

# Mark Scheme (Results)

## November 2010

### Functional Skills

## Functional Skills qualification in Information and Communication Technology (ICT)

### Level 1



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## Section A

Question Number		Answer	Additional Guidance	Mark	Standards reference
1 (a)	1	Screen shot of search engine used to find results	Allow any screen shot of any search engine.	1	5.1
	2	Suitable use of key words in search criteria	Must be able to read the key words	1	5.1
	3	Appropriate information obtained from search Name of theme park in UK	May be seen in website address	1	6.1
	4	Price of entry		1	6.1
	5	Website address copied in full	May include http:// and full web address	1	6.1
<b>Total for Task 1</b>				<b>5</b>	

## Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(a)	1	Correct file opened from folder structure	1	3.1	
	2	Evidence of selection of a suitable software application	Evidence inferred from product or from printout of task 5	1	2.1
	3	The error corrected in the spreadsheet table	325 in E6	1	8.4
<b>Total for Task 2 (a)</b>			<b>3</b>		

2 (b)	1	Correct formula for average for one of the months =AVERAGE(B4:B9) 2 marks  =AVERAGE(B4:B10) 1 mark =SUM(B4:B9)/6 1 mark =(B4+B5+B6+B7+B8+B9)/6 1 mark	Check for correct formula in cells C11 to F11 if error in cell B11  1 mark may be awarded for correct answer (258 in B11) shown in data view.  Allow 1 mark only for formula =AVERAGE(B4:F4) in G4. Do not allow from data view.	2	8.1
	2				
	3	Formula is in the appropriate cell (B11)	May be awarded from data view. Allow follow through including if average formula in G4. (309 in G4 data view)	1	8.1
	4	Formula is replicated to cells C11 to F11	May be awarded from data view. Allow follow through for replication.	1	8.1
	5	A meaningful title for the spreadsheet	e.g. Theme Park Attendance	1	7.1
	6	Title formatted to stand out	Allow follow through for non-meaningful title	1	7.1
	7	Any other enhancements that improve clarity e.g. formatting of column titles in bold, borders, shading		1	10.1
<b>Total for Task 2 (b)</b>			<b>7</b>		

2 (c)	1	Appropriate chart produced (bar or column) 1 mark for a chart which is not entirely suitable (e.g. pie, doughnut)		2	8.2
	2				
	3	Correct data range selected (B11 to F11)	Allow follow through from 2b	1	8.3
	4	Suitable title inserted	Should include visits	1	8.2
	5	Axes labelled	1 mark for each correctly labelled axis	2	8.2
	6				
	7	Labels/title help to make the chart easy to understand	1 mark each for sensible location, spelling and use of appropriate text size, up to a maximum of 2 marks	2	8.2
	8				
	9	Legend removed	Allow follow through if legend is only identifier for the months	1	8.2
Total for Task 2 (c)				9	
Total for Task 2				19	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3 (a)	1	Suitable title for presentation	e.g. including Advencha or Theme Park	1	7.1
	2	Suitable text selected for teenage audience	Not: "free entry..." Not: "Indoor activities .."	1	7.1
	3	Suitable image(s) selected	Not: image1 (fox) or image8 (plane)	1	6.1
	4	Presentation includes both text and image(s)		1	10.1
	5	Image(s) are of suitable size with proportions maintained		1	7.1
	6	Cost of entry from Task 1 entered into slide		1	7.1
	7	Layout of text and images is fit for purpose	e.g. text and images do not obscure each other	1	10.1
	8	Important information formatted so that it stands out	e.g. opening times and price	1	7.1
	9	Appropriate font size used for text		1	7.1
	10	Appropriate font style used for text		1	7.1
	11	Presentation has been checked for accuracy and meaning	Allow minor errors if meaning not affected e.g. entry's	1	10.2
	12	Evidence of suitable software application for creating a screen presentation	Can be inferred from product or from evidence in task 5	1	2.1
	13	Candidate has used interface features and system facilities to produce the presentation	Can be inferred from the presentation	1	2.2
	14	Candidate has produced no more than 4 slides, 2 to a page		1	10.1
	15	Candidate has evaluated the use of ICT tools	Can be inferred from the presentation's fitness for purpose	1	11.1
	16	Candidate has used ICT to plan and organise the work		1	1.1
<b>Total for Task 3 (a)</b>			<b>16</b>		

3(b)	1	Evidence of accessing file security facility	May be inferred from screenshot of opening of file with a password box	1	2.1
	2	Evidence that the file is password protected		1	
<b>Total for Task 3 (b)</b>			<b>2</b>		
<b>Total for Task 3</b>			<b>18</b>		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4	1	Email is produced	1	9.1	
	2	Correct Email address djoneseed@advencha.co.uk	1	9.1	
	3	Email has suitable subject heading	e.g. "Advertising the new park presentation" Must mention presentation	1	9.1
	4	Correct file attached		1	9.1
	5	Suitable message includes indication that opinion about presentation is requested		1	9.2
	6	Evidence of suitable software application for sending an email		1	2.1
<b>Total for Task 4</b>			<b>6</b>		

Question Number	Answer	Additional Guidance	Mark	Standards reference
5	1	Folder created	1	3.1
	2	Meaningful folder name used	e.g. photos or images or competition	1
<b>Total for Task 5</b>			<b>2</b>	

<b>TOTAL FOR SECTION B</b>			<b>46</b>	
<b>TOTAL FOR PAPER</b>			<b>50</b>	

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