9.1</b>
	12	Programme formatted as table	May not have borders but is two columns and seven rows	<b>1</b>	<b>6.1</b>
	13	Subheadings ( <i>Programme, Thames Barrier, Greenwich, Tower of London</i> ) formatted consistently to stand out from body text	No stylised fonts that are not legible	<b>1</b>	<b>6.1</b>
	14	Body text font, size and style	No stylised fonts	<b>1</b>	<b>6.1</b>

		consistent.	that are not legible Accept different font for contact details		
15 16		Award 1 mark up to a maximum of 2 for formatting features used to good effect, eg: <ul style="list-style-type: none"> <li>• page border</li> <li>• table borders</li> <li>• justification of body text</li> <li>• text wrap around images</li> </ul>		<b>2</b>	<b>6.1</b>
17		Document is accurate No unnecessary hyphenation or full stops No extra/missing spaces No inappropriate line breaks No capitalisation/spelling errors	Information from Task 1 spelled correctly	<b>1</b>	<b>9.2</b>
18		Information sheet meets all criteria – must have MP 2-11 <b>and</b> have consistent and balanced layout		<b>1</b>	<b>10.1</b>
<b>Total for Task 3</b>				<b>18</b>	

Question Number	Answer	Additional Guidance	Mark	Standards
4	1	Screen shot shows email software	<b>1</b>	<b>2.1</b>
	2	To: costellom2@oxcom15.org	<b>1</b>	<b>8.1</b>
	3	Subject indicates spreadsheet or trip <b>and</b> spreadsheet attached.	<b>1</b>	<b>8.1</b>
	4	Message asks Mark to check that the <b>age</b> for <b>passengers</b> is <b>correct</b> and uses suitable salutation and business tone <b>and</b> correct spelling and grammar	Do not accept 'Hi' or 'Hey' Accept 'Mark' or 'Dear Mark' Do not accept 'Dear Mark Costello'	<b>1</b>
<b>Total for Task 4</b>			<b>4</b>	

Question Number	Answer	Additional Guidance	Mark	Standards
5(a)	1 2	<b>One mark</b> each up to a maximum of 2 for any of <ul style="list-style-type: none"> <li>• might download a virus/malware/spyware</li> <li>• might be a phishing site/result in identity theft</li> <li>• might be inappropriate (eg obscene) website</li> </ul>	<b>2</b>	<b>2.5</b>



<b>Total for Task 5 (a)</b>			<b>2</b>		
5(b)	1 2	<b>One mark</b> each up to a maximum of 2 for any of <ul style="list-style-type: none"> <li>• Upload to website/cloud eg Facebook, Dropbox (must specify)</li> <li>• Copy to removable medium e.g. CD/DVD, SD card, USB stick (not just disk/USB)</li> <li>• Compress/edit the file/reduce file size (not split into parts)</li> </ul>	Do not accept email	<b>2</b>	<b>2.4</b>
<b>Total for Task 5 (b)</b>			<b>2</b>		
<b>Total for Task 5</b>			<b>4</b>		
<b>TOTAL FOR SECTION B</b>			<b>44</b>		
<b>TOTAL FOR TEST</b>			<b>50</b>		

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Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

