edxLogo_RGB

Mark Scheme

September 2016 to August 2017

Functional Skills ICT at Entry 1

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 1.

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** | | | | | |
| 1 | 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 the chair and monitor, using correct posture, keeping the work area clear (e.g. removing tripping hazards), keeping food and drink away, minimising glare. | | (1) | | 2.1 |
| 2 | 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) | 2.2 | |
| **DURING THE TASK** | | | | | |
| 1 | By undertaking the flyer 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) | | 1.1 |
| **FINISH THE POSTER** | | | | | |
| 1 | By entering/adding any correct information from the email or text message into the poster, the learner has: |  | |  | |
| * received the email or text message | (1) | | 5.2 | |
| * opened the email or text message. | (1) | | 5.2 | |
| 2 | The learner has found the given information, ie they have inserted either (£)3 or 60(p) (or both) anywhere in the poster.  Minor errors in spacing should be disregarded. | (1) | | 3.1 | |
| The learner has added **3 or 3.00** after ‘Prices start from £’.  Minor errors in spacing should be disregarded. | (1) | | 4.1 | |
| The learner has changed the cost of the fillings from **50p** to **60p**  Minor errors in spacing should be disregarded. | (1) | | 4.1 | |
| 3 | The learner has added a label to the image. | (1) | | 5.1 | |
| The label is appropriate in that it relates to the image (e.g. ‘toastie’, ‘snack’, ‘lunch’, ‘toasted’, ‘sandwich’).  Minor errors in case, spelling and spacing should be disregarded. | (1) | | 5.1 | |
| **Total Marks** | | **10** | |  | |
| **Pass Mark** | | **7** | |  | |

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** |
| 1 |  |  | **1** |  |  |  |  |  | **Open** | **1** |
| **During the task** |  |  |  |  |  |  |  |  |  |  |
| 1 | **1** |  |  |  |  |  |  |  | **Open** | **1** |
| **Finish the poster** |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  | **2** | **Fixed** | **2** |
| 2 |  |  |  | **1** |  | **2** |  |  | **Open** | **3** |
| 3 |  |  |  |  |  |  | **2** |  | **Open** | **2** |
|  |  |  |  |  |  |  |  |  |  |  |
| **Total** | **1** | **1** | **1** | **1** |  | **2** | **2** | **2** |  | **10** |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **3** | | | **1** | | **6** | | |  |  |

|  |  |  |
| --- | --- | --- |
| **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 % |  | **80%** |
| Fixed response % |  | **20%** |

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**Cosy Cafe**

**Try our toasted sandwiches**

**or make up your own**



**Cheese and Tomato Toasted Sandwich**

Label added that refers to toasted sandwiches

**Prices start from £3**

Starting price of £3 added

Cost of filling changed to 60p

**Each filling 60p**