ENTRY 2 MARK SCHEME

Cafe Menu

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 2

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 2.

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 physical stress 2.3 understand the need to stay safe	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, etc.	(1)	☐
1.	The learner has demonstrated that they can work safely by following relevant health and safety or personal safety guidelines	(1)	☐
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 has demonstrated that they can access a computer system securely using a password. For example: log on, username/password, PIN, boot password (either as access to a standalone or network system.)	(1)	☐

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DURING THE TASK			
1.	**Task** You will get marks for: • using the computer • using software applications.		
	Coverage and range 1.1 use computer hardware 1.2 use software applications for a purpose 1.3 recognise and use interface features	Marks	Achieved
1.	Mark scheme The learner has used a computer system.	(1)	☐
1.	By undertaking the menu or email activities, the learner has used software applications for a purpose.	(1)	☐
1.	By undertaking the menu or email activities, the learner has recognised and used interface features when using software applications to complete this task. For example: opening data files, sending, receiving and opening email messages, saving and printing, and opening and closing software applications.	(1)	☐

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FINISH THE MENU			
1.	**Task** You have received an email or text message. The message contains information to use in the menu. Open and read the message.		
	Coverage and range 3 use ICT-based sources of information 7.1 read, send and receive electronic messages	Marks	Achieved
	Mark scheme By successfully entering any information from the email message into the menu, the learner has:		
1.	• received the email message	(1)	☐
1.	• read the email message	(1)	☐
1.	• used ICT based sources of information	(1)	☐
2.	**Task** Send a reply saying that you have read the message.		
	Coverage and range 7.1 read, send and receive electronic messages	Marks	Achieved
	Mark scheme The assessor will have received an email or text message from the learner or seen printed evidence that the message was sent by the learner and received.		☐
2.	The learner has sent a reply to the email message.	(1)	☐
3.	**Task** Open the file Menu12E2 Use the information in the message to: • add the missing information to the menu • change any information on the menu that is different.		
	Coverage and range 6.2 identify and correct simple errors.	Marks	Achieved
3.	**Mark scheme** The learner has changed the price of soup of the day. The original price must be replaced.	(1)	☐
3.	The learner has entered £5 below or alongside 'all day breakfast including unlimited tea or coffee only'.	(1)	☐
3.	The learner has entered the information about opening times. This information must appear below or alongside the text: 'Opening times:' Do not penalise the learner for spelling errors.	(1)	☐

ENTRY 2 MARK SCHEME

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FINISH THE MENU			
4.	Task		
	The menu needs two images.	Marks	Achieved
	(a) Find a suitable heading from the file Heading12E2Set1 Put your chosen heading in the menu. (b) Find a suitable image from the file Image12E2Set1 Put your chosen image in the menu. Coverage and range 4.1 use simple search facilities 6.1 for print and viewing on screen		
4.	Mark scheme By adding a suitable image from either of the files, Heading12E2Set1, Image12E2Set1, the learner has used simple search facilities to find an image.	(1)	☐
4(a)	By adding a heading to the menu, the learner has brought together two given types of information.	(1)	☐
4(b)	By adding an image to the menu, the learner has brought together two given types of information.	(1)	☐

ENTRY 2 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 2

FINISH THE MENU		
5. Task Make the menu look good. You could use some of the following: • alignment • colours • different fonts • font styles • font sizes • any other formatting.		
Coverage and range 5.1 use simple editing and formatting techniques.	**Marks**	**Achieved**
5. Mark scheme The menu is formatted and includes appropriate features such as: • alignment (e.g. left, centre, right) • colours • different fonts (e.g. Times New Roman, Arial, Comic Sans) • font styles (e.g. bold, italic, underline) • font sizes Accept any other appropriate formatting features. 1 mark awarded for each feature up to a maximum of 4 marks. 1 mark awarded for each variation such as bold, italic, and underline. Multiple marks may be awarded for an item using more than one feature e.g. *example* underlined and italic font styles = 2 marks but not for repeated use of the same (e.g. 2 items underlined = 1 mark)	(1) (1) (1) (1)	☐ ☐ ☐ ☐
Total	20	
Pass Mark	15	

Total	

ENTRY 2 AUTHENTICATION

Functional Skills Qualification in Information and Communication Technology at Entry 2

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

The pass mark is 15 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 2.

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	
	1.1	1.2	1.3	2.1	2.2	2.3	3.0	4.1	5.1	6.1	6.2	7.1		Total
Getting ready														
1				1		1							Open	2
2					1								Open	1
During the task														
1	1	1	1										Open	3
Finish the menu														
1							1					2	Open	3
2												1	Open	1
3											3		Open	3
4								1		2			Open	3
5									4				Open	4
Total	1	1	1	1	1	1	1	1	4	2	3	3		20

6	2	12

Assessment weightings	Marks	%
Using ICT	6	30%
Finding and selecting information	2	10%
Developing, presenting and communicating information	12	60%
Total	20	100%
Open response %		100%
Fixed response %		0%

Flowers Cafe

Menu

Special opening offer – all day breakfast including unlimited tea or coffee – only £5

Soup of the day and bread roll: £1

Selection of freshly made sandwiches: £2
Made with brown or white bread
Rolls 20p extra

Toasted sandwiches: £3

Cheese and tomato
Tuna melt

Homemade muffins and pastries

Opening times:

Open 7 days a week

Monday to Saturday 9 – 5
Sunday 11 – 3