

# Mark Scheme (Results) January 2011

Functional Skills

## Functional Skills Information and Communication Technology Level 1 (FST01)

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## General Marking Guidance

- This mark scheme gives you:
  1. An idea of the type of response expected / acceptable / not acceptable
  2. How individual marks are to be awarded
  3. Specific codes styles used in this marks scheme
  4. Information on how to apply this mark scheme
- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.

## Marking

- Only answers that make sense can be credited. Where candidates are required to describe or explain etc, words/phrases which are put together in a meaningless way cannot be credited
- Do not award marks for a repeat of the stem of the question.
- The answers given in the mark scheme are exemplars and have been written in adult terminology. Credit must be given for answers which convey the same meaning as those detailed here as well as correct answers that are not show

## Section A

Question Number	Answer	Additional Guidance	Mark	Standards reference	
1 (a)	1	Screen shot showing search engine used	Any screen shot of search engine may or may not have criteria	1	5.1
	2	Use of appropriate key words in search criteria	Must be able to read the key words: director, Avatar	1	5.1
	3	Appropriate information obtained from search	Name of the director : James Francis Cameron James Cameron	1	6.1
	4	Website address copied in full	May include http:// and full web address	1	6.1
	5	Correct file opened from folder structure	Completion of ResponsesJanL1; must have candidate details and any screenshot	1	3.1
		<b>Total for Task 1</b>	<b>5</b>		
		<b>TOTAL FOR SECTION A</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 3	Data entered correctly for December  712 under 13 937 13 and over	1 mark for each entry	2	8.4
<b>Total for Task 2 (a)</b>			<b>3</b>		
2 (b)	1 2	Use of correct formula for <u>any</u> month total e.g. =SUM(B2:C2) =B2+C2	1 mark may be awarded if any correct answer can be seen in data view	2	8.1
	3	Formula in appropriate cell for <b>monthly</b> total e.g. D2	Must be seen in formula view	1	8.1
	4	Formula replicated for correct cell range e.g. D2 to D13	Can be awarded from data view, allow follow through	1	8.1
	5	Meaningful column heading	Should include the word 'total' or similar. Accept just 'Total'.	1	7.1
	6	Column headings formatted to stand out	e.g. Bold, underlined	1	7.1
	7	Any other enhancements that improve clarity.	Any suitable enhancement e.g. Meaningful title Column headings aligned Use of shading, borders, text wrap Use of 1000 separator	1	10.1
<b>Total for Task 2 (b)</b>			<b>7</b>		

Question Number	Answer	Additional Guidance	Mark	Standards reference
2 (c)	<sup>1</sup> <sup>2</sup> Appropriate chart produced e.g. column or bar	1 mark if the chart type is not suitable e.g. pie or line	2	8.2
	<sup>3</sup> <sup>4</sup> Correct data range selected	Two marks for January to December for: under 13 (e.g. column B) and 13 and over (e.g. column C) in one chart.  One mark for correct range but displayed as two separate charts OR either column displayed as one chart.	2	8.3
	<sup>5</sup> Suitable chart title	Title needs to indicate at least 2 of the following: attendance, age range, Magivue, Viewers and months or year	1	8.2
	<sup>6</sup> <sup>7</sup> Axes labelled with month and attendance	1 mark for each label present	2	8.2
	<sup>8</sup> <sup>9</sup> Legend	1 mark for presence of legend and 1 mark for appropriate labels on legend e.g. under 13/13 and over	2	8.2
	<sup>10</sup> No unnecessary information	e.g. 'totals' column not included	1	2.1
		<b>Total for Task 2 (c)</b>	<b>10</b>	
		<b>Total for Task 2</b>	<b>20</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3 (a)	1	Suitable poster title	Should include at least 2 of: free, talk, Avatar or director	1	7.1
	2	Valid (not conflicting) text inserted into poster	Must be either 'Free' or 'Cost £30'. Must be 'Bring your camera with you' or 'no cameras allowed'.	1	10.2
	3	Suitable image inserted into poster	Not Image 2 Image 5 Image 6 Image 7	1	6.1
	4	Image(s) positioned sensibly and do(es) not obscure text	Allow follow through	1	10.2
	5	Image(s) sized and proportioned appropriately		1	7.1
	6	Text appropriately positioned in poster		1	7.1
	7	Poster gives right message	<b>Must</b> include date, time and venue.	1	10.1
	8	Name of director from Task 1 inserted	James Francis Cameron or James Cameron, allow follow through from Task 1	1	7.1
	9	Poster title sized and positioned appropriately	Must stand out in relation to layout of the poster	1	10.1
	10	Poster text not truncated	Do not penalise for image obscuring text	1	10.1
	11	Evidence that the candidate has planned and organised the task of creating the poster	Evidenced by design and layout of poster	1	1.1
	12 13	Text has appropriate font, style and size	1 mark each for : Body text is suitable for a poster and easy to read (e.g. size) Important information highlighted	2	7.1
	14	Evidence of selection of a suitable software application for producing a poster	Evidence found on screen shot of folder structure (Task 5) printout showing file type.	1	2.1
	15	Candidate has evaluated the use of ICT tools	Inferred from poster fitness for purpose	1	11.1

<b>3 (b)</b>	1	Evidence of accessing file security facility	Inferred	<b>1</b>	<b>2.2</b>
	2	Evidence that the file is 'read only'	Screen shot	<b>1</b>	<b>4.1</b>
			<b>Total for Task 3</b>	<b>17</b>	



Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Email is prepared		1	9.1
	2	Email has suitable subject	At least 2 of: Poster, Cinema, Avatar, Talk, Director (James Cameron) allow follow through	1	9.1
	3	Correct file attached	poster	1	9.1
	4	Suitable message	Includes indication that the poster is attached and requesting opinion	1	9.2
	5	Correct email address	tsimpson@magivue.com	1	9.1
	6	Suitable software application used.	Any email application	1	2.1
			<b>Total for Task 4</b>	<b>6</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Evidence of file structure	Screen shot of file structure	1	3.1
	2	Meaningful file names used	Screen shot	1	3.1
			<b>Total for Task 5</b>	<b>2</b>	
			<b>TOTAL FOR SECTION B</b>	<b>45</b>	
			<b>TOTAL FOR PAPER</b>	<b>50</b>	

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