

ENTRY 3 MARK SCHEME

Climbing course

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:
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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 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)	<input type="checkbox"/>
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)	<input type="checkbox"/>
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)	<input type="checkbox"/>

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DURING THE TASK			
1.	Task You will get marks for: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • selected and used appropriate software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • recognised and used interface features when using software applications 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • opened files 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • saved files 	(1)	<input type="checkbox"/>

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WORK OUT THE COST OF A CLIMBING COURSE			
1.	Task Open the file Course13E3 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 Course13E3	(1)	<input type="checkbox"/>
1.	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	<input type="checkbox"/>
2.(a)	Task The instructor cost is £28 Change the instructor cost 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 £18 with £28 in cell B7.	(1)	<input type="checkbox"/>
2.(b)	Task Enter a formula in cell B12 to calculate the total of the costs in cells B6 to B10. Coverage and range 6.3 process numbers to meet need		
2.(b)	Mark scheme The learner has entered the formula =SUM(B6:B10) OR =B6+B7+B8+B9+B10 in cell B12. Accept the inclusion of B11 in the formula Award for correct formula in a different cell	(1)	<input type="checkbox"/>
3.	Task Save the spreadsheet. Print the spreadsheet in portrait format. Coverage and range 7.1 for print and viewing on screen 1.5 change simple software settings	(0)	
		Marks	Achieved
3.	Mark scheme The learner has brought together information for printing.	(1)	<input type="checkbox"/>
3.	Mark scheme The learner has changed the orientation to portrait.	(1)	<input type="checkbox"/>

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DESIGN THE BOOKING FORM			
1.(a)	<p>Task Open the file Activities13E3 stored on the USB memory stick. This file contains information for the booking form. Open the file BookingForm13E3 stored on the USB memory stick. Use the information given in Activities13E3 to complete the booking form. Find and insert in BookingForm13E3:</p> <ul style="list-style-type: none"> the address where the booking form should be sent the name of the person to contact for information the phone number. <p>Make sure that all this information is in a suitable place on the booking form.</p> <p>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</p>		
		Marks	Achieved
1.(a)	<p>Mark scheme The presence of any of: company logo, address or contact information in the booking form implies that a search of Activities13E3 has been achieved</p>	(1)	<input type="checkbox"/>
1.(a)	Address inserted after 'Active Days Out'	(1)	<input type="checkbox"/>
1.(a)	Contact name inserted after 'Please contact:'	(1)	<input type="checkbox"/>
1.(a)	Contact phone number inserted after 'Phone:'	(1)	<input type="checkbox"/>
1.(b)	<p>Task Find the company logo in Activities13E3 Insert this logo in a suitable place on the booking form.</p> <p>Coverage and range 6.2 insert and position graphics or other digital content to achieve a purpose</p>		
		Marks	Achieved
1.(b)	<p>Mark scheme Company logo (Active Days Out) inserted on the booking form</p>	(1)	<input type="checkbox"/>
1.(b)	Company logo (Active Days Out) positioned appropriately. (e.g. near the top of the form, not obscuring any of the text or images)	(1)	<input type="checkbox"/>

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DESIGN THE BOOKING FORM (cont)			
1.(c)	Task Use the internet to find an image of a climber. Insert the image in a suitable place on the booking form. 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.	(1)	<input type="checkbox"/>
1.(c)	The learner has selected a suitable image from the internet (do not award if image from Activities13E3 is used)	(1)	<input type="checkbox"/>
1.(c)	The learner has placed a copy of their chosen image on the booking form	(1)	<input type="checkbox"/>
1.(c)	The image is suitably positioned on the booking form (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>
2.	Task You worked out the Total cost of the rock climbing course in your spreadsheet. Enter the Total cost in a suitable place on the booking form. 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 (£)54 entered in the correct position on the form. Allow a different value if this is the total cost shown in the spreadsheet.	(1)	<input type="checkbox"/>

DESIGN THE BOOKING FORM (cont)			
3.(a)	<p>Task</p> <p>Format the layout of the booking form so that it looks good. You could use:</p> <ul style="list-style-type: none"> • alignment • borders • colours • fonts • font styles • font sizes • any other formatting. <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>		
		Marks	Achieved
3.(a)	<p>Mark scheme</p> <p>The booking form is formatted by using appropriate features such as:</p> <ul style="list-style-type: none"> • alignment (e.g. left, centre, right) • borders • colours • fonts (e.g. Times New Roman, Arial, Comic Sans) • font styles (e.g. bold, italic, underline) • font sizes <p>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, underline.</p> <p>Multiple marks may be awarded for an items using more than one feature (e.g. <i>example</i> underline and italic = 2 marks) but not for repeated use of the same feature (e.g. two items underlined = 1 mark)</p>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
3.(b)	<p>Task</p> <p>Check the booking form for accuracy and meaning.</p> <p>Coverage and range</p> <p>7.2 check for accuracy and meaning</p>		
		Marks	Achieved
3.(b)	<p>Mark scheme</p> <p>If the information is accurate and meaningful there is implied evidence of checking.</p>	(1)	<input type="checkbox"/>
3.(c)	<p>Task</p> <p>Check that the booking form is suitable for use.</p> <p>Coverage and range</p> <p>7.3 check suitability of information</p>		
		Marks	Achieved
3.(c)	<p>Mark scheme</p> <p>The booking form is fit for purpose.</p>	(1)	<input type="checkbox"/>
4.	<p>Task</p> <p>Save the booking form.</p>	(0)	
	<p>Task</p> <p>Print the booking form.</p> <p>Coverage and range</p> <p>7.1 for print and viewing on screen</p>		
		Marks	Achieved
4.	<p>Mark scheme</p> <p>The learner has printed the booking form.</p>	(1)	<input type="checkbox"/>

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SEND A MESSAGE			
1.	<p>Task</p> <p>The USB memory stick contains a list of contacts and a message text file.</p> <p>The list of contacts is password protected.</p> <p>You have received an email message.</p> <p>The message contains a password that will open the list of contacts.</p> <p>Open and read the email message.</p> <p>Coverage and range</p> <p>8.1 read, send and receive electronic messages</p>		
		Marks	Achieved
1.	<p>Mark scheme</p> <p>The learner has opened the email message.</p>	(1)	<input type="checkbox"/>
2.	<p>Task</p> <p>Use the password in the message to open the file Contacts13E3Set3.</p> <p>Coverage and range</p> <p>3.1 use and change passwords</p>		
		Marks	Achieved
2.	<p>Mark scheme</p> <p>The learner has successfully entered the password.</p>	(1)	<input type="checkbox"/>
3.(a)	<p>Task</p> <p>Open the file Email13E3Set3 stored on the USB memory stick.</p> <p>Copy the information and paste it into a new email.</p> <p>You worked out the Total in your spreadsheet.</p> <p>Enter the Total Cost in a suitable place in the email.</p> <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>		
		Marks	Achieved
3.(a)	<p>Mark scheme</p> <p>The learner has successfully entered the information in the email.</p>	(1)	<input type="checkbox"/>
3.(b)	<p>Task</p> <p>Use the list of contacts in the file Contacts13E3Set3 to find the email address of the Senior Climbing Instructor.</p> <p>Coverage and range</p> <p>4.1 search stored information</p> <p>8.2 use contacts</p>		
		Marks	Achieved
3.(b)	<p>Mark scheme</p> <p>The learner has addressed the email to someone on the contact list. (Implies that the contacts list has been used.)</p>	(1)	<input type="checkbox"/>
3.(b)	<p>The learner has addressed the email to the Senior Climbing Instructor (Implies that a search has been achieved.)</p>	(1)	<input type="checkbox"/>

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SEND A MESSAGE (cont)			
3.(c)	Task Send the email to the Senior Climbing Instructor.		
	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)	<input type="checkbox"/>
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.	(1)	<input type="checkbox"/>
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)	<input type="checkbox"/>
5.	The learner has shut down the computer system using the correct procedures.	(1)	<input type="checkbox"/>
Total		40	
Pass Mark		30	

Total	
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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

	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
Getting ready																					
1									1											1	2
2	1																				1
During the task																					
1			1	1		2															4
Work out the cost of a course																					
1		1					1														2
2a												1									1
2b														1							1
3a					1																1
3b															1						1
Design the booking form																					
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
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
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%

Sample Printouts

Active Days Out

Logo added from Activities13E3 and positioned in a suitable place.

Evidence of the use of fonts / font styles / alignment to improve the appearance.

May 2013 Climbing Courses

Image added in a suitable place (not obscuring other information).

A list of this month's climbing courses is shown below.

For more details about our climbing courses

Please contact:
Nordeep Singh.

Contact name added from Activities13E3.

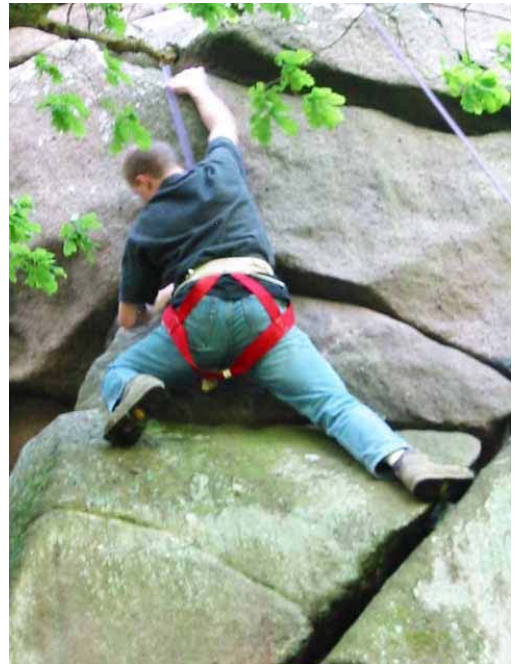
Phone:
0788 461893

Phone number added from Activities13E3.

To make a booking

Please complete this form and send it to:
Active Days Out
17 The Parade
Tenham
DV3 7WB

Address added from Activities13E3.



Booking Form

Name		Telephone	
Address		Email	

Climbing - May 2013

	Date	Event	Place	Total Cost	Number of places wanted
C1	3 May	Advanced rope climbing	Llanberis, Snowdonia	£132	
C2	11 May	Taster session for children	Tunbridge Wells, Kent	£40	
C3	12 May	Rock climbing	Buxton, Derbyshire	£54	
C4	20 May	Taster session for adults	Tunbridge Wells, Kent	£40	
C5	26 May	Scrambling	Keswick, Cumbria	£115	

Total cost added to rock climbing.