

ENTRY 1 MARK SCHEME

Menu

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 1.

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 2.1 minimise the physical stress of seating, lighting and hazards			
		Marks	Achieved	
1.	Mark scheme The learner has demonstrated safe working by addressing any one of seating, lighting or any other hazards. For example, by adjusting the height and/or position of chair and monitor, using correct posture, keeping the work area clear (e.g. removing tripping hazards), keeping food and drink away, minimising glare.	(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 must demonstrate that they can access a computer system using secure methods, such as a username/password (either as standalone access or part of a network authentication).	(1)	<input type="checkbox"/>	
DURING THE TASK				
1.	Task You will get a mark for using software. Coverage and range 1.1 recognise and use interface features			
		Marks	Achieved	
1.	Mark scheme By undertaking the menu or email activities, the learner has recognised and used interface features. For example, opening the data file, receiving and opening email messages, labelling an image, saving and printing, and using software.	(1)	<input type="checkbox"/>	

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FINISH THE MENU		
1.	Task You have been sent an email or text message. It tells you more about the menu. Open the message. Coverage and range 5.2 receive and open electronic messages	
		Marks Achieved
1.	Mark scheme By entering/adding any correct information from the email or text message into the menu, the learner has:	
1.	<ul style="list-style-type: none"> received the email or text message 	(1) <input type="checkbox"/>
1.	<ul style="list-style-type: none"> opened the email or text message 	(1) <input type="checkbox"/>
2.	Task Open the file Menu13E1 Use the information in the message to: <ul style="list-style-type: none"> change the day on the menu add the title. Coverage and range 3.1 text message, voicemail and on-screen information 4.1 identify and correct simple errors	
		Marks Achieved
2.	Mark scheme By entering/adding any information from the email or text message into the menu, the learner has found the given information. Minor errors in case, spelling and spacing should be disregarded.	(1) <input type="checkbox"/>
2.	The learner has changed the day from Sunday to Saturday.	(1) <input type="checkbox"/>
2.	The learner has added the title 'Cafe Menu'.	(1) <input type="checkbox"/>
3.	Task The menu contains an image. Label the image so that people know what it shows. Coverage and range 5.1 label an image	
		Marks Achieved
3.	Mark scheme The learner has added a label to the image.	(1) <input type="checkbox"/>
3.	The label is appropriate in that it identifies the image, e.g. fruit flan, flan, cake, pie or anything appropriate. Accept tea or coffee. Minor errors in case and spelling should be disregarded.	(1) <input type="checkbox"/>
Total		10
Pass Mark		7
Total		

ENTRY 1 AUTHENTICATION

Functional Skills Qualification in Information and Communication Technology at Entry 1

COMMENTS
If you have provided any assistance to the learner during this task, please provide details here.

The pass mark is 7 (70%).

I confirm that this learner has achieved 70%, or more, of the standards at Entry 1.

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	Total
	1.1	2.1	2.2	3.1		4.1	5.1	5.2		
Getting ready										
1		1							Open	1
2			1						Open	1
During the task										
1	1								Open	1
Finish the menu										
1								2	Open	2
2				1		2			Open	3
3							2		Open	2
Total	1	1	1	1		2	2	2		10

3	1	6
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Assessment weightings	Marks	%
Using ICT	3	30%
Finding and selecting information	1	10%
Developing, presenting and communicating information	6	60%
Total	10	100%
Open response %		100%
Fixed response %		0%

Southwood Community College

Title added. → **Cafe Menu**

Day changed from Sunday to Saturday. → **Today's Specials**
Saturday 27 July

	Price
Tea	£1.00
Coffee	£1.20
Soft drink	£0.75
Fruit flan slice	£1.00
Biscuits	£0.50



Label added. →
Our special fruit flan

Open from 9 am to 5 pm - 6 days a week

Southwood Community College