

# ENTRY 2 MARK SCHEME

Make a Cake

## 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:
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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 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) <input type="checkbox"/>
1.	The learner has demonstrated that they can work safely by following relevant health and safety or personal safety guidelines.	(1) <input type="checkbox"/>
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) <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 the computer</li> <li>• using software applications.</li> </ul> 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)	<input type="checkbox"/>
1.	By undertaking the poster or email activities, the learner has used software applications for a purpose.	(1)	<input type="checkbox"/>
1.	By undertaking the poster 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, printing, and using software applications.	(1)	<input type="checkbox"/>

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

FINISH THE POSTER			
1.	Task You have received an email or text message. The message contains information to use in the poster. 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 message into the poster, the learner has:		
1.	<ul style="list-style-type: none"> <li>received the message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>read the message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>used ICT-based sources of information.</li> </ul>	(1)	<input type="checkbox"/>
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 or text message.	(1)	<input type="checkbox"/>

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FINISH THE POSTER (cont)			
3.	Task Open the file Poster13E2Set1 Use the information in the message to: <ul style="list-style-type: none"> <li>• add the missing information to the poster</li> <li>• change any information on the poster that is different.</li> </ul> Coverage and range 6.2 identify and correct simple errors	Marks	Achieved
3.	Mark scheme The learner has added the missing information. 'Bridgetown Community Centre Village Green' The information must appear below or alongside 'Bring your cake to:'. Do not penalise the learner for spelling errors.	(1)	<input type="checkbox"/>
3.	The learner has changed the date from 5th May to 7th May. The original date must be replaced.	(1)	<input type="checkbox"/>
3.	The learner has entered 02321 453127 below or alongside 'Telephone number:'.	(1)	<input type="checkbox"/>

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FINISH THE POSTER (cont)			
4.	<p>Task</p> <p>The poster needs two images.</p> <p>(a) Find a suitable heading from the file Heading13E2Set1 Put your chosen heading on the poster.</p> <p>(b) Find a suitable image from the file Image13E2Set1 Put your chosen image on the poster.</p> <p>Coverage and range</p> <p>4.1 use simple search facilities</p> <p>6.1 for print and viewing on screen</p>		
4.	<p>Mark scheme</p> <p>By adding a suitable image from either of the files, Heading13E2Set1, Image13E2Set1, the learner has used simple search facilities to find an image.</p>	(1)	<input type="checkbox"/>
4a.	By adding a heading to the poster, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
4b.	By adding an image to the poster, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>

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FINISH THE POSTER (cont)			
5.	Task Make the poster look good. You could use some of the following: <ul style="list-style-type: none"> <li>• alignment</li> <li>• colours</li> <li>• different fonts</li> <li>• font styles</li> <li>• font sizes</li> <li>• any other formatting.</li> </ul> Coverage and range 5.1 use simple editing and formatting techniques		
		Marks	Achieved
5.	Mark scheme The poster is formatted and includes the appropriate use of features, such as: <ul style="list-style-type: none"> <li>• alignment (e.g. left, centre, right)</li> <li>• colours</li> <li>• different fonts (e.g. Times New Roman, Arial, Comic Sans)</li> <li>• font styles (e.g. bold, italic, underlined)</li> <li>• font sizes</li> </ul> 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 feature (e.g. 2 items underlined = 1 mark).	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
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
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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.

## Task coverage grid

	Using ICT						Finding and selecting information		Developing, presenting and communicating information				Open or Fixed	Total	
	1.1	1.2	1.3	2.1	2.2	2.3	3.0	4.1	5.1	6.1	6.2	7.1			
Getting ready															
1				1		1								Open	2
2					1									Open	1
During the task															
1	1	1	1											Open	3
Finish the Poster															
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
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Assessment weightings	Marks	%
Using ICT	6	30%
Finding and selecting information	2	10%
Developing, presenting and communicating information	12	60%
<b>Total</b>	<b>20</b>	<b>100%</b>
Open response %		100%
Fixed response %		0%

Relevant heading inserted – position may be at top or another suitable position

# Make a Cake

Alignment used to centre heading

Bridgetown Community Centre is holding  
a cake sale for charity

Use of font size and style to make key information stand out

**Please help by making a cake**

Alignment used to centre text

Relevant image inserted in suitable place



Use of colour to make key information stand out

**Bring your cake to:**

**Bridgetown Community Centre  
Village Green**

Location added

**On 7th May before 11 am**

Date changed from 5th

For more information please contact:

Mrs Carol Philpot

Telephone number: 02321 453127

Telephone number added

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