ENTRY 2 MARK SCHEME

Cycle Race

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:**

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)	☐
1.	The learner has demonstrated that they can work safely by following relevant health and safety or personal safety guidelines.	(1)	☐
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)	☐

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DURING THE TASK			
1.	**Task** You will get marks for: • 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	**Marks**	**Achieved**
1.	**Mark scheme** The learner has used a computer system.	(1)	☐
1.	By undertaking the advert or email activities, the learner has used software applications for a purpose.	(1)	☐
1.	By undertaking the advert 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)	☐

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FINISH THE ADVERT			
1.	**Task** You have received an email or text message. The message contains information to use in the advert. 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 advert, the learner has:		
1.	• received the message	(1)	☐
1.	• read the message	(1)	☐
1.	• used ICT-based sources of information.	(1)	☐
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 a 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 message.	(1)	☐

ENTRY 2 MARK SCHEME

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

FINISH THE ADVERT (cont)			
3.	**Task** Open the file **Race13E2** Use the information in the message to: • add the missing information to the advert • change any information on the advert that is different. **Coverage and range** 6.2 identify and correct simple errors	**Marks**	**Achieved**
3.	**Mark scheme** The learner has amended the date of the race to Sunday 7 July. The original date must be replaced. Accept 7, 7th and 7th. The position of the date does not have to be identical to the original, but must be positioned so that the document is fit for purpose.	(1)	☐
3.	The learner has changed the name of the person to **Katie Harris**. The original name must be replaced. The position of the name does not have to be identical to the original, but must be positioned so that the document is fit for purpose.	(1)	☐
3.	The learner has entered the information about what spectators will be able to do. The details must appear below or alongside the statement: 'Spectators will be able to:' Do not penalise the learner for minor spelling errors.	(1)	☐

ENTRY 2 MARK SCHEME

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

FINISH THE ADVERT (cont)			
4.	**Task** The advert needs **two** images. (a) Find a suitable heading from the file **Heading13E2Set3** Put your chosen heading on the advert. (b) Find a suitable image from the file **Image13E2Set3** Put your chosen image on the advert. **Coverage and range** 4.1 use simple search facilities 6.1 for print and viewing on screen	**Marks**	**Achieved**
4.	**Mark scheme** By adding a suitable image from either of the files, **Heading13E2Set3, Image13E2Set3,** the learner has used simple search facilities to find an image.	(1)	☐
4a.	By adding a heading from **Heading13E2Set3** to the advert, the learner has brought together two given types of information.	(1)	☐
4b.	By adding an image from **Image13E2Set3** to the advert, the learner has brought together two given types of information.	(1)	☐

ENTRY 2 MARK SCHEME

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

FINISH THE ADVERT (cont)			
5.	**Task** Make the advert look good. You could use some of the following: • alignment • colours • different fonts • font styles • font sizes • any other formatting.		
	Coverage and range 5.1 use simple editing and formatting techniques	**Marks**	**Achieved**
5.	**Mark scheme** The advert is formatted and includes the appropriate use of features, such as: • alignment (e.g. left, centre, right) • colours • different fonts (e.g. Times New Roman, Arial, Comic Sans) • font styles (e.g. bold, italic, underline) • 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. *example* underline and italic font styles = 2 marks) but not for repeated use of the same (e.g. 2 items underlined = 1 mark)	(1) (1) (1) (1)	☐ ☐ ☐ ☐
	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 advert														
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**

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%**

Sample Printout

Cycle Race

Relevant heading inserted in appropriate place

Use of font / styles to make key information stand out

Race Date - Sunday 7 July

Date changed

Weston Cycle Club Summer Road Race
Starts from the Gatehouse in Weston Park at 10 am

Use of alignment to enhance appearance

Come along and watch

Relevant image inserted in appropriate place

For more information please contact:

Katie Harris
Weston Cycle Club
01895 42391

Contact name changed

Spectators will be able to:

Meet members of the club
Take part in a short fun ride after the race

Information about what spectators will be able to do is entered

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