

# ENTRY 3 MARK SCHEME

## Competition Poster

### 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.	<b>Task</b> Make sure you are sitting comfortably. Make sure you work safely at all times during the task. <b>Coverage and range</b> 3.2 minimise physical stress 8.3 understand the need to stay safe and to respect others when using ICT-based communication					
		<table border="1"> <tr> <th>Marks</th> <th>Achieved</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Marks	Achieved		
Marks	Achieved					
1.	<b>Mark Scheme</b> 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 and tone.	(1) <input type="checkbox"/>				
2.	<b>Task</b> Start the computer system. <b>Coverage and range</b> 1.1 use correct procedures to start and shut down an ICT system					
		<table border="1"> <tr> <th>Marks</th> <th>Achieved</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Marks	Achieved		
Marks	Achieved					
2.	<b>Mark scheme</b> 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	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
Marks	Achieved											
(1)	<input type="checkbox"/>											
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(1)	<input type="checkbox"/>											
(1)	<input type="checkbox"/>											
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.	<ul style="list-style-type: none"> <li>• recognised and used interface features when using software applications</li> </ul>											
1.	<ul style="list-style-type: none"> <li>• opened files</li> </ul>											
1.	<ul style="list-style-type: none"> <li>• saved files</li> </ul>											

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

WORK OUT THE TOTAL AMOUNT OF MONEY RAISED			
1.	Task Open the file Total13E3 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 Total13E3	(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 amount raised by the Car Wash is now £125 Change the Car Wash amount 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 replaced £115 with £125 in cell B6.	(1)	<input type="checkbox"/>
2.(b)	Task Enter a formula in cell B9 to calculate the total of the amounts in cells B4 to B8		
	Coverage and range 6.3 process numbers to meet need		
2.(b)	Mark scheme The learner has entered the formula =SUM(B4:B8) OR =B4+B5+B6+B7+B8 in cell B9 Award for a correct formula in a different cell	(1)	<input type="checkbox"/>
3.	Task Save the spreadsheet.	(0)	
	Task Print the spreadsheet in landscape format.		
3.	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 settings to change the orientation to landscape	(1)	<input type="checkbox"/>

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

DESIGN THE POSTER			
1.(a)	<p>Task</p> <p>Open the file Newsletter13E3Set1 stored on the USB memory stick. This file contains information for the poster. Open the file Competition13E3 stored on the USB memory stick. Use the information given in Newsletter13E3Set1 to complete the poster. Find and insert in Competition13E3:</p> <ul style="list-style-type: none"> <li>the prize for the best cake</li> <li>the entry fee</li> <li>the date of the competition.</li> </ul> <p>Make sure that all this information is in a suitable place on the poster.</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; prize for best cake, entry fee or date in the poster implies that a search of Newsletter13E3Set1 has been achieved.</p>	(1)	<input type="checkbox"/>
1.(a)	£10 is positioned adjacent to or below 'Prize for the best cake is'	(1)	<input type="checkbox"/>
1.(a)	£1 is positioned adjacent to or below 'The entry fee is'	(1)	<input type="checkbox"/>
1.(a)	7th May positioned adjacent to or below 'Date:'	(1)	<input type="checkbox"/>
1.(b)	<p>Task</p> <p>Find the logo in Newsletter13E3Set1. Insert this logo in a suitable place on the poster.</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 inserted on the poster</p>	(1)	<input type="checkbox"/>
1.(b)	Logo positioned appropriately (e.g. not obscuring any of the text or images)	(1)	<input type="checkbox"/>

# ENTRY 3 MARK SCHEME

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

DESIGN THE POSTER (cont)			
1.(c)	<p>Task</p> <p>Use the internet to find an image of a sponge cake. Insert the image in a suitable place on the poster.</p> <p>Coverage and range</p> <p>5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose</p>		
		Marks	Achieved
1.(c)	<p>Mark scheme</p> <p>The learner has used a simple web-based search to find an image.</p>	(1)	<input type="checkbox"/>
1.(c)	The learner has selected an image of a sponge cake from the internet. (Accept any type of cake(s))	(1)	<input type="checkbox"/>
1.(c)	The learner has placed a copy of their chosen image on the poster.	(1)	<input type="checkbox"/>
1.(c)	The image is suitably positioned on the poster (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>
2.	<p>Task</p> <p>You worked out the Total raised in your spreadsheet. Change the total raised on the poster.</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
2.	<p>Mark scheme</p> <p>£400 entered to replace £390 (original total raised on the poster) Allow a different value if this is the amount in the spreadsheet.</p>	(1)	<input type="checkbox"/>

# ENTRY 3 MARK SCHEME

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

DESIGN THE POSTER (cont)												
3.(a)	<p>Task Format the layout of the poster so that it looks good. 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 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>											
3.(a)	<p>Mark scheme Poster 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. 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 feature (e.g. 2 items underlined = 1 mark)</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
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(1)	<input type="checkbox"/>											
3.(b)	<p>Task Check the poster for accuracy and meaning. Coverage and range 7.2 check for accuracy and meaning</p>											
3.(b)	<p>Mark scheme If the information is accurate and meaningful there is implied evidence of checking.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
Marks	Achieved											
(1)	<input type="checkbox"/>											
3.(c)	<p>Task Check that the poster is suitable for use. Coverage and range 7.3 check suitability of information</p>											
3.(c)	<p>Mark scheme The poster is fit for purpose.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
Marks	Achieved											
(1)	<input type="checkbox"/>											

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

DESIGN THE POSTER (cont)			
4.	Task Save the poster.	(0)	
4.	Task Print the poster.		
	Coverage and range 7.1 for print and viewing on screen	Marks	Achieved
4.	Mark scheme The learner has printed the poster.	(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 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 Contacts13E3Set1 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 Email13E3Set1 stored on the USB memory stick.</p> <p>Copy the information and paste it into a new email.</p> <p>You worked out the Total raised in your spreadsheet.</p> <p>Enter that total 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 Contacts13E3Set1 to find the email address of the Secretary.</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>The learner has addressed the email to the Secretary (implies that a search has been achieved).</p>	(1)	<input type="checkbox"/>
3.(c)	<p>Task</p> <p>Send the email to the Secretary.</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"/>

# ENTRY 3 MARK SCHEME

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

SEND A MESSAGE (cont)			
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 the files and removed the USB memory stick safely.		
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
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I confirm that this is my own work.

Learner name
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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		
<b>Getting ready</b>																						
1									1												1	2
2	1																					1
<b>During the task</b>																						
1			1	1		2																4
<b>Work out the total amount raised</b>																						
1		1					1															2
2a												1										1
2b														1								1
3					1										1							2
<b>Design the poster</b>																						
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
<b>Send a message</b>																						
1																		1				1
2								1														1
3a												1										1
3b										1									1			2
3c																		1				1
4																		1				1
5	1						1															2
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>40</b>

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

Evidence of the use of font/font styles to improve the appearance and make information stand out

Logo inserted from Newsletter13E3Set1 with appropriate size and position, (not obscuring any other information)



**Bridgetown Community Centre**

# **Cake Baking Competition**

Use of alignment to make information stand out

**Date: 7th May**  
**Start time: 10 am**

Date inserted from Newsletter13E3Set1

**The Community Centre is raising money for charity**

**Our target is £450 and so far the total raised is £400**

Total raised changed to £400

**So get your aprons on and start baking!**

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



Image border added

Page border added

**Prize for the best cake is £10**

Prize inserted from Newsletter13E3Set1

**Entry fee is £1**

Entry fee inserted from Newsletter13E3Set1

**All cakes will be sold for charity after judging**