

Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 3

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 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.

GETTING READY												
1	<b>Task</b> Make sure you are sitting comfortably. Make sure you work safely at all times during the task.											
	<b>Coverage and range</b> 3.2 minimise physical stress 8.3 understand the need to stay safe and to respect others when using ICT-based communication	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	(1)	<input type="checkbox"/>				
	Marks	Achieved										
	(1)	<input type="checkbox"/>										
(1)	<input type="checkbox"/>											
<b>Mark scheme</b> 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.												
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.												
2	<b>Task</b> Start the computer system.											
	<b>Coverage and range</b> 1.1 use correct procedures to start and shut down an ICT system	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
	Marks	Achieved										
(1)	<input type="checkbox"/>											
<b>Mark scheme</b> The learner has demonstrated that they can access a computer system using correct procedures (either as access to a standalone or network system).												
DURING THE TASK												
1.	<b>Task</b> You will get marks for: <ul style="list-style-type: none"> <li>• using software applications</li> <li>• using interface features</li> <li>• opening and saving files</li> </ul>											
	<b>Coverage and range</b> 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	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>						
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	(1)	<input type="checkbox"/>										
	(1)	<input type="checkbox"/>										
(1)	<input type="checkbox"/>											
(1)	<input type="checkbox"/>											
<b>Mark scheme</b> By completing the task, the learner has: <ul style="list-style-type: none"> <li>• selected and used appropriate software applications</li> </ul>												
<ul style="list-style-type: none"> <li>• recognised and used interface features when using software applications</li> </ul>												
<ul style="list-style-type: none"> <li>• opened files</li> </ul>												
<ul style="list-style-type: none"> <li>• saved files.</li> </ul>												

WORK OUT THE TOTAL MONEY RAISED IN 2013								
1	<b>Task</b> Open the file <b>FundRaising14E3Set3</b> stored on the USB memory stick. Enter your name in cell <b>A1</b>							
	<b>Coverage and range</b> 1.2 use input and output devices 2.2 know how to insert and remove media	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	(1)	<input type="checkbox"/>
	Marks	Achieved						
	(1)	<input type="checkbox"/>						
(1)	<input type="checkbox"/>							
<b>Mark scheme</b> The learner has opened the file <b>FundRaising14E3Set3</b>								
The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.								
2	<b>Task</b> Sam Roach raised £68 (a) Change the <b>Money Raised</b> by <b>Sam Roach</b> in the spreadsheet.							
	<b>Coverage and range</b> 6.1 enter, edit and format information including text, graphics, numbers or other digital content, to achieve the required outcome	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>		
	Marks	Achieved						
	(1)	<input type="checkbox"/>						
	<b>Mark scheme</b> (a) The learner has replaced £53 with <b>£68</b> in cell <b>B8</b> Allow-follow through if original value <b>53</b> was in a different cell.							
<b>Task</b> (b) Enter a formula in cell <b>B16</b> to calculate the total of the money raised in cells <b>B6</b> to <b>B15</b> .								
<b>Coverage and range</b> 6.3 process numbers to meet need								
3	<b>Task</b> Save the spreadsheet. Print the spreadsheet in portrait format.							
	<b>Coverage and range</b> 7.1 for print and viewing on screen 1.5 change simple software settings	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	(1)	<input type="checkbox"/>
	Marks	Achieved						
	(1)	<input type="checkbox"/>						
(1)	<input type="checkbox"/>							
<b>Mark scheme</b> The learner has printed the spreadsheet.								
The learner used the software settings to change the orientation to portrait.								

DESIGN THE ENTRY FORM			
1	<p><b>Task</b></p> <p>Open the file <b>Memo14E3Set3</b> stored on the USB memory stick. This file contains information for the entry form.</p> <p>Open the file <b>EntryForm14E3Set3</b> stored on the USB memory stick.</p> <p>(a) Use the information given in <b>Memo14E3Set3</b> to complete the text for the entry form.</p> <p>Find and insert in <b>EntryForm14E3Set3</b>:</p> <ul style="list-style-type: none"> <li>the target for 2014</li> <li>the name of the person organising the fund raising in 2014</li> <li>the telephone number.</li> </ul> <p>Make sure that all this information is in a suitable place on the entry form.</p>		
	<p><b>Coverage and range</b></p> <p>4.1 search stored information</p> <p>6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>	<b>Marks</b>	<b>Achieved</b>
	<p><b>Mark scheme</b></p> <p>(a) The presence of any of:</p> <ul style="list-style-type: none"> <li>£850 (the target for 2014)</li> <li>Kylie Harris (the name of the person organising the fund raising in 2014)</li> <li>4218 (the telephone number)</li> </ul> <p>on the entry form implies that a search of <b>Memo13E3Set3</b> has been achieved.</p>	(1)	<input type="checkbox"/>
	'£850' positioned below or adjacent to 'This year we want to raise' (accept with or without £ sign)	(1)	<input type="checkbox"/>
	'Kylie Harris' positioned below or adjacent to 'The person organising the fund raising in 2014 is'	(1)	<input type="checkbox"/>
	'4218' positioned below or adjacent to 'Telephone:'	(1)	<input type="checkbox"/>
	<p><b>Task</b></p> <p>(b) Find the JWR logo in <b>Memo14E3Set3</b></p> <p>Insert this logo in a suitable place on the entry form.</p>		
	<p><b>Coverage and range</b></p> <p>6.2 insert and position graphics or other digital content to achieve a purpose</p>	<b>Marks</b>	<b>Achieved</b>
	<p><b>Mark scheme</b></p> <p>(b) JWR logo inserted on the entry form.</p>	(1)	<input type="checkbox"/>
	JWR logo positioned appropriately, (e.g. near the top of the form, not obscuring any other images or text).	(1)	<input type="checkbox"/>

DESIGN THE ENTRY FORM (cont)						
1 (cont)	<p><b>Task</b> (c) Use the internet to find a suitable image of a <b>wheelchair</b>. Insert the image in a suitable place on the entry form.</p> <p><b>Coverage and range</b> 5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose</p>					
		<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Marks	Achieved		
	Marks	Achieved				
	<p><b>Mark scheme</b> (c) The learner has used a simple web-based search to find an image.</p>	(1)	<input type="checkbox"/>			
The learner has selected an image of a wheelchair from the internet. Do not award if image from <b>Memo14E3Set3</b> is used.	(1)	<input type="checkbox"/>				
The learner has placed a copy of their chosen image on the entry form.	(1)	<input type="checkbox"/>				
The image is suitably positioned on the entry form, (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>				
2	<p><b>Task</b> You worked out the <b>Total Money Raised</b> in 2013 in your spreadsheet. Enter the <b>Total Money Raised</b> in 2013 in a suitable place on the entry form.</p> <p><b>Coverage and range</b> 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>					
		<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Marks	Achieved		
	Marks	Achieved				
<p><b>Mark scheme</b> (£)602 entered after 'The total money raised in 2013 was £'. Allow a different value if this is the total cost shown in the spreadsheet.</p>	(1)	<input type="checkbox"/>				
3	<p><b>Task</b> (a) Format the layout of the entry form so that it looks good. You could use:</p> <ul style="list-style-type: none"> <li>• alignment</li> <li>• borders</li> <li>• colours</li> <li>• fonts</li> <li>• font styles</li> <li>• font sizes</li> <li>• any other formatting.</li> </ul> <p><b>Coverage and range</b> 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>					
		<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Marks	Achieved		
Marks	Achieved					

**DESIGN THE ENTRY FORM (cont)**

3 (cont)	<p><b>Mark scheme</b>                  (a) The entry form is formatted by using appropriate features such as:</p> <ul style="list-style-type: none"> <li>• alignment (e.g. left, centre, right)</li> <li>• borders</li> <li>• colours</li> <li>• fonts (e.g. Times New Roman, Arial, Comic Sans)</li> <li>• font styles (e.g. bold, italic, underline)</li> <li>• font sizes.</li> </ul> <p>Accept any other appropriate formatting features.</p> <p>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. <i>example</i> underline and italic font styles = 2 marks) but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark).</p>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
	<p><b>Task</b>                  (b) Check the entry form for accuracy and meaning.</p> <p><b>Coverage and range</b>                  7.2 check for accuracy and meaning</p>	<b>Marks</b>	<b>Achieved</b>
	<p><b>Mark scheme</b>                  (b) If the information is accurate and meaningful there is implied evidence of checking.</p>	(1)	<input type="checkbox"/>
4	<p><b>Task</b>                  Save the entry form.                  Print the entry form.</p> <p><b>Coverage and range</b>                  7.1 for print and viewing on-screen</p>	<b>Marks</b>	<b>Achieved</b>
	<p><b>Mark scheme</b>                  The learner has printed the entry form.</p>	(1)	<input type="checkbox"/>

SEND A MESSAGE						
1	<p><b>Task</b> The USB memory stick contains a <b>list of contacts</b> and a <b>message text file</b>. 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.</p> <p><b>Coverage and range</b> 8.1 read, send and receive electronic messages</p>					
	<p><b>Mark scheme</b> The learner has opened the email message.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>
	Marks	Achieved				
(1)	<input type="checkbox"/>					
2	<p><b>Task</b> Use the password in the message to open the file <b>Contacts14E3Set3</b> stored on the USB memory stick.</p> <p><b>Coverage and range</b> 3.1 use and change passwords</p>					
	<p><b>Mark scheme</b> The learner has successfully entered the password.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>
	Marks	Achieved				
(1)	<input type="checkbox"/>					
3	<p><b>Task</b> Open the file <b>Email14E3Set3</b> stored on the USB memory stick. (a) Copy the information and paste it into a new email. You worked out the <b>Total Money Raised</b> in 2013 in your spreadsheet. Enter that total in a suitable place in the email.</p> <p><b>Coverage and range</b> 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome</p>					
	<p><b>Mark scheme</b> (a) The learner has successfully entered the information in the email.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>
	Marks	Achieved				
	(1)	<input type="checkbox"/>				
	<p><b>Task</b> (b) Use the list of contacts in the file <b>Contacts14E3Set3</b> to find the email address of the Finance Manager.</p> <p><b>Coverage and range</b> 4.1 search stored information 8.2 use contacts</p>					
	<p><b>Mark scheme</b> (b) The learner has addressed the email to someone on the list of contacts implies that the list of contacts has been used.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>
	Marks	Achieved				
	(1)	<input type="checkbox"/>				
<p>The learner has addressed the email to the Finance Manager implies that a search has been achieved.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	
Marks	Achieved					
(1)	<input type="checkbox"/>					
<p><b>Task</b> (c) Send the email to the Finance Manager.</p> <p><b>Coverage and range</b> 8.1 read, send and receive electronic messages</p>						
<p><b>Mark scheme</b> (c) The learner has sent the email message.</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	
Marks	Achieved					
(1)	<input type="checkbox"/>					

<b>SEND A MESSAGE (cont)</b>								
4	<b>Task</b> You will receive a reply to your email. Print your sent message and the reply.							
	<b>Coverage and range</b> 8.1 read, send and receive electronic messages	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>		
Marks	Achieved							
(1)	<input type="checkbox"/>							
5	<b>Task</b> Close all the files and remove the USB memory stick safely. Use the correct procedures to shut down your computer.							
	<b>Coverage and range</b> 2.2 know how to insert and remove media 1.1 use correct procedures to start and shut down an ICT system	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(1)</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Marks	Achieved	(1)	<input type="checkbox"/>	(1)	<input type="checkbox"/>
	Marks	Achieved						
	(1)	<input type="checkbox"/>						
(1)	<input type="checkbox"/>							
<b>Mark scheme</b> The learner has closed all files and removed the USB memory stick safely using the correct procedures.								
The learner has shut down the computer system using the correct procedures.								
<b>Total Marks</b>		<b>40</b>						
<b>Pass Mark</b>		<b>30</b>						
<b>Marks Achieved</b>								

### Task coverage grid

	Using ICT									Finding and selecting information		Developing, presenting and communicating information									Total	
	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		
<b>Getting ready</b>																						
1									<b>1</b>												<b>1</b>	2
2	<b>1</b>																					1
<b>During the task</b>																						
1			<b>1</b>	<b>1</b>		<b>2</b>																4
<b>Work out the total money raised in 2013</b>																						
1		<b>1</b>					<b>1</b>															2
2a												<b>1</b>										1
2b													<b>1</b>									1
3					<b>1</b>										<b>1</b>							2
<b>Design the entry form</b>																						
1a										<b>1</b>		<b>3</b>										4
1b													<b>2</b>									2
1c											<b>2</b>		<b>2</b>									4
2												<b>1</b>										1
3a												<b>4</b>										4
3b																<b>1</b>						1
3c																	<b>1</b>					1
4															<b>1</b>							1
<b>Send a message</b>																						
1																		<b>1</b>				1
2								<b>1</b>														1
3a												<b>1</b>										1
3b									<b>1</b>										<b>1</b>			2
3c																		<b>1</b>				1
4																		<b>1</b>				1
5	<b>1</b>						<b>1</b>															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
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>40</b>

<b>Assessment weightings</b>	<b>Marks</b>	<b>%</b>
Using ICT	12	30%
Finding and selecting information	4	10%
Developing, presenting and communicating information	24	60%
	<b>40</b>	<b>100%</b>

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# JWR Fund Raising 2014

Logo added from the memo and positioned in a suitable place

2013 total added from the spreadsheet

The total money raised in 2013 was £602

2014 target added from the memo

The target for 2014 is to raise £850

This will buy a wheelchair for a hospital in Ethiopia.

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

**The person organising the fund raising in 2014 is:**

Kylie Harris

Contact name added from the memo

**Telephone:**

4218

Phone number added from the memo



**To help raise money this year:**

Please fill out this form and send it to:

JWR Fund Raising Organiser

fundraising@jwr.web

Image added, with appropriate size and position (not obscuring other information)

## Entry Form

<b>Your Name:</b>	
<b>Department:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>I hope to raise at least:</b>	£