

ENTRY 3 MARK SCHEME

Membership form

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:
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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 communication		
		Marks	Achieved
1.	Mark Scheme The learner has demonstrated the ability to minimise physical stress by adjusting the height and/or position of chair and monitor, using correct posture, following relevant health and safety or personal safety guidelines.	(1)	<input type="checkbox"/>
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>

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DURING THE TASK			
1.	Task You will get marks for: <ul style="list-style-type: none"> • using software applications • using interface features • changing software settings • 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 1.5 change simple software settings 2.1 open and save files		
		Marks	Achieved
1.	Mark scheme By completing the task, the learner has: <ul style="list-style-type: none"> • selected and used appropriate software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • recognised and used interface features when using software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • changed simple software settings. For example, page settings (margins, paper, layout). 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • opened files 	(1)	<input type="checkbox"/>
	<ul style="list-style-type: none"> • saved files 	(1)	<input type="checkbox"/>

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WORK OUT THE MEMBERSHIP PRICE			
1	Task Open the file MemberPriceEL3 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	The learner has opened the file MemberPriceEL3.	(1)	<input type="checkbox"/>
1	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	<input type="checkbox"/>
2a	Task The annual insurance cost is now £12. Change the annual insurance cost 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
2a	Mark scheme The learner has entered the value of £12.00 in the spreadsheet	(1)	<input type="checkbox"/>
2b	Task Enter a formula in cell B8 to calculate the total of the costs in cells B4 to B7. Coverage and range 6.3 process numbers to meet need		
2b	Mark Scheme The learner has entered the formula =SUM(B4:B7) OR =B4+B5+B6+B7 in cell B8.	(1)	<input type="checkbox"/>
3	Task Save the spreadsheet.	(0)	
3	Task Print the spreadsheet. Coverage and range 7.1 for print and viewing on screen.		
	Mark scheme The learner has brought together information for printing.	(1)	

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DESIGN THE MEMBERSHIP APPLICATION FORM			
1(a)	<p>Task</p> <p>Open the file GymPosterEL3 stored on the USB memory stick.</p> <p>Open the file MemberFormEL3 stored on the USB memory stick.</p> <p>(a) Use the information given in GymPosterEL3 to complete the membership application form.</p> <p>Find and insert in MemberFormEL3:</p> <ul style="list-style-type: none"> the gym logo the postcode the name of the person to contact for information their email address. <p>Make sure that all this information is in a suitable place on the form.</p> <p>Coverage and range</p> <p>4.1 search stored information</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome.</p> <p>6.2 insert and position graphics or other digital content to achieve a purpose</p>		
		Marks	Achieved
1(a)	Mark scheme Use of either the gym logo/address information in the application form implies that a search has been achieved	(1)	<input type="checkbox"/>
1(a)	Gym logo (B-Fit) inserted in the form	(1)	<input type="checkbox"/>
1(a)	Gym logo (B-Fit) positioned appropriately. (e.g. at the top of the form, not obscuring any of the text or images)	(1)	<input type="checkbox"/>
1(a)	Postcode inserted below or adjacent to the address	(1)	<input type="checkbox"/>
1(a)	Julie's name inserted	(1)	<input type="checkbox"/>
1(a)	Contact email inserted	(1)	<input type="checkbox"/>
1(b)	<p>Task</p> <p>Use the internet to find a suitable image of gym equipment.</p>		

	Insert your chosen image in a suitable place on the form. 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
1b.	Mark scheme The learner has used a simple search to find an image related to the general topic of fitness/sport on the internet	(1)	<input type="checkbox"/>
1b.	The learner has selected a suitable image from the internet	(1)	<input type="checkbox"/>
1b.	The learner has placed a copy of their chosen image on the form	(1)	<input type="checkbox"/>
1b.	The image is suitably positioned on the form (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>

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DESIGN THE MEMBERSHIP APPLICATION FORM			
2	Task You worked out the Monthly Membership Price in your spreadsheet. Enter that price in a suitable place in MemberFormEL3. 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 Price entered into suitable position in the form - must be the same as the calculated price in the spreadsheet (cell B8)	(1)	<input type="checkbox"/>
3(a)	Task Format the layout of the form so that it looks good. You could use: <ul style="list-style-type: none"> • 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(b)	<p>Mark scheme</p> <p>The form is formatted by using appropriate features such as:</p> <ul style="list-style-type: none"> • alignment (e.g. left, centre, right) • borders • colours • fonts (e.g. Times New Roman, Arial, Comic Sans) • font styles (e.g. bold, italic, underlined) • font sizes <p>Accept any other appropriate formatting features.</p> <p>1 mark awarded 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 item (2 items underlined = 1 mark)</p> <p>Task</p> <p>Check the form for accuracy and meaning.</p> <p>Coverage and range</p> <p>7.2 check for accuracy and meaning</p>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		Marks	Achieved
3(c)	<p>Mark scheme</p> <p>If the information is accurate and meaningful there is implied evidence of checking</p> <p>Task</p> <p>Check that the form is suitable for use.</p> <p>Enter your name at the bottom of the form.</p> <p>Coverage and range</p> <p>7.3 check suitability of information.</p>	(1)	<input type="checkbox"/>
		Marks	Achieved
3(c)	<p>Mark Scheme</p> <p>Information is suitable for the context.</p>	(1)	<input type="checkbox"/>
4	<p>Task</p> <p>Save the form.</p>	(0)	
4	<p>Task</p> <p>Print the form.</p> <p>Coverage and range</p> <p>7.1 for print and viewing on screen.</p>		
4	<p>Mark scheme</p> <p>The learner has printed the form.</p>	(1)	

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SEND A MESSAGE			
1	<p>Task</p> <p>The USB memory stick contains a list of contacts and a message text file.</p> <p>The list of contacts is password protected.</p> <p>You have received an email message.</p> <p>The email message contains a password that will open the list of contacts.</p> <p>Open and read the email message.</p>		
	<p>Coverage and range</p> <p>8.1 read, send and receive electronic messages</p>		
1	<p>Mark scheme</p> <p>The learner has opened the email message.</p>	(1)	<input type="checkbox"/>
2	<p>Task</p> <p>Use the password in the email message to open the file ManagersListEL3.</p>		
	<p>Coverage and range</p> <p>3.1 use and change passwords</p>		
2	<p>Mark scheme</p> <p>The learner has successfully entered the password.</p>	(1)	<input type="checkbox"/>
3(a)	<p>Task</p> <p>Open the file EmailTextEL3 stored on the USB memory stick.</p> <p>Copy the information and paste it into a new email.</p> <p>You worked out the Monthly Membership Price in your spreadsheet.</p> <p>Enter that price in a suitable place in the email.</p> <p>Coverage and range</p> <p>7.1 for print and for viewing on screen</p>	Marks	Achieved
3(a)	<p>Mark scheme</p> <p>The learner has successfully entered the information in the email.</p>	(1)	
3(b)	<p>Task</p> <p>Use the list of contacts in the file ManagersListEL3 to find the email address of the Training Manager.</p>		
	<p>Coverage and range</p> <p>4.1 search stored information</p> <p>8.2 use contacts</p>	Marks	Achieved
3(b)	<p>Mark scheme</p> <p>The learner has addressed the email to someone on the contact list. (Implies that the contacts list has been used.)</p>	(1)	<input type="checkbox"/>
	<p>The learner has addressed the email to the Training Manager (Implies that a search has been achieved.)</p>	(1)	<input type="checkbox"/>

3(c)	Task Send the email to the Training Manager. 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)	<input type="checkbox"/>
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
	Mark scheme The learner has printed the automated email reply.	(1)	<input type="checkbox"/>

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)	<input type="checkbox"/>
5	The learner has shut down the computer system using the correct procedures.	(1)	<input type="checkbox"/>
Total Pass Mark		40	
		30	
		Total	

ENTRY 3 AUTHENTICATION

Functional Skills Qualification in Information and Communication Technology at Entry 3

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

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.

Evidence of the use of font / font styles to improve the appearance.

B-Fit

Logo added from the poster, positioned at the top of the form.

MEMBERSHIP APPLICATION FORM

Monthly memberships available.

Only £21.00 per month

Price added – from the spreadsheet

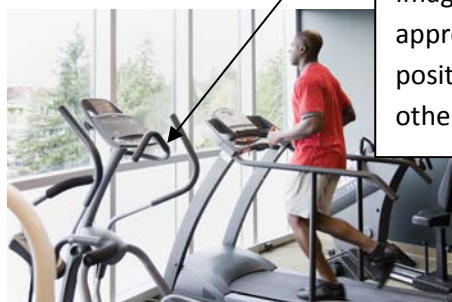


Image added, with appropriate size and position (not obscuring other information).

Please complete the form and return to our address:

City Leisure Centre

Long Road

New Town

NT1 1FS

Postcode added, from the poster.

Name added, from the poster.

Border added

Contact Julie for information.

Email: julie@bfit.co.uk

Email address added, from the poster.

B-Fit Gym

MEMBERSHIP APPLICATION FORM

Please contact me to arrange an induction.

Your name :	
Your address :	
Telephone:	

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	1	2															5
Work out the membership price																					
1		1					1														2
2a												1									1
2b														1							1
3															1						1
Design the membership application form																					
1a										1		3	2								6
1b											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	Using ICT									Finding and selecting information		Developing, presenting and communicating information										2
	1						1															
	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	
Total	2	1	1	1	1	2	2	1	1	2	2	9	4	1	3	1	1	3	1	1	40	

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