

ENTRY 3 MARK SCHEME

Booking Form

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 communication		
		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, following relevant health and safety or personal safety 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"> • 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: <ul style="list-style-type: none"> • selected and used appropriate software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • recognised and used interface features when using software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • opened files 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • saved files 	(1)	<input type="checkbox"/>

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WORK OUT THE BOOKING FEE FOR A COACH TRIP			
1.	Task Open the file TripCosts12E3 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 TripCosts12E3	(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 coach should be £25 Change the cost of the coach 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 £25 in the spreadsheet.	(1)	<input type="checkbox"/>
2.(b)	Task Enter a formula in cell B9 to calculate the total of the costs in cells B4 to B8. Coverage and range 6.3 process numbers to meet need		
		Marks	Achieved
2.(b)	Mark scheme The learner has entered the formula =SUM(B4:B8) OR =B4+B5+B6+B7+B8 in cell B9.	(1)	<input type="checkbox"/>
3.	Task Save the spreadsheet. Print the spreadsheet in landscape format. Coverage and range 7.1 for print and viewing on screen 1.5 change simple software settings	(0)	
		Marks	Achieved
3.	Mark scheme The learner has printed the spreadsheet.	(1)	<input type="checkbox"/>
3.	The learner has used software settings to change the orientation to landscape.	(1)	<input type="checkbox"/>

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DESIGN THE BOOKING FORM			
1.(a)	<p>Task</p> <p>Open the file AngelFlyer12E3 stored on the USB memory stick. Open the file BookingForm12E3 stored on the USB memory stick. Use the information given in AngelFlyer12E3 to complete the booking form. Find and insert in BookingForm12E3:</p> <ul style="list-style-type: none"> the postcode of Tours-R-Us the name of the person to contact for information the contact phone number. <p>Make sure that all this information is in a suitable place on the booking form.</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>Use of either the company logo, postcode or contact details in the booking form implies that a search of file AngelFlyer12E3 has been achieved.</p>	(1)	<input type="checkbox"/>
1.(a)	Postcode inserted below or adjacent to the address	(1)	<input type="checkbox"/>
1.(a)	Contact name inserted below or adjacent to 'For more information contact:'	(1)	<input type="checkbox"/>
1.(a)	Contact phone number inserted below or adjacent to 'Phone:'.	(1)	<input type="checkbox"/>
1.(b)	<p>Task</p> <p>Find the company logo in AngelFlyer12E3 Insert this logo in a suitable place on the booking form.</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>Mark scheme</p> <p>Logo (Tours-R-Us) inserted in the booking form.</p>	(1)	<input type="checkbox"/>
1.(b)	Logo (Tours-R-Us) positioned appropriately (e.g. near the top of the form, not obscuring any of the text or images).	(1)	<input type="checkbox"/>

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DESIGN THE BOOKING FORM			
1.(c)	<p>Task</p> <p>Use the internet to find an image of the Angel of the North. Insert your chosen image in a suitable place on the booking form.</p> <p>Coverage and range</p> <p>5.1 search web-based sources of information</p> <p>6.2 insert and position graphics or other digital content to achieve a purpose</p>	Marks	Achieved
		(1)	<input type="checkbox"/>
1.(c)	<p>Mark scheme</p> <p>The learner has used a simple web-based search to find an image. (Do not award if the image from AngelFlyer12E3 is used.)</p>	(1)	<input type="checkbox"/>
1.(c)	<p>The learner has selected an image of the Angel of the North from the internet. (Do not award if the image from AngelFlyer12E3 is used.)</p>	(1)	<input type="checkbox"/>
1.(c)	<p>The learner has placed a copy of their chosen image on the booking form.</p>	(1)	<input type="checkbox"/>
1.(c)	<p>The image is suitably positioned on the booking form (e.g. not obscuring any of the text or the logo).</p>	(1)	<input type="checkbox"/>
2.	<p>Task</p> <p>Find the Booking Fee in your spreadsheet. Enter the Booking Fee in a suitable place on the booking form.</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"/>
2.	<p>Mark scheme</p> <p>Booking Fee value from cell B12 entered into a suitable position in the booking form.</p>	(1)	<input type="checkbox"/>
3.(a)	<p>Task</p> <p>Format the layout of the booking form so that it looks good. You could use:</p> <ul style="list-style-type: none"> • alignment • borders • colours • fonts • font styles • font sizes • any other formatting. <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>The booking form is formatted by using appropriate features such as:</p> <ul style="list-style-type: none"> • alignment (e.g. left, centre, right) • borders • colours 	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>

	<ul style="list-style-type: none"> • fonts (e.g. Times New Roman, Arial, Comic Sans) • font styles (e.g. bold, italic, underlined) • font sizes <p>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. <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"/>
3.(b)	<p>Task</p> <p>Check the booking form for accuracy and meaning.</p> <p>Coverage and range</p> <p>7.2 check for accuracy and meaning</p>	Marks	Achieved
3.(b)	<p>Mark scheme</p> <p>If the information is accurate and meaningful there is implied evidence of checking.</p>	(1)	<input type="checkbox"/>
3.(c)	<p>Task</p> <p>Check that the booking form is suitable for use.</p> <p>Enter your name at the bottom of the booking form.</p> <p>Coverage and range</p> <p>7.3 check suitability of information</p>	Marks	Achieved
3.(c)	<p>Mark scheme</p> <p>The booking form is fit for purpose.</p>	(1)	<input type="checkbox"/>
4.	<p>Task</p> <p>Save the booking form.</p>	(0)	
4.	<p>Task</p> <p>Print the booking form.</p> <p>Coverage and range</p> <p>7.1 for print and viewing on screen</p>	Marks	Achieved
4.	<p>Mark scheme</p> <p>The learner has printed the booking form.</p>	(1)	<input type="checkbox"/>

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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 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 message to open the file Contacts12E3Set3 stored on the USB memory stick.</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 Email12E3Set3 stored on the USB memory stick.</p> <p>Copy the information and paste it into a new email.</p> <p>You worked out the Booking Fee in your spreadsheet.</p> <p>Enter the Booking Fee 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 file Contacts12E3Set3 to find the email address of the 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 contacts list has been used.)</p>	(1)	<input type="checkbox"/>
3.(b)	<p>The learner has addressed the email to the Manager. (Implies that a search has been achieved.)</p>	(1)	<input type="checkbox"/>
3.(c)	<p>Task</p> <p>Send the email to the 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	Marks	Achieved
		(1)	<input type="checkbox"/>
4.	Mark scheme The learner has printed the email reply proving that they received and opened it.		
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
		(1)	<input type="checkbox"/>
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

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									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		
Getting ready																						
1									1												1	2
2	1																					1
During the task																						
1			1	1		2																4
Work out the booking fee																						
1		1					1															2
2a												1										1
2b														1								1
3					1										1							2
Design the booking form																						
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
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	

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

Tours-R-Us

Logo added from the flyer and positioned in a suitable place.

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

Guided Coach Trip to The Angel of the North

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

Thank you for asking about our coach trip to the Angel of the North on Sunday 27th May.

Please complete this form and send it to:

Tours-R-Us
23 London Road
Ulbury
UL7 4DS

Postcode added from the flyer.



For more information contact: Davinder Kaur

Phone: 08821 39399

Contact name added from the flyer.

Phone number added from the flyer.

Tours-R-Us Guided Coach Trips

Booking Form

Name	
Address	
Telephone	
Number of tickets	

Booking Fee

For each ticket you will need to pay a Booking Fee of **£6**

Booking Fee added from the spreadsheet.

Shading, colours and backgrounds may also be used if this is done without restricting the legibility of the other content.