edexcel

Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 3

Set 2

General guidance on the use of the mark scheme

1. If the answer is in words accept any understandable spelling.

2. Units can be ignored unless explicitly required by the mark scheme.

3. Information in brackets is optional; it is not required for the award of marks.

4. Mark crossed out work, if it is legible and has not been replaced.

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 3.

Assessors must use this mark scheme to award marks for learner work. Assessors may use the 'Achieved' column to record attainment or mark the question paper for each learner.

The Assessment Record and Authentication Sheet must be completed for each learner.

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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**
	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)	☐
	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**
	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)	☐
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**
	Mark scheme By completing the task, the learner has: • selected and used appropriate software applications	(1)	☐
	• recognised and used interface features when using software applications	(1)	☐
	• opened files	(1)	☐
	• saved files.	(1)	☐

WORK OUT THE MEMBERSHIP COST			
1	**Task** The poster will include the membership cost for each new member. The USB memory stick contains a spreadsheet with the costs of membership. Open the file **Costs14E3Set2** 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**
	Mark scheme The learner has opened the file **Costs14E3Set2**	(1)	☐
	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	☐
2	**Task** The cost of pitch hire is now £15 (a) Change the Cost Each Year for Pitch Hire 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**
	Mark scheme (a) The learner has replaced £10 with **£15** in cell **B5** Allow follow-through if original value **10** was in a different cell.	(1)	☐
	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		
	Mark scheme (b) 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	**Task** Save the spreadsheet. Print the spreadsheet in landscape format.		
	Coverage and range 7.1 for print and viewing on-screen 1.5 change simple software settings	**Marks**	**Achieved**
	Mark scheme The learner has printed the spreadsheet.	(1)	☐
	The learner has used the software settings to change the orientation to landscape.	(1)	☐

DESIGN THE POSTER			
1	**Task** Open the file **Newsletter14E3Set2** stored on the USB memory stick. This file contains information for the poster. Open the file **Football14E3Set2** stored on the USB memory stick. (a) Use the information given in **Newsletter14E3Set2** to complete the poster. Find and insert in **Football14E3Set2**: • the ages of football club members • the telephone number • the address. Make sure that all this information is in a suitable place on the poster.		
	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**
	Mark scheme (a) The presence of any of: • 6-14 (the ages of football club members) • 01998 45612 (the telephone number) • Woodley Sports Club, Bowling Lane, Woodley, WO1 4SC (the address) in the poster implies that a search of **Newsletter14E3Set2** has been achieved.	(1)	☐
	'6-14' positioned adjacent to or below 'The football club is for boys and girls, aged:'	(1)	☐
	'01998 45612' positioned adjacent to or below 'Joan Peters, Telephone number:'	(1)	☐
	'Woodley Sports Club, Bowling Lane, Woodley, WO1 4SC' positioned adjacent to or below 'Our address is:'	(1)	☐
	Task (b) Find the logo in **Newsletter14E3Set2** Insert this logo in a suitable place on the poster.		
	Coverage and range 6.2 insert and position graphics or other digital content to achieve a purpose	**Marks**	**Achieved**
	Mark scheme (b) Logo inserted on the poster.	(1)	☐
	Logo positioned appropriately (e.g. not obscuring any other images or text).	(1)	☐

DESIGN THE POSTER (cont)			
1 (cont)	**Task** (c) Use the internet to find an image of a **junior football match**. Insert the image in a suitable place on the poster.		
	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**
	Mark scheme (c) The learner has used a simple web-based search to find an image.	(1)	☐
	The learner has selected an image related to junior football from the internet. (Accept any image of people playing football.)	(1)	☐
	The learner has placed a copy of their chosen image on the poster.	(1)	☐
	The image is suitably positioned on the poster (e.g. not obscuring any of the text or images).	(1)	☐
2	**Task** You worked out the **Total Membership Cost** in your spreadsheet. Change the cost on the poster.		
	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**
	Mark scheme The learner has replaced £79 with **(£)84** Allow a different value if this is the amount in their spreadsheet.	(1)	☐
3	**Task** (a) Format the layout of the poster 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**

<table>
<tr><th colspan="4">DESIGN THE POSTER (cont)</th></tr>
<tr><td rowspan="11">3
(cont)</td><td rowspan="4">Mark scheme
(a) Poster is formatted by using appropriate features such as:
• alignment (e.g. left, centre, right)
• borders
• colours
• fonts (e.g. Times New Roman, Arial, Comic Sans)
• font styles (e.g. bold, italic, underlined)
• font sizes
Accept any other appropriate formatting features.

1 mark awarded for each feature or variation such as bold, italic, and underline, up to a maximum of 4 marks. Multiple marks may be awarded for an item using more than one feature (e.g. <u>example</u> underline and italic font styles = 2 marks) but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark).</td><td>(1)</td><td>☐</td></tr>
<tr><td>(1)</td><td>☐</td></tr>
<tr><td>(1)</td><td>☐</td></tr>
<tr><td>(1)</td><td>☐</td></tr>
<tr><td rowspan="2">Task
(b) Check the poster for accuracy and meaning.
Coverage and range
7.2 check for accuracy and meaning</td><td></td><td></td></tr>
<tr><td>Marks</td><td>Achieved</td></tr>
<tr><td>Mark scheme
(b) If the information is accurate and meaningful there is implied evidence of checking.</td><td>(1)</td><td>☐</td></tr>
<tr><td rowspan="2">Task
(c) Check that the poster is suitable for use.
Enter your name at the bottom of the poster.
Coverage and range
7.3 check suitability of information</td><td></td><td></td></tr>
<tr><td>Marks</td><td>Achieved</td></tr>
<tr><td>Mark scheme
(c) The poster is fit for purpose.</td><td>(1)</td><td>☐</td></tr>
<tr><td rowspan="3">4</td><td rowspan="2">Task
Save the poster.

Print the poster.

Coverage and range
7.1 for print and viewing on-screen</td><td></td><td></td></tr>
<tr><td>Marks</td><td>Achieved</td></tr>
<tr><td>Mark scheme
The learner has printed the poster.</td><td>(1)</td><td>☐</td></tr>
</table>

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**
	Mark scheme The learner has opened the email message.	(1)	☐
2	**Task** Use the password in the message to open the file **Contacts14E3Set2** stored on the USB memory stick.		
	Coverage and range 3.1 use and change passwords	**Marks**	**Achieved**
	Mark scheme The learner has successfully entered the password.	(1)	☐
3	**Task** Open the file **Email14E3Set2** stored on the USB memory stick. (a) Copy the information and paste it into a new email. You worked out the **Total Membership Cost** 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**
	Mark scheme (a) The learner has successfully entered the information in the email.	(1)	☐
	Task (b) Use the list of contacts in the file **Contacts14E3Set2** to find the email address of the Treasurer.		
	Coverage and range 4.1 search stored information 8.2 use contacts	**Marks**	**Achieved**
	Mark scheme (b) The learner has addressed the email to someone on the contact list (implies that the contact list has been used).	(1)	☐
	The learner has addressed the email to the Treasurer (implies that a search has been achieved).	(1)	☐

SEND A MESSAGE (cont)			
3 (cont)	**Task** (c) Send the email to the Treasurer.		
	Coverage and range 8.1 read, send and receive electronic messages	**Marks**	**Achieved**
	Mark scheme (c) The learner has sent the email message.	(1)	☐
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**
	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**
	Mark scheme The learner has closed all the files and removed the USB memory stick safely using the correct procedures.	(1)	☐
	The learner has shut down the computer system using the correct procedures.	(1)	☐
	Total Marks	**40**	
	Pass Mark	**30**	
	Marks Achieved		

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 membership cost																					
1		**1**					**1**														2
2a												**1**									1
2b														**1**							1
3					**1**										**1**						2
Design the poster																					
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

	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%**

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Logo inserted – position may be at top or another suitable position

Use of different fonts, font size and style to make key information stand out

Woodley Junior Football Club

Woodley Sports Club is offering training sessions for young footballers.

Relevant image inserted in a suitable place

The football club is for boys and girls, aged: 6-14

Ages added

Cost changed

The membership cost is £84 each year. This includes Football Association membership and means that members will be able to play in local junior leagues. The payment can be made in instalments each school term.

Telephone number added

To sign up or find out more, contact:

Joan Peters

Telephone number: 01998 45612

All training and matches will be at our sports field at the Sports Club.

Our address is:

Woodley Sports Club

Bowling Lane

Woodley

WO1 4SC

Address added, with centre alignment

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