ENTRY 3 MARK SCHEME

Ice Hockey Advert

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:

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)	☐
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)	☐
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)	☐

ENTRY 3 MARK SCHEME

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

DURING THE TASK			
1.	Task You will get marks for: • 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: • selected and used appropriate software applications	(1)	☐
1.	• recognised and used interface features when using software applications	(1)	☐
1.	• opened files	(1)	☐
1.	• saved files	(1)	☐

ENTRY 3 MARK SCHEME

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

	WORK OUT THE COST OF LESSONS		
1.	Task Open the file Costs13E3 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 Costs13E3	(1)	☐
1.	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	☐
2.(a)	Task The cost of the insurance is now £12.50 (a) Change the cost of the insurance 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 £15.00 with £12.50 in cell B6.	(1)	☐
2.(b)	Task (b) 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		
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)	☐
3. 3.	Task Save the spreadsheet. Print the spreadsheet showing gridlines.	(0)	
	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 brought together information for printing.	(1)	☐
3.	The learner has changed software settings to add gridlines before printing (accept cell borders).	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE ADVERT		
1.(a) **Task** Open the file Newsletter13E3Set2 stored on the USB memory stick. This file contains information for the advert. Open the file Advert13E3 stored on the USB memory stick. Use the information given in Newsletter13E3Set2 to complete the text for the advert. Find and insert in Advert13E3: • the day of the ice hockey lessons • the time when each lesson finishes • the address where the lessons will be held. Make sure that all this information is in a suitable place on the advert.		
Coverage and range 4.1 search stored information 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	**Marks**	**Achieved**
1.(a) **Mark scheme** Use of any of the day, time or address in the advert implies that a search of the file Newsletter13E3Set2 has been achieved.	(1)	☐
1.(a) Monday, positioned after 'Beginners ice hockey lessons will be on a '.	(1)	☐
1.(a) 9 pm, positioned after 'The lessons are from 7 pm until '.	(1)	☐
1.(a) Address inserted below or adjacent to: 'All lessons will be at iceSheptown '.	(1)	☐
1.(b) **Task** Find the logo in Newsletter13E3Set2 Insert this logo in a suitable place on the advert.		
Coverage and range 6.2 insert and position graphics or other digital content to achieve a purpose	**Marks**	**Achieved**
1.(b) **Mark scheme** Logo (iceSheptown) inserted on the advert.	(1)	☐
1.(b) Logo (iceSheptown) positioned appropriately (e.g. not obscuring any other images or text)	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE ADVERT			
1.(c)	**Task** Use the internet to find an image of someone playing ice hockey. Insert the image in a suitable place on the advert.		
	Coverage and range 5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose	Marks	Achieved
1.(c)	**Mark scheme** The learner has used a simple web-based search to find an image of someone playing ice hockey.	(1)	☐
1.(c)	The learner has selected an image of someone playing ice hockey from the internet.	(1)	☐
1.(c)	The learner has placed an image on the advert.	(1)	☐
1.(c)	The image is suitably positioned on the advert (e.g. not obscuring any other information).	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE ADVERT (cont)		
2. **Task** You worked out the Total costs in your spreadsheet. Enter this in a suitable place on the advert.		
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. **Mark scheme** The Total costs value from cell B9 is entered into a suitable position on the advert.	(1)	☐
3.(a) **Task** Format the layout of the advert so that it looks good. You could use: • alignment • borders • colours • fonts • font styles • font sizes • any other formatting.		
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**
3.(a) **Mark scheme** The advert is formatted by using appropriate features such as: • alignment (e.g. left, centre, right) • borders	(1)	☐
• colours • fonts(e.g. Times New Roman, Ariel, Comic Sans) • font styles (e.g. bold, italic, underlined) • font sizes	(1)	☐
Accept any other appropriate formatting features.	(1)	☐
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. *example* underlined and italic font styles = 2 marks but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark)	(1)	☐

ENTRY 3 MARK SCHEME

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

DESIGN THE ADVERT (cont)			
3.(b)	**Task** Check the advert for accuracy and meaning.		
	Coverage and range 7.2 check for accuracy and meaning	Marks	Achieved
3.(b)	**Mark scheme** If the information is accurate and meaningful there is implied evidence of checking.	(1)	☐
3.(c)	**Task** Check that the advert is suitable for use. Enter your name at the bottom of the advert.		
	Coverage and range 7.3 check suitability of information	Marks	Achieved
3.(c)	**Mark scheme** The advert is fit for purpose.	(1)	☐
4.	**Task** Save the advert.	(0)	
4.	**Task** Print the advert.		
	Coverage and range 7.1 for print and viewing on screen	Marks	Achieved
4.	**Mark scheme** The learner has printed the advert.	(1)	☐

ENTRY 3 MARK SCHEME

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

SEND A MESSAGE			
1.	**Task** The USB memory stick contains a list of contacts and a message text file. The list of contacts is password protected. You have received an email message. The message contains a password that will open the list of contacts. Open and read the email message.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
1.	**Mark scheme** The learner has opened the email message.	(1)	☐
2.	**Task** Use the password in the message to open the file Contacts13E3Set2 stored on the USB memory stick.		
	Coverage and range 3.1 use and change passwords	Marks	Achieved
2.	**Mark scheme** The learner has successfully entered the password.	(1)	☐
3.(a)	**Task** Open the file Email13E3Set2 stored on the USB memory stick. Copy the information and paste it into a new email. You worked out the Total costs in your spreadsheet. Enter that cost in a suitable place in the email.		
	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
3.(a)	**Mark scheme** The learner has successfully entered the information in the email.	(1)	☐
3.(b)	**Task** Use the list of contacts in the file Contacts13E3Set2 to find the email address of the Manager.		
	Coverage and range 4.1 search stored information 8.2 use contacts	Marks	Achieved
3.(b)	**Mark scheme** The learner has addressed the email to someone on the contact list. (Implies that the contact list has been used.)	(1)	☐
3.(b)	The learner has addressed the email to the Manager. (Implies that a search has been achieved.)	(1)	☐
3.(c)	**Task** Send the email to the Manager.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
3.(c)	**Mark scheme** The learner has sent the email message.	(1)	☐

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
4.	**Mark scheme** The learner has printed the email reply proving that they received and opened it.	(1)	☐
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
5.	**Mark scheme** The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1)	☐
5.	The learner has shut down the computer system using the correct procedures.	(1)	☐
	Total	40	
	Pass Mark	30	

Total	

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

	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	Total
	Using ICT									**Finding and selecting information**		**Developing, presenting and communicating information**									
Getting ready																					
1									1										1		2
2	1																				1
During the task																					
1			1	1		2															4
Work out the cost of lessons																					
1		1					1														2
2a												1									1
2b														1							1
3				1											1						2
Design the advert																					
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

	Using ICT									Finding and selecting information		Developing, presenting and communicating information									
	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	Total
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

	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	Total
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%**

ENTRY 3 TASK

Design the Advert

**iceSheptown✳*

Title aligned centre and larger font size used

Learn to play Ice Hockey!

Logo inserted, from Newsletter.

Internet image found and inserted.

Different fonts, sizes and styles could be used.

We need new players for adult and junior teams. They will play in the local leagues.

Ice hockey lessons for beginners will be on a Monday.

Day inserted.

The lessons are from 7 pm until 9 pm.

9 pm inserted.

The cost of lessons is: £64.00

£64.00 or £64 inserted.

A border could be used. Bullets may be used.

Did you know?

- Ice hockey became an Olympic event in 1920.
- The puck can reach speeds of more than 150 miles per hour.
- Ice hockey is played in 55 countries worldwide

Contact Ali Jones to find out when the next lessons start: Tel. 01998 42213

All lessons will be at:

iceSheptown
Melting Road
Sheptown
SH3 4LL

Address inserted. Text alignment could be used.