

# ENTRY 3 MARK SCHEME

Offers flyer

## 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 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)	<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"> <li>using software applications</li> <li>using interface features</li> <li>opening and saving files.</li> </ul> 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: <ul style="list-style-type: none"> <li>selected and used appropriate software applications</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>recognised and used interface features when using software applications</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>opened files</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>saved files.</li> </ul>	(1)	<input type="checkbox"/>

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WORK OUT THE PRICE OF A HANGING BASKET KIT			
1.	Task Open the file BasketCosts12E3 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 BasketCosts12E3	(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"/>
2.(a)	Task The cost of the plants is now £5 Change the cost of the plants 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 £5 in the spreadsheet.	(1)	<input type="checkbox"/>
2.(b)	Task Enter a formula in cell B8 to calculate the total of the costs in cells B3 to B7. Coverage and range 6.3 process numbers to meet need	Marks	Achieved
2.(b)	Mark scheme The learner has entered the formula =SUM(B3:B7) OR =B3+B4+B5+B6+B7 in cell B8	(1)	<input type="checkbox"/>
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 setting	Marks	Achieved
3.	Mark scheme The learner has printed the spreadsheet.	(1)	<input type="checkbox"/>
3.	The learner has used the software setting to add gridlines before printing (accept cell borders).	(1)	<input type="checkbox"/>

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

DESIGN THE SPECIAL OFFERS FLYER			
1.(a)	<p>Task</p> <p>Open the file Offers12E3 stored on the USB memory stick. This file contains information for the flyer.</p> <p>Open the file Flyer12E3Set1 stored on the USB memory stick. Use the information given in Offers12E3 to complete the text for the flyer.</p> <p>Find and insert in Flyer12E3Set1:</p> <ul style="list-style-type: none"> <li>the person to contact for more information</li> <li>the special offers for June</li> <li>the closing time for June.</li> </ul> <p>Make sure that all this information is in a suitable place on the flyer.</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>		
		Marks	Achieved
1.(a)	<p>Mark scheme</p> <p>The presence of any of 'Christine Ellis', special offers for June or closing time in the flyer implies that a search of file Offers12E3 has been achieved.</p>	(1)	<input type="checkbox"/>
1.(a)	<p>'Christine Ellis' positioned below or adjacent to 'For more information on any of our special offers please contact:'</p>	(1)	<input type="checkbox"/>
1.(a)	<p>'Hanging basket kit for £16 (learners may have changed this value) 25% off hosepipes</p> <p>Spend £10 on plants and get a free watering can' positioned adjacent to or below 'Special offers for June:'</p>	(1)	<input type="checkbox"/>
1.(a)	<p>Closing time '8pm' positioned adjacent to '9am until'</p>	(1)	<input type="checkbox"/>
1.(b)	<p>Task</p> <p>Find the image of a hanging basket in Offers12E3</p> <p>Insert this image in a suitable place on the flyer.</p> <p>Coverage and range</p> <p>6.2 insert and position graphics or other digital content to achieve a purpose</p>		
		Marks	Achieved
1.(b)	<p>Image of a hanging basket inserted on the flyer.</p>	(1)	<input type="checkbox"/>
1.(b)	<p>Image of hanging basket positioned appropriately (e.g. not obscuring any of the text or images).</p>	(1)	<input type="checkbox"/>

1.(c)	<b>Task</b> Use the internet to find a suitable image of a cup of coffee. Insert your chosen image in a suitable place on the flyer. <b>Coverage and range</b> 5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose		
		<b>Marks</b>	<b>Achieved</b>
1.(c)	<b>Mark scheme</b> The learner has used a simple web-based search to find an image.	(1)	<input type="checkbox"/>
1.(c)	The learner has selected an image of a cup of coffee (or similar) from the internet.	(1)	<input type="checkbox"/>
1.(c)	The learner has placed a copy of their chosen image on the flyer.	(1)	<input type="checkbox"/>
1.(c)	The image is suitably positioned on the flyer (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>

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DESIGN THE SPECIAL OFFERS FLYER			
2.	<p>Task</p> <p>You worked out the Price of the kit in your spreadsheet. Change the price of the kit on the flyer.</p> <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>	Marks	Achieved
		(1)	<input type="checkbox"/>
3.(a)	<p>Task</p> <p>Format the layout of the flyer so that it looks good.</p> <p>You could use:</p> <ul style="list-style-type: none"> <li>• alignment</li> <li>• borders</li> <li>• colours</li> <li>• fonts</li> <li>• font styles</li> <li>• font sizes</li> <li>• any other formatting.</li> </ul> <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>	Marks	Achieved
		(1)	<input type="checkbox"/>
3.(a)	<p>Mark scheme</p> <p>Flyer is formatted by using appropriate features such as:</p> <ul style="list-style-type: none"> <li>• alignment (e.g. left, centre, right)</li> <li>• borders</li> <li>• colours</li> <li>• fonts(e.g. Times New Roman, Arial, Comic Sans)</li> <li>• font styles (e.g. bold, italic, underlined)</li> <li>• font sizes.</li> </ul> <p>Accept any other appropriate formatting features.</p> <p>1 mark awarded for each feature up to a maximum of 4 marks.</p> <p>1 mark awarded for each variation such as bold, italic, and underlined.</p> <p>Multiple marks may be awarded for an item using more than one feature e.g. <i>example</i> underlined and italic font styles = 2 marks but not for repeated use of the same (e.g. 2 items underlined = 1 mark)</p>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>

3.(b)	Task Check the flyer for accuracy and meaning. Coverage and range 7.2 check for accuracy and meaning	Marks	Achieved
		(1)	<input type="checkbox"/>
3.(c)	Task Check that the flyer is suitable for use. Coverage and range 7.3 check suitability of information	Marks	Achieved
		(1)	<input type="checkbox"/>
4	Task Save the flyer.	(0)	
4.	Task Print the flyer. Coverage and range 7.1 for print and viewing on screen	Marks	Achieved
		(1)	<input type="checkbox"/>

# ENTRY 3 MARK SCHEME

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

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>	Marks	Achieved
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 Contacts12E3Set1</p> <p>Coverage and range</p> <p>3.1 use and change passwords</p>	Marks	Achieved
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 Email12E3Set1 stored on the USB memory stick.</p> <p>Copy the information and paste it into a new email.</p> <p>You worked out the Price of the kit in your spreadsheet.</p> <p>Enter that price in a suitable place in the email.</p> <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>	Marks	Achieved
3.(a)	<p>Mark scheme</p> <p>The learner has successfully entered the information in the email.</p>	(1)	<input type="checkbox"/>
3.(b)	<p>Task</p> <p>Use the list of contacts in the Contacts12E3Set1 to find the email address of the Marketing 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 contact list has been used).</p>	(1)	<input type="checkbox"/>
3.(b)	<p>Mark scheme</p> <p>The learner has addressed the email to the Marketing Manager (implies that a search has been achieved).</p>	(1)	<input type="checkbox"/>
3.(c)	<p>Task</p> <p>Send the email to Marketing Manager.</p> <p>Coverage and range</p> <p>8.1 read, send and receive electronic messages</p>	Marks	Achieved
3.(c)	<p>Mark scheme</p> <p>The learner has sent the email message.</p>	(1)	<input type="checkbox"/>

4.	Task You will receive a reply to your email. Print your sent message and the reply. Coverage and range 8.1 read, send and receive electronic messages		
4.	Mark scheme The learner has printed the email reply proving that they received and opened it.	Marks	Achieved
		(1)	<input type="checkbox"/>

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

Total	
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# 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
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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.



	Using ICT									Finding and selecting information		Developing, presenting and communicating information									Total
	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	
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	10	4	1	2	1	1	3	1	1	

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

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

# FLOWERS GARDEN CENTRE

Flowers Garden Centre has everything you need to make your garden bloom this summer.

To get you started we have lots of exciting special offers this month.

Special offers for June:

Special offers for June added from Offers12E3

- Hanging basket kit for £15
- 25% off hosepipes
- Spend £10 on plants and get a free watering can

Price of kit changed to £15

Bullets added to format list (additional formatting feature)

Image of hanging basket from Offers12E3 with appropriate size and position, (not obscuring other information)



Page border added

Join our Gardening Club and get a further 10% off all special offers.

Bring this flyer with you and get a free coffee in our new cafe.



Please note that in June we are staying open later.

Open 7 days a week

9am until 8pm

Closing time inserted from Offers12E3

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

For more information on any of our special offers please contact: Christine Ellis

Contact added from Offers12E3