ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 3.

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 3.2 minimise physical stress. 8.3 understand the need to stay safe and to respect others when using ICT-based information.	**Marks**	**Achieved**
1.	**Mark Scheme** The learner has demonstrated the ability to minimise physical stress by adjusting the height and/or position of the chair and monitor, using correct posture, following relevant health and safety or personal guidelines.	(1)	☐
1.	The learner has demonstrated that they understand the need to stay safe and to respect others when using ICT-based communication by keeping personal information secure, using appropriate language or tone.	(1)	☐
2.	**Task** Start the computer system.		
	Coverage and range 1.1 use correct procedures to start and shut down an ICT system.	**Marks**	**Achieved**
2.	**Mark scheme** The learner has demonstrated that they can access a computer system using correct procedures (either as access to a standalone or network system).	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

DURING THE TASK			
1.	Task You will get marks for: • using software applications • using interface features • opening and saving files		
	Coverage and range 1.3 use software applications to meet needs and solve given problems 1.4 recognise and use interface features 2.1 open and save files	Marks	Achieved
1.	Mark scheme By completing the task, the learner has: • selected and used appropriate software applications	(1)	☐
1.	• recognised and used interface features when using software applications.	(1)	☐
1.	• opened files	(1)	☐
1.	• saved files	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

WORK OUT THE PRICE OF THE SKI TRIP			
1.	**Task** Open the file **SkiTripCostsEL3** stored on the USB memory stick. Enter your name in cell A1		
	Coverage and range 1.2 use input and output devices 2.2 know how to insert and remove media	Marks	Achieved
1.	**Mark scheme** The learner has opened the file **SkiTripCostsEL3**.	(1)	☐
1.	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	☐
2. 2(a)	**Task** The cost of the coach is now £85 Change the cost of the coach in the spreadsheet.		
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks	Achieved
2(a)	**Mark scheme** The learner has entered the value of £85.00 in the spreadsheet.	(1)	☐
2(b)	**Task** Enter a formula in cell B8 to calculate the total of costs in cells B3 to B6		
	Coverage and range 6.3 process numbers to meet need	Marks	Achieved
2(b)	**Mark Scheme** The learner has entered the formula =SUM(B3:B6) OR =B3+B4+B5+B6 in cell B8 £355.00 is correct	(1)	☐
3.	**Task** Save the spreadsheet.	(0)	
3.	**Task** Print the spreadsheet showing gridlines.		
	Coverage and range 7.1 for print and viewing on screen 1.5 change simple software settings	Marks	Achieved
3.	**Mark Scheme** The learner has brought together information for printing.	(1)	☐
3.	The learner has used the software setting to add gridlines before printing (do not award borders).	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

DESIGN THE SKI TRIP INFORMATION SHEET			
1(a)	**Task** Open the file **InformationSheetEL3** stored on the USB memory stick. This file contains text for the ski trip information sheet. Open the file **LeafletEL3** stored on the USB memory stick. (a) Use the information given in **LeafletEL3** to complete the text for the ski trip information sheet. Find and insert in **InformationSheetEL3**: • the dates of the trip • how many days the trip will last for • the phone number to contact for more information. Make sure that all this information is in a suitable place on the ski trip information sheet.		
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome.	Marks	Achieved
1(a)	**Mark scheme** '8th to 14th January' positioned below or adjacent to 'the dates of the trip are'	(1)	☐
1(a)	'7 days' positioned below or adjacent to 'trip will last for'	(1)	☐
1(a)	'01292 673988' positioned below or adjacent to 'Phone number'	(1)	☐
1(b)	**Task** Find the image of skiers in the leaflet. Insert this image in a suitable place on the information sheet.		
	Coverage and range 4.1 search stored information 6.2 insert and position graphics or other digital content to achieve a purpose	Marks	Achieved
1(b)	**Mark scheme** Use of image of skiers implies that a search of file LeafletEL3 has been achieved.	(1)	☐
1(b)	Image of skiers inserted in the ski trip information sheet.	(1)	☐
1(b)	Image of skiers positioned appropriately (e.g. not obscuring any of the text or images).	(1)	☐
1(c)	**Task** Use the internet to find a suitable image of a ski resort.		

	Insert your chosen image in a suitable place in the ski trip information sheet.		
	Coverage and range 5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose	Marks	Achieved
1 (c)	Mark scheme The learner has used a simple search to find an image related to the general topic of ski resorts on the internet.	(1)	☐
1 (c)	The learner has selected a suitable image from the internet.	(1)	☐
1 (c)	The learner has placed a copy of their chosen image in the ski trip information sheet.	(1)	☐
1 (c)	The image is suitably positioned on the information sheet (e.g. not obscuring any of the text or images).	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

DESIGN THE SKI TRIP INFORMATION SHEET			
2	**Task** You worked out the 'Price of the ski trip' in your spreadsheet. Enter this in a suitable place in the InformationSheetEL3.		
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks	Achieved
2	**Mark scheme** Cost entered in a suitable position in the information sheet – must be the same calculated cost in the spreadsheet (cell B8)	(1)	☐

3(a)	**Task**
	Format the layout of the information sheet so that it looks good
	    You could use:
	    • alignment
	    • borders
	    • colours
	    • fonts
	    • font styles
	    • font sizes
	    • any other formatting		

	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks	Achieved
3(a)	**Mark scheme** Information sheet is formatted by using appropriate features such as: • alignment (e.g. left, centre, right) • borders • colours • fonts(e.g. Times New Roman, Ariel, Comic Sans) • font styles (e.g. bold, italic, underlined) • font sizes Accept any other appropriate formatting features. 1 mark for each feature up to a maximum of 4 marks. Multiple marks may be awarded for variations within the same item (e.g. underlined and italic font styles – 2 marks) but not for repeated use of the same feature (2 items underlined = 1 mark)	(1) (1) (1) (1)	☐ ☐ ☐ ☐

3 (b)	**Task** Check the information sheet for accuracy and meaning. **Coverage and range** 7.2 check for accuracy and meaning	Marks	Achieved
3 (b)	**Mark Scheme** If the Information is accurate and meaningful there is implied evidence of checking	(1)	☐
3 (c) 3 (c)	**Task** Check that the information sheet is suitable for use. **Coverage and range** 7.3 check suitability of information	Marks	Achieved
3 (c)	**Mark Scheme** Information is suitable for the context.	(1)	☐
4	**Task** Save the information sheet.	(0)	
4 4	**Task** Print the information sheet. **Coverage and range** 7.1 for print and viewing on screen	Marks	Achieved
4	**Mark Scheme** The learner has printed the information sheet.	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

	SEND A MESSAGE		
1.	**Task** The USB memory stick contains a **list of contacts** and a message **text file**. The list of contacts is password protected. You have received an email message. The message contains a password that will open the list of contacts. Open and read the email message.		
1.	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
1.	Mark scheme The learner has opened the email message.	(1)	☐
2.	**Task** Use the password in the email message to open the file **StaffListEL3**.		
2.	Coverage and range 3.1 use and change passwords	Marks	Achieved
2.	Mark scheme The learner has successfully entered the password.	(1)	☐
3(a)	**Task** Open the file **EmailTextEL3** stored on the USB memory stick. Copy the information and paste it into a new email. You worked out the '**Price of the ski trip**' in your spreadsheet. Enter that price in a suitable place in the email.		
	Coverage and range 7.1 for print and viewing on screen	Marks	Achieved
3(a)	Mark scheme The learner has successfully entered the information in the email.	(1)	☐
3(b)	**Task** Use the list of contacts in the file StaffListEL3 to find the email address of the School Secretary.		
	Coverage and range 4.1 search stored information 8.2 use contacts	Marks	Achieved
3(b)	Mark Scheme The learner has addressed the email to someone on the contact list. (Implies that the contact list has been used.)	(1)	☐
3(b)	The learner has addressed the email to the School Secretary (implies that a search has been achieved)	(1)	☐
3(c)	**Task** Send the email to the School Secretary.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
3(c)	Mark scheme The learner has sent the email message	(1)	☐
4	**Task** You will receive a reply to your email. Print this reply including your sent message.		

	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
4	Mark scheme The learner has printed the automated email reply proving that they received and opened it.	(1)	☐

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

SEND A MESSAGE			
5	**Task** Close all documents and remove the USB memory stick safely. Use the correct procedures to shut down your computer.		
	Coverage and range 2.2 know how to insert and remove media 1.1 use correct procedures to start and shut down an ICT system	Marks	Achieved
5	**Mark scheme** The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1)	☐
5	The learner has shut down the computer system using the correct procedures.	(1)	☐
	Total	40	
	Pass Mark	30	

Total	

ENTRY 3 AUTHENTICATION

Functional Skills Qualification in Information and Communication Technology at Entry 3

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

The pass mark is 30 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 3.

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									
	1.1	1.2	1.3	1.4	1.5	2.1	2.2	3.1	3.2	4.1	5.1	6.1	6.2	6.3	7.1	7.2	7.3	8.1	8.2	8.3	Total
Getting Ready																					
1									1										1		2
2	1																				1
During the task																					
1			1	1			2														4
Work our the price of the ski trip																					
1		1					1														2
2a												1									1
2b														1							1
3					1										1						2
Design the ski trip information sheet																					
1a												3									3
1b										1			2								3
1c											2		2								4
2												1									1
3a												4									4
3b																1					1
3c																	1				1
4															1						1
Send a message																					
1																		1			1
2						1															1
3a															1						1
3b										1									1		2

3c																		1			1
4																		1			1
5	1					1															2
Total	2	1	1	1	1	2	2	1	1	2	2	9	4	1	3	1	1	3	1	1	40
	12									4		24									40

Assessment weightings	Marks	%
Using ICT	12	30%
Finding and selecting information	4	10%
Developing, presenting and communicating information	24	60%
40	**100%**

SKI TRIP INFORMATION SHEET

The School is running a ski trip to Les Arcs in France next year.

The trip will last for 7 days

The dates of the trip are 8th to 14th January

Les Arcs is a wonderful modern ski resort with ski slopes suitable for skiers of all abilities. The facilities at Les Arcs are excellent and previous trips have been great fun.

The price of the ski trip is £355.00

This includes:

- travel by ferry and coach
- full board in a hotel
- ski pass
- hire of ski equipment

For more information on the trip please contact:

School Trips

Phone number: 01292 673988