Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 2

Set 3

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 2.

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 physical stress 2.3 understand the need to stay safe	**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, etc.	(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**
	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)	☐
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**
	Mark scheme The learner has used a computer system.	(1)	☐
	By undertaking the poster or email activities, the learner has used software applications for a purpose.	(1)	☐
	By undertaking the poster 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)	☐

FINISH THE POSTER			

	Task You have received an email or text message. The message contains information to use in the poster. Open and read the message.		
1	**Coverage and range** 3.0 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 on the poster, the learner has:		
	• received the message	(1)	☐
	• read the message	(1)	☐
	• used ICT-based sources of information.	(1)	☐

	Task Send a reply saying you have read the message.		
2	**Coverage and range** 7.1 read, send and receive electronic messages	**Marks**	**Achieved**
	Mark scheme The assessor will have received an email or text message from the learner or seen printed evidence that the message was sent by the learner and received.		
	The learner has sent a reply to the email message or text message.	(1)	☐

	Task Open the file **Poster14E2Set3** Use the information in the message to: • change any information on the poster that is different • add any missing information to the poster.		
3	**Coverage and range** 6.2 identify and correct simple errors	**Marks**	**Achieved**
	Mark scheme The learner has changed the month of the event from March to February. The position of the date does not have to be identical to the original, but must be positioned so that the poster is fit for purpose. Minor errors in case, spelling and spacing should be disregarded.	(1)	☐
	The learner has changed the phone number of the person to contact for information (e.g. 0444 642391). The position of the number does not have to be identical to the original, but must be positioned so that the poster is fit for purpose.	(1)	☐
	The learner has entered the information about what visitors will be able to do, (e.g. see sheep and lambs in the fields, feed a lamb). The details must appear below or alongside the statement: 'Visitors will be able to:' Minor errors in case, spelling and spacing should be disregarded.	(1)	☐

FINISH THE POSTER (cont)			

4	**Task**
	The poster needs **two** images.
	(a) Find a suitable heading from the file **Heading14E2Set3**
	        Put your chosen heading on the poster.
	(b) Find a suitable image from the file **Image14E2Set3**
	        Put your chosen image on the poster.		

	Coverage and range 4.1 use simple search facilities 6.1 for print and viewing on-screen	**Marks**	**Achieved**
	Mark scheme By adding a suitable image from either of the files, **Heading14E2Set3** or **Image14E2Set3**, the learner has used simple search facilities to find an image.	(1)	☐
	(a) By adding a heading to the poster, the learner has brought together two given types of information.	(1)	☐
	(b) By adding an image to the poster, the learner has brought together two given types of information.	(1)	☐

5	**Task**
	Make the poster 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**

	Mark scheme
	The poster is formatted and includes the appropriate use of features, such as:
	   • alignment (e.g. left, centre, right)
	   • colours
		(1)	☐

	• 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)	☐

	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. _example_ underline and italic font styles = 2 marks)	(1)	☐
	but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark).	(1)	☐
Total Marks		20	
Pass Mark		15	
Marks Achieved			

Task coverage grid

	Using ICT						Finding and selecting information		Developing, presenting and communicating information				Open or Fixed	Total
	1.1	1.2	1.3	2.1	2.2	2.3	3.0	4.1	5.1	6.1	6.2	7.1		
Getting ready														
1				1		1							Open	2
2					1								Open	1
During the task														
1	1	1	1										Open	3
Finish the poster														
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 solution to task

Lambing Time

Sunday 16th February

Kingshill Farm, Hatchet Lane, Easten

Come along and see our newborn lambs

The lambing pens will be open to visitors from 10 am to 4 pm

Feeding a Lamb

Visitors will be able to:
See sheep and lambs in the fields
Feed a lamb

For more information please contact:
Wendy Wolfe
Kingshill Farm
0444 642391