

# ENTRY 1 MARK SCHEME

Garden Centre

## 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:	
<b>GETTING READY</b>				
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 by addressing any one of seating, lighting or any other hazards.  For example: by adjusting the height and/or position of chair and monitor, using correct posture, keeping the work area clear (e.g. removing tripping hazards), keeping food and drink away, minimising glare.	(1)	<input type="checkbox"/>	
2.	Task Start the computer system. Coverage and range 2.2 keep access information secure by using a 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)	<input type="checkbox"/>	
<b>DURING THE TASK</b>				
1.	Task You will get a mark for using software. Coverage and range 1.1 recognise and use interface features			
		Marks	Achieved	
1.	Mark scheme By undertaking the poster or email activities, the learner has recognised and used interface features. For example: opening the data file, receiving and opening email messages, labelling an image, saving and printing, and opening and closing software.	(1)	<input type="checkbox"/>	

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FINISH THE POSTER			
1.	Task You have been sent an email or text message. It tells you more about the plant sale. Open the message. Coverage and range 5.2 receive and open electronic messages	Marks	Achieved
1.	Mark scheme By entering/adding any correct information from the email or text message to the poster, the learner has:		
1.	<ul style="list-style-type: none"> <li>received the email or text message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>opened the email or text message</li> </ul>	(1)	<input type="checkbox"/>
2.	Task Open the file PlantSale12E1 Use the information in the message to: <ul style="list-style-type: none"> <li>add the special offer</li> <li>change the date.</li> </ul> Coverage and range 3.1 text message, voicemail and on-screen information 4.1 identify and correct simple errors	Marks	Achieved
2.	Mark scheme By entering/adding any information from the email or text message into the poster, the learner has found the given information.	(1)	<input type="checkbox"/>
2.	The learner has added this information to the poster: <ul style="list-style-type: none"> <li>spend £15 and get a free pot plant like this one</li> </ul>	(1)	<input type="checkbox"/>
2.	The learner has changed the date to 7 <sup>th</sup> May.	(1)	<input type="checkbox"/>
3.	Task The poster contains an image. Label the image so that people know what it shows. Coverage and range 5.1 label an image	Marks	Achieved
3.	Mark scheme The learner has added a label to an image. (Allow pot plant or flower logo.)	(1)	<input type="checkbox"/>
3.	The label is appropriate in that it identifies the image (e.g. free pot plant, free plant, flower - minor errors in case and spelling should be disregarded).	(1)	<input type="checkbox"/>
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
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Assessor signature and date
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I confirm that this is my own work.

Learner name
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Learner signature and date
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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

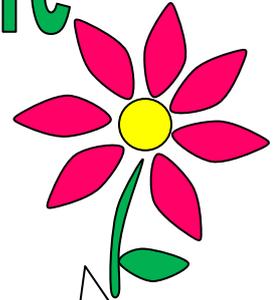
	Using ICT			Finding and selecting information		Developing, presenting and communicating information			Open or Fixed	Total
	1.1	2.1	2.2	3.1		4.1	5.1	5.2		
Getting ready										
1		1							Open	1
2			1						Open	1
During the task										
1	1								Open	1
Finish the poster										
1								2	Open	2
2				1		2			Open	3
3							2		Open	2
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>2</b>	<b>2</b>	<b>2</b>		<b>10</b>

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

# Flowers Garden Centre

127 Green Lane  
Tel 01346 454647



## Plant Sale

Date has been  
changed on the  
poster

**7<sup>th</sup> May**

Learner may have  
added label to this  
image (not required)

Buy 2 bedding plants and get 1 free

40% off all pots

### Special offer:

Spend £15 and get a free pot plant like this one

Text from  
message is added

### Free pot plant

Label added that  
refers to the free pot  
plant

