

ENTRY 2 MARK SCHEME

Bike shop

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"> • using the computer • using software applications. Coverage and range 1.1 use computer hardware 1.2 use software applications for a purpose 1.3 recognise and use interface features	
		<div>Marks</div> <div>Achieved</div>
1.	Mark scheme The learner has used a computer system.	<div>(1)</div> <div><input type="checkbox"/></div>
1.	By undertaking the flyer or email activities, the learner has used software applications for a purpose.	<div>(1)</div> <div><input type="checkbox"/></div>
1.	By undertaking the flyer 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.	<div>(1)</div> <div><input type="checkbox"/></div>

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

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FINISH THE FLYER (cont)			
3.	Task Open the file Flyer13E2Set2 Use the information in the message to: <ul style="list-style-type: none">change any information on the flyer that is differentadd the missing information to the flyer. Coverage and range 6.2 identify and correct simple errors		
		Marks	Achieved
3.	Mark scheme The learner has changed the price from £35 to £30 The value can be displayed as £30 or £30.00	(1)	<input type="checkbox"/>
3.	The learner has entered the text ‘We repair and sell bikes’ Do not penalise the learner for spelling errors.	(1)	<input type="checkbox"/>
3.	The learner has completed the address by adding the first line of the address. This must be positioned immediately above/before the existing address details. Do not penalise the learner for spelling errors.	(1)	<input type="checkbox"/>

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FINISH THE FLYER (cont)		
4.	Task The flyer needs two images. (a) Find a suitable heading from the file Heading13E2Set2 Put your chosen heading on the flyer. (b) Find a suitable image from the file Image13E2Set2 Put your chosen image on the flyer. Coverage and range 4.1 use simple search facilities 6.1 for print and viewing on-screen	
		<div>Marks</div> <div>Achieved</div>
4.	Mark scheme By adding a suitable image from either of the image files, Heading13E2Set2 or Image13E2Set2, the learner has used simple search facilities to find the image.	<div>(1)</div> <div><input type="checkbox"/></div>
4a.	By adding a heading to the flyer, the learner has brought together two given types of information.	<div>(1)</div> <div><input type="checkbox"/></div>
4b.	By adding an image to the flyer, the learner has brought together two given types of information.	<div>(1)</div> <div><input type="checkbox"/></div>

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FINISH THE FLYER (cont)			
5.	Task Make the flyer look good. You could use some of the following: <ul style="list-style-type: none">• alignment• colours• different fonts• font styles• font sizes• any other formatting. Coverage and range 5.1 use simple editing and formatting techniques		
		MarksAchieved	
5.	Mark scheme The flyer is formatted and includes the appropriate use of features, such as: <ul style="list-style-type: none">• alignment (e.g. left, centre, right)• colours• different fonts (e.g. Times New Roman, Arial, 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. <u>example</u> underlined and italic font styles = 2 marks but not for repeated use of the same (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

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				Open or Fixed	
	1.1	1.2	1.3	2.1	2.2	2.3	3.0	4.1	5.1	6.1	6.2	7.1		Total
Getting ready														
1				1		1							Open	2
2					1								Open	1
During the task														
1	1	1	1										Open	3
Finish the flyer														
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%
Total	20	100%
Open response %		100%
Fixed response %		0%

Southwood Re-CYCLE

Wanted!

Heading inserted

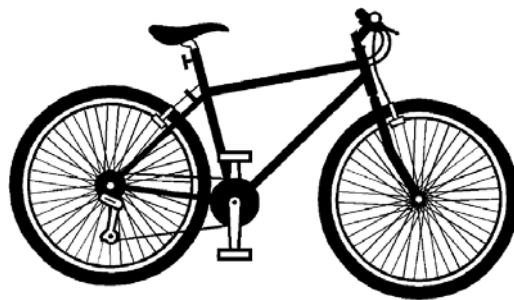


Image inserted

We want your old bikes.

Any of the text can be aligned to improve the appearance. Fonts and font style or size can be changed.

We save old and unwanted bikes from the waste skip.

We repair and sell bikes.

Text inserted, as provided in the email. Other formatting could be used.

Recycled bikes available from £30

Price changed from £35

If you would like to give us your old bike, please contact us.

Our address is:

Unit 7, Railway Street

Southwood SO12 5NU

Telephone: 01998 46613

Email: info@southwoodrecycle.co.uk

First line of the address added.