

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 3

Set 3

General guidance on the use of the mark scheme

If the answer is in words accept any understandable spelling.

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

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

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

The assessor must use this mark scheme to award marks for learner work.

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

GETTING READY		Marks	CR
1	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)	3.2
	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)	8.3
2	The learner has demonstrated that they can access a computer system using correct procedures (either as access to a standalone or network system).	(1)	1.1
DURING THE TASK			
1	By completing the task, the learner has:		
	<ul style="list-style-type: none"> selected and used appropriate software applications 	(1)	1.3
	<ul style="list-style-type: none"> recognised and used interface features when using software applications 	(1)	1.4
	<ul style="list-style-type: none"> opened files 	(1)	2.1
	<ul style="list-style-type: none"> saved files. 	(1)	2.1
WORK OUT FAMILY MEAL DEAL			
1	The learner has opened the file Meal15E3Set3	(1)	1.2
	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	2.2
2	(a) The learner has replaced £4 with £3 in cell B7 Allow follow-through if the original value £4 was in a different cell	(1)	6.1
	(b) The learner has entered the formula =SUM(B4:B10) OR =B4+B5+B6+B7+B8+B9+B10 in cell B11 Award for a correct formula in a different cell	(1)	6.3
3	The learner has printed the spreadsheet	(1)	7.1
	The learner has used software settings to print the gridlines.	(1)	1.5

DESIGN THE MENU			
1	(a) The presence of any of: <ul style="list-style-type: none"> 23 The Precinct Station Road 1 May to 31 August (when the offer will be available) deep dish pizzas (what the offer does not include) on the menu implies that a search of Information15E3Set3 has been achieved.	(1)	4.1
	'23 The Precinct Station Road' positioned below or adjacent to 'Branch:'	(1)	6.1
	'1 May to 31 August' positioned below or adjacent to 'This offer is available from'	(1)	6.1
	'deep dish pizzas' positioned below or adjacent to 'This offer does not include'	(1)	6.1
	(b) F & T logo inserted on the menu.	(1)	6.2
	F & T logo positioned appropriately, (e.g. near the top of the menu, not obscuring any other images or text).	(1)	6.2
1 (Cont)	(c) The learner has used a simple web-based search to find an image.	(1)	5.1
	The learner has selected an image of a pizza from the internet.	(1)	5.1
	The learner has placed a copy of their chosen image on the menu.	(1)	6.2
	The image is suitably positioned on the menu, (e.g. not obscuring any of the text or images).	(1)	6.2
2	(£)20 entered after 'Family Meal Deal at the amazing price of'. Allow a different value if this is the cost shown in the spreadsheet.	(1)	6.1

DESIGN THE MENU(cont)			
3	(a) The menu is formatted by using appropriate features such as:	(1)	6.1
	<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 	(1)	6.1
	Accept any other appropriate formatting features.	(1)	6.1
	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. <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).	(1)	6.1
	(b) If the information is accurate and meaningful there is implied evidence of checking.	(1)	7.2
	(c) The menu is fit for purpose.	(1)	7.3
4	The learner has printed the menu.	(1)	7.1
SEND A MESSAGE			
1	The learner has opened the email message.	(1)	8.1
2	The learner has successfully entered the password.	(1)	3.1
3	(a) The learner has successfully entered the information in the email.	(1)	6.1
	(b) The learner has addressed the email to someone on the list of contacts (implies that the list of contacts has been used). The learner has addressed the email to the Branch Manager (implies that a search has been achieved).	(1) (1)	4.1 8.2
3 (Cont.)	(c) The learner has sent the email message.	(1)	8.1
4	The learner has printed the email reply proving that they received and opened it.	(1)	8.1
5	The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1)	2.2
	The learner has shut down the computer using the correct procedures.	(1)	1.1
Total Marks		40	
Pass Mark		30	

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	
Getting ready																					
1									1											1	2
2	1																				1
During the task																					
1			1	1		2															4
Work out Family Meal Deal																					
1		1					1														2
2a												1									1
2b														1							1
3					1										1						2
Design the Menu																					
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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Sample solution task

	A	B	C
1			
2	Family Meal Deal		
3	Item	Cost	
4	Two large pizzas	£8	
5	Two small pizzas	£3	
6	Garlic bread	£1	
7	Ice cream	£3	
8	Two adult drinks	£3	
9	Two junior drinks	£1	
10	Salad	£1	
11	Cost of Family Meal Deal	£20	
12			

Cost of ice cream
changed to £3

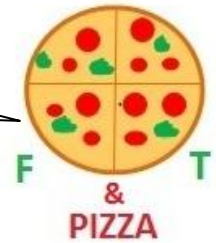
Cost of Family Meal
Deal achieved as a
result of using an
appropriate formula

Sample solution to task

Branch:
23 The Precinct
Station Road

Branch address added
from
Information15E3Set3

Logo added from
Information15E3Set3 and
positioned in a suitable place



F & T Pizza

Special Offer Menu

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

Family Meal Deal at the amazing price of £20

This offer is available from 1 May to 31 August

Cost of Family Meal Deal
from Meal15E3Set3

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



When offer is available
from Information15E3Set3

Choice of 2 large and 2 small pizzas from this selection:

Four Seasons
Margarita
Neptune
Hawaiian
Pepperoni

Use of alignment
to improve
appearance

Page border
added

Salad from the salad bar

Garlic bread

Choice of drinks from the main menu

4 ice creams from this selection:

Vanilla
Strawberry
Chocolate
Caramel

This offer does not include deep dish pizzas.