ENTRY 3 MARK SCHEME

Cycling Festival

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:

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)	☐
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)	☐
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)	☐

ENTRY 3 MARK SCHEME

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

DURING THE TASK			
1.	**Task** You will get marks for: • using software applications • using interface features • 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 2.1 open and save files	Marks	Achieved
1.	**Mark scheme** By completing the task, the learner has: • selected and used appropriate software applications	(1)	☐
1.	• recognised and used interface features when using software applications.	(1)	☐
1.	• opened files	(1)	☐
1.	• saved files	(1)	☐

ENTRY 3 MARK SCHEME

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

	WORK OUT THE PRICE OF MEMBERSHIP		
1.	Task Open the file ClubCosts12E3 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 ClubCosts12E3	(1)	☐
1.	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	☐
2.(a)	Task The cost of insurance is now £6 Change the cost of insurance 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 £6 in the spreadsheet.	(1)	☐
2.(b)	Task Enter a formula in cell B7 to calculate the total of the costs in cells B3 to B6.		
	Coverage and range 6.3 process numbers to meet need	Marks	Achieved
2.(b)	Mark scheme The learner has entered the formula =SUM(B3:B6) OR =B3+B4+B5+B6 in cell B7	(1)	☐
3.	Task Save the spreadsheet. Print the spreadsheet showing gridlines.	(0)	
	Coverage and range 7.1 for print and viewing on screen 1.5 change simple software settings	Marks	Achieved
3	Mark scheme The learner has printed the spreadsheet.	(1)	☐
3	The learner has used the software setting to add gridlines before printing (accept cell borders).	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE CYCLING FESTIVAL FLYER			
1.(a)	**Task** Open the file **Newsletter12E3** stored on the USB memory stick. This file contains information for the flyer. Open the file **Flyer12E3Set2** stored on the USB memory stick. (a) Use the information given in **Newsletter12E3** to complete the text for the flyer. Find and insert in **Flyer12E3Set2**: • the place where the festival will be held • the date of the festival • the time when the festival will start. Make sure that all this information is in a suitable place on the flyer.		
	Coverage and range 4.1 search stored information 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks	Achieved
1.(a)	**Mark scheme** The presence of any of the place, date or time in the flyer implies that a search of file **Newsletter12E3** has been achieved.	(1)	☐
1.(a)	Southwood Common, positioned below or adjacent to 'The festival will be held at:'	(1)	☐
1.(a)	18th August, positioned below or adjacent to 'Date:'	(1)	☐
1.(a)	10am, positioned below or adjacent to 'The festival starts at:' Accept 10:00. Do not accept a time without any indication of morning or afternoon.	(1)	☐
1.(b)	**Task** Find the logo in **Newsletter12E3** Insert this image in a suitable place on the flyer.		
	Coverage and range 6.2 insert and position graphics or other digital content to achieve a purpose	Marks	Achieved
1.(b)	**Mark scheme** Logo inserted in the flyer.	(1)	☐
1.(b)	Logo positioned appropriately, eg not obscuring any other images or text.	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE CYCLING FESTIVAL FLYER			
1.(c)	Task Use the internet to find a suitable image of someone cycling. Insert the image in a suitable place on the flyer.		
	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
1.(c)	Mark scheme The learner has used a simple web-based search to find an image.	(1)	☐
1.(c)	The learner has selected an image of someone cycling from the internet.	(1)	☐
1.(c)	The learner has placed a copy of their chosen image on the flyer.	(1)	☐
1.(c)	The image is suitably positioned on the flyer (e.g. not obscuring any of the text or the logo).	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE CYCLING FESTIVAL FLYER			
2.	**Task** You worked out the Price of membership in your spreadsheet. Enter this in a suitable place on the flyer.		
	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 in the flyer adjacent to or below the text 'Annual Membership is available at only: '. The value must be the same as the calculated cost in the spreadsheet (cell B7).	(1)	☐
3.(a)	**Task** Format the layout of the flyer so that it looks good. You could use: • 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.(a)	**Mark scheme** The flyer is formatted by using appropriate features such as: • alignment (e.g. left, centre, right) • borders • colours • fonts(e.g. Times New Roman, Ariel, Comic Sans) • font styles (e.g. bold, italic, underlined) • 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 underlined. 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)	☐ ☐ ☐ ☐

ENTRY 3 MARK SCHEME

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

DESIGN THE CYCLING FESTIVAL FLYER			
3.(b)	Task Check the flyer for accuracy and meaning.		
	Coverage and range 7.2 check for accuracy and meaning	Marks	Achieved
3.(b)	Mark scheme If the information is accurate and meaningful there is implied evidence of checking.	(1)	☐
3.(c)	Task Check that the flyer is suitable for use.		
	Coverage and range 7.3 check suitability of information	Marks	Achieved
3.(c)	Mark scheme The flyer is fit for purpose.	(1)	☐
4.	Task Save the flyer.	(0)	
4.	Task Print the flyer.		
	Coverage and range 7.1 for print and viewing on screen	Marks	Achieved
4.	Mark scheme The learner has printed the flyer.	(1)	☐

ENTRY 3 MARK SCHEME

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

SEND A MESSAGE			
1.	**Task** The USB memory stick contains a list of contacts and a message text file. The list of contacts is password protected. You have received an email message. The email message contains a password that will open the list of contacts. Open and read the email message.		
	Coverage and range 8.1 read, send and receive electronic messages	**Marks**	**Achieved**
1.	Mark scheme The learner has opened the email message.	(1)	☐
2.	**Task** Use the password in the email message to open the file Contacts12E3Set2.		
	Coverage and range 3.1 use and change passwords	**Marks**	**Achieved**
2.	Mark scheme The learner has successfully entered the password.	(1)	☐
3.(a)	**Task** Open the file Email12E3Set2 stored on the USB memory stick. Copy the information and paste it into a new email. You worked out the Price of membership in your spreadsheet. Enter that price in a suitable place in the email.		
	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.(a)	Mark scheme The learner has successfully entered the information in the email.	(1)	☐
3.(b)	**Task** Use the list of contacts in the file Contacts12E3Set2 to find the email address of the Treasurer.		
	Coverage and range 4.1 search stored information 8.2 use contacts	**Marks**	**Achieved**
3.(b)	Mark scheme The learner has addressed the email to someone on the contact list (implies that the contact list has been used).	(1)	☐
3.(b)	The learner has addressed the email to the Treasurer (implies that a search has been achieved).	(1)	☐
3.(c)	**Task** Send the email to the Treasurer.		
	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)	☐

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	Marks	Achieved
4.	Mark scheme The learner has printed the email reply proving that they received and opened it.	(1)	☐
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.	(1)	☐
5	The learner has shut down the computer system using the correct procedures.	(1)	☐
	Total	40	
	Pass Mark	30	

Total	

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	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									
	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		2															4
Work out the price of membership																					
1		1					1														2
2a												1									1
2b														1							1
3					1										1						2
Design the cycling festival flyer																					
1a										1		3									4
1b													2								2
1c											2		2								4
2												1									1
3a												4									4
3b																1					1
3c																	1				1
4															1						1

	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
Send a message																					
1																		1			1
2							1														1
3a												1									1
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	40
	12									4		24									40

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

You are welcome to join us at

Southwood Cycling Festival

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

The festival will be held at: **Southwood Common**

Place added.

Use of alignment to display text effectively.

Date: **18th August**

Date added.

The festival starts at: **10am**

Start time added.

We are planning some special events:

- BMX races
- Cycling stunts
- Unicycle challenge
- Unusual bicycle competition

You can join the Southwood Cycling Club at the festival.

The price of membership is: **£15**

Price added from spreadsheet.

Evidence of the use of font/font size/font styles to make the information stand out.

Free Entry!

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

Page border could be added.

© Southwood Cycling Club