ENTRY 1 MARK SCHEME

Farm

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:

<table>
<tr><td colspan="4" align="center">GETTING READY</td></tr>
<tr>
<td>1.</td>
<td>Task
Make sure you are sitting comfortably.
Make sure you work safely at all times during the task.</td>
<td colspan="2"></td>
</tr>
<tr>
<td></td>
<td>Coverage and range
2.1 minimise the physical stress of seating, lighting and hazards</td>
<td>Marks</td>
<td>Achieved</td>
</tr>
<tr>
<td>1.</td>
<td>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.</td>
<td>(1)</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Task
Start the computer system.</td>
<td colspan="2"></td>
</tr>
<tr>
<td></td>
<td>Coverage and range
2.2 keep access information secure by using a password</td>
<td>Marks</td>
<td>Achieved</td>
</tr>
<tr>
<td>2.</td>
<td>Mark scheme
The learner has demonstrated 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).</td>
<td>(1)</td>
<td>☐</td>
</tr>
<tr><td colspan="4" align="center">DURING THE TASK</td></tr>
<tr>
<td>1.</td>
<td>Task
You will get a mark for using software.</td>
<td colspan="2"></td>
</tr>
<tr>
<td></td>
<td>Coverage and range
1.1 recognise and use interface features</td>
<td>Marks</td>
<td>Achieved</td>
</tr>
<tr>
<td>1.</td>
<td>Mark scheme
By undertaking the poster 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.</td>
<td>(1)</td>
<td>☐</td>
</tr>
</table>

Set 3 2012-13

ENTRY 1 MARK SCHEME

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

FINISH THE POSTER		
1. Task You have been sent an email or text message. It tells you more about the Farm Open Day. 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 poster, the learner has:		
1. • received the email or text message	(1)	☐
1. • opened the email or text message	(1)	☐
2. Task Open the file Farm13E1 Use the information in the message to: • change the date on the poster • add what visitors will be able to do. **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 poster, the learner has found the given information. Minor errors in case, spelling and spacing should be disregarded.	(1)	☐
2. The learner has changed the month to May	(1)	☐
2. The learner has added the details: Feed animals Ride on a tractor Milk a cow	(1)	☐
3. Task The poster 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)	☐
3. The label is appropriate in that it relates to the image e.g. cattle, cows, bulls, animals, farm, barn. Minor errors in case and spelling should be disregarded.	(1)	☐
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 poster										
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

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%**

Farm Open Day

Sunday 19 May

> The month has been changed

Kingshill Farm, Watcher Lane, Old Town

The farm will be open to visitors from 9 am to 5 pm

Bulls in the barn

> Label added that refers to cattle/animals/farm

Visitors will be able to:

Feed animals
Ride on a tractor
Milk a cow

> Text from the email has been added