

ENTRY 1 MARK SCHEME

Flyer

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 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"/>	
DURING THE TASK				
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 flyer 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 using software.	(1)	<input type="checkbox"/>	

ENTRY 1 MARK SCHEME

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

FINISH THE FLYER			
1.	Task You have been sent an email or text message. It has information for the flyer. Open the message. Coverage and range 5.2 receive and open electronic messages	Marks	Achieved
1.	Mark scheme By entering/adding any information from the email or text message into the flyer, the learner has:		
1.	<ul style="list-style-type: none"> received the email or text message 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> opened the email or text message 	(1)	<input type="checkbox"/>
2.	Task Open the file Garden12E1 Read the message and: <ul style="list-style-type: none"> add the information to the flyer change the address on the flyer. 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 flyer, the learner has found the given information.	(1)	<input type="checkbox"/>
2.	The learner has added the sentence: Call Jane for a free quote	(1)	<input type="checkbox"/>
2.	The learner has amended the house number of the address from 6 to 7.	(1)	<input type="checkbox"/>
3.	Task The flyer 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 the image.	(1)	<input type="checkbox"/>
3.	The label is appropriate for the image. (e.g. Jane, Jane at work, Jane gardening/weeding, or similar - 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

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										
1	1								Open	1
Finish the flyer										
1								2	Open	2
2				1		2			Open	3
3							2		Open	2
	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%

JB Garden Services

Gardening, fencing, paving and landscaping

No job too small!

Suitable label added

Jane at work in the garden



Sentence added
from the email

Call Jane for a free quote

Number corrected
from 6 to 7.

Jane Booth Garden Services
7 Lime Tree Road
Salhouse
SL17 8DB
Tel. 01998 773824