

Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 1

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 1.

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.

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 the physical stress of seating, lighting and hazards	Marks	Achieved
	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.	(1)	<input type="checkbox"/>
2	Task Start the computer system.		
	Coverage and range 2.2 keep access information secure by using a password	Marks	Achieved
	Mark scheme The learner must demonstrate 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).	(1)	<input type="checkbox"/>
DURING THE TASK			
1	Task You will get a mark for using software.		
	Coverage and range 1.1 recognise and use interface features	Marks	Achieved
	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.	(1)	<input type="checkbox"/>
FINISH THE POSTER			
1	Task You have been sent an email or text message. It tells you about the farm shop. Open the message.		
	Coverage and range 5.2 receive and open electronic messages	Marks	Achieved
	Mark scheme By entering/adding any correct information from the email or text message into the poster, the learner has:		
	<ul style="list-style-type: none"> received the email or text message 	(1)	<input type="checkbox"/>
	<ul style="list-style-type: none"> opened the email or text message. 	(1)	<input type="checkbox"/>

FINISH THE POSTER (cont)		
2	Task Open the file Shop14E1Set2 Use the information in the message to: <ul style="list-style-type: none"> change the closing time on the poster add information to the poster. Coverage and range 3.1 text message, voicemail and on-screen information 4.1 identify and correct simple errors	
		Marks Achieved
	Mark scheme By entering/adding any information from the email or text message into the poster, the learner has found the given information.	(1) <input type="checkbox"/>
	The learner has changed the closing time to 6 pm.	(1) <input type="checkbox"/>
	The learner has added the information: Fresh seasonal vegetables at the best prices Minor errors in case, spelling and spacing should be disregarded.	(1) <input type="checkbox"/>
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
	Mark scheme The learner has added a label to the image.	(1) <input type="checkbox"/>
	The label is appropriate in that it relates to the image, e.g. vegetables, food for sale. Minor errors in case and spelling should be disregarded.	(1) <input type="checkbox"/>
Total Marks		10
Pass Mark		7
Marks Achieved		

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
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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%

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Farm Shop

Chestnut Estate Farm

Opening this weekend

Fresh seasonal vegetables at the best prices

Text from message is added



Some of our fresh vegetables

Label added that refers to the image content

Opening time: 9 am

Closing time: 6 pm

Closing time has been changed from 5 pm to 6 pm

Chestnut Estate Farm
Back Lane
Opensham