

Mark Scheme (Results)

November 2010

Functional Skills

Functional Skills qualification in Information and Communication Technology (ICT)

Level 2



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Section A

Question Number	Answer	Additional Guidance	Mark	Standards reference
1	Evidence of selection and use of internet browser. [May be in ResponsesNov L2.]	Evidence inferred by presence of appropriate information in poster. EG: poster should include any of the following cost of an energy monitor and/or ways of saving electricity.	1	2.1
	Evidence of use of a search engine to locate information. [May be in ResponsesNov L2.]	Evidence inferred by presence of appropriate information in poster. EG: poster should include any of the following cost of an energy monitor and/or ways of saving electricity.	1	4.1
	Evidence of use of multiple search criteria to find information efficiently. [May be in ResponsesNov L2.]	Evidence inferred by presence of appropriate information in poster. EG: poster should include any of the following cost of an energy monitor and/or ways of saving electricity.	1	4.1
	Two ways to save electricity in the office identified. (1) Price for an energy monitor. (1) [May be in ResponsesNov L2.]	Evidence inferred by presence of appropriate information in poster.	2	5.1
	Suitable and appropriate sources selected.	Evidenced by a minimum of one appropriate source in ResponsesNovL2.	1	5.2
		Total for Task 1	6	
		TOTAL FOR SECTION A	6	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(a)	Evidence of selection of suitable software application selected to analyse data.	i.e. spreadsheet software.	1	2.1
	Apply formula to calculate the average number of hours used per month for each piece of office equipment: eg =B2*C2. Efficient and correct formula (2) OR any formula which gives correct answer. (1)	1 mark can be awarded for correct answer in data view.	2	7.1
	Formula is replicated for correct cell range, eg rows D2 to D6.	Can be awarded from data view.	1	7.1
		Total for Task 2 (a)	4	
2 (b)	Method used to attach values to ratings, eg lookup, =IF Efficient and correct formula. (2) OR any formula which gives the correct answer. (1)	1 mark if use of formula can be inferred from data view, eg correct answer for monthly cost present for at least one piece of equipment.	2	7.1
	Formula used to calculate total cost of electricity used each month, eg =SUM Efficient and correct formula. (2) OR any formula which gives correct answer. (1)	1 mark if use of formula can be inferred from data view. Correct answer is £298.96. Allow FT for correct answer from above.	2	7.1
		Total for Task 2 (b)	4	
2 (c)	Electricity costs sorted on monthly cost high to low (2) or sorted lowest to highest (1). Data sorted lowest to highest (1)	Ensure all data shown against office equipment is relevant post sort . 1 mark can be awarded for ascending sort	2	7.4
		Total for Task 2 (c)	2	

Question Number	Answer	Additional Guidance	Mark	Standards reference
2 (d)	Information is clear and easy to read.	Currency label (£) (1) Any one other of the following used effectively, eg: Suitable title; gridlines, bold, borders. (1) Emboldened Column headings nor accepted as already in formatted data file.	2	7.3
		Total for Task 2 (d)	2	
2 (e)	Appropriate chart created and data shown.	1 mark if inappropriate chart chosen, eg Pie.	2	7.2
	Meaningful title inserted	Eg Monthly cost of electricity usage; must have an indication of electricity usage but not monthly cost on its own. Allow FT if inappropriate chart.	1	7.2
	Either axis labelled appropriately,	Eg Cost, Equipment.	1	7.2
	Correct data chosen with no unnecessary information.	No legend unless used to indicate data series; no blanks or total included in chart/graph. Allow FT if inappropriate chart.	1	9.2
	Title and axes labels spelt correctly.	Do not accept any errors.	1	9.2
		Total for Task 2 (e)	6	
		Total for Task 2	18	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3	Evidence of selection of a suitable software application to produce the poster.	Evidence on printout of Task 5 showing file type, eg DOC, PUB, RTF, PPT.	1	2.1
	Suitable title	eg Saving Electricity.	1	9.1
	All text from file PosterL2 inserted.		1	9.1
	Information from Section A, Task 1(a) inserted in an appropriate location. Cost of energy monitor. (1) Two other ways of saving electricity. (1)	Must be inserted into appropriate location for poster layout.	2	9.1
	Chart from Section B, Task 2(e) inserted. Candidate's own chart inserted. (1) Chart inserted in a suitable location, with sensible size and proportions maintained.(1)	Chart is located with or near relevant text.	2	9.1
	Appropriate image selected from file ImagesNovL2. (1) Inserted into appropriate location and sized sensibly.(1)	Not tree, hydro-electric dam and pylons	2	9.1
	Font style consistent throughout poster. (1) Font size used appropriately to achieve impact. (1)		2	5.2
	A range of formatting techniques used to good effect . (1 mark for each formatting technique used effectively, up to maximum 2 marks).	eg bullets, tables, underline, italics, bold, alignment, borders, text wrap.	2	6.1
	Balanced layout, good use of white space.	Evidenced by overall 'look and feel' of poster and its fitness for purpose.	1	1.1
	Evidence that the candidate has checked the poster for accuracy.	Accept minor spelling errors that do not change meaning.	1	9.2
The poster demonstrates a good sense of audience and	The message about saving electricity in the office is	1	10.1	

Question Number	Answer	Additional Guidance	Mark	Standards reference
	purpose.	clear.		
	Candidate has used interface features and systems facilities to produce the poster.	Inferred from final product.	1	2.2
	File saved with meaningful filename.	Seen from Task 5 printout eg Electricity Saving Poster.	1	2.3
		Total for Task 3	18	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4	Evidence of selection of a suitable software application for sending an email.		1	8.1
	Company Accountant (afleming@abcoffice.com) copied in.	Could be in CC or BCC	1	8.2
	Candidate's poster attached to email.		1	3.1
	Suitable subject line and message.		1	8.1
		Total for Task 4	4	

Question Number	Answer	Additional Guidance	Mark	Standards reference
5 (a)	New folder created.	May be seen from the address bar.	1	3.1
5 (b)	Poster moved into new folder.		1	3.1
5 (c)	Screen shot of folder showing candidate's poster file.		1	3.1
5 (d)	One mark for any valid reason given for using a folder structure.	Seen from ResponsesNovL2 document/printout. For example, organisation, file management, efficient retrieval.	1	3.1
		Total for Task 5	4	
		TOTAL FOR SECTION B	44	
		TOTAL FOR PAPER	50	

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