ENTRY 1 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 1.

Assessors must use the mark scheme given below, and place a tick in the relevant box where a learner has met the standard.

Learner name:	Registration number:	Centre number:

GETTING READY		
1. **Task** Make sure you are sitting comfortably. Make sure you work safely at all times during the task.		
Coverage and range 2.1 minimise the physical stress of seating, lighting and hazards	Marks	Achieved
1. **Mark scheme** The learner has demonstrated safe working of any one of addressing seating or lighting or any other hazards. For example, by adjusting the height and/or position of chair and monitor, using correct posture, avoid tripping hazards, keeping food and drink away, minimising glare.	(1)	☐
2. **Task** Start the computer system.		
Coverage and range 2.2 keep access information secure by using password.	Marks	Achieved
2. **Mark scheme** The learner must demonstrate that they can access a computer system using secure methods, such as a username/password (either as standalone access or part of a network authentication).	(1)	☐
DURING THE TASK		
1. **Task** You will get a mark for using software applications.		
Coverage and range 1.1 recognise and use interface features.	Marks	Achieved
1. **Mark scheme** By undertaking the advert and email activities, the learner has recognised and used interface features when using software applications to complete this task. For example, opening and closing the data file, receiving and opening email messages, labelling an image, saving and printing, and opening and closing software applications.	(1)	☐

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Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

	MAKE AN ADVERT		
1.	**Task** You have been sent an email or text message. It tells you about the reward for finding the bicycle. Open the email or text message.		
	Coverage and range 3.1 text message, voicemail and on-screen information 5.2 receive and open electronic messages	**Marks**	**Achieved**
1.	**Mark scheme** By entering/adding any correct information from the email or text message into the advert, the learner has:		
1.	Received the email or text message.	(1)	☐
1.	Opened the email or text message.	(1)	☐
1.	Found the given information.	(1)	☐
2.	**Task** Open the file MissingBicycleEL1. Use the information in the email or text message to: • tell people how to claim the reward • change the reward on the advert.		
	Coverage and range 4.1 identify and correct simple errors	**Marks**	**Achieved**
2.	**Mark scheme** The learner has added the information on how the claim the reward. If you find this bicycle please call Sally on 07892 345345	(1)	☐
2.	The learner has amended the reward amount to £8	(1)	☐
3.	**Task** The advert contains an image. Label the image so that people know what it is.		
	Coverage and range 5.1 label an image	**Marks**	**Achieved**
3.	**Mark scheme** The learner has added a label to the image.	(1)	☐
3.	The label is appropriate in that it identifies the image. (e.g. Sally's bicycle or missing bicycle – minor errors in case and spelling should be disregarded.)	(1)	☐
	Total	10	
	Pass Mark	7	
		Total	

ENTRY 1 AUTHENTICATION

Functional Skills Qualification in Information and Communication Technology at Entry 1

COMMENTS
If you have provided any assistance to the learner during this task, please provide details here.

The pass mark is 7 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 1.

Assessor name	Assessor signature and date

I confirm that this is my own work.

Learner name	Learner signature and date

All learner work must be authenticated.

The following should be collated for achievement and retained by the centre:

- printed task from learner
- completed mark scheme

Task coverage grid

	Using ICT			Finding and selecting information		Developing, presenting and communicating information			Open or Fixed	Total
	1.1	**2.1**	**2.2**	**3.1**		**4.1**	**5.1**	**5.2**		
Getting ready										
1		**1**							**Open**	**1**
2			**1**						**Open**	**1**
During the task										
3	**1**								**Open**	**1**
Make an advert										
1				**1**				**2**	**Open**	**3**
2						**2**			**Open**	**2**
3							**2**		**Open**	**2**
Total	**1**	**1**	**1**	**1**		**2**	**2**	**2**		**10**

3	**1**	**6**

Assessment weightings	Marks	%
Using ICT	3	30%
Finding and selecting information	1	10%
Developing, presenting and communicating information	6	60%
Total	**10**	**100%**
Open response %		**100%**
Fixed response %		**0%**

Missing Bicycle

Sally has lost her bicycle

Label added that refers to the missing bicycle

Sally's Bicycle

Reward has been changed on the advert

Reward for finding bicycle - £8

To claim reward:

If you find this bicycle please call Sally on 07892 345345

Text from the email is added