

Mark Scheme (Results) January 2011

Functional Skills

Functional Skills Information and Communication Technology Level 2 (FST02)

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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 shown.

Section A

Question Number	Answer	Additional Guidance	Mark	Standards reference
1	Selection and use of internet browser	Evidenced by website addresses in ResponsesJanL2 or appropriate information in poster	1	2.1
	Use of a search engine to locate information	Evidenced by website addresses in ResponsesJanL2 or appropriate information in poster	1	4.1
	Suitable and appropriate source(s) selected	Evidenced in ResponsesJanL2	1	5.1
	Closest railway station identified	Evidenced in poster Bearsted (accept Bearstead)	1	5.1
	Motorway and exit number identified	Evidenced in poster must have Junction 8 and M20	1	5.1
	Bus/coach services identified	Evidenced in poster	1	5.1
		Total for Task 1	6	
		TOTAL FOR SECTION A	6	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(a)	Selection of suitable software application	Application supports numerical data processing e.g. spreadsheet	1	2.1
	Formulae to calculate total cost for each venue	Evidenced by correct answer in any cell within Total Costs . Formula that works e.g. =SUM(C7:C13) accept alternatives e.g. inclusion of row 14 or =C7+C8...	1	7.1
		Correct answers may be awarded from data view only	1	7.1
	Formulae to calculate total cost for each item	Evidenced by correct answer in any cell within Total (column). Formula that works e.g. =SUM(C7:H7) accept alternatives e.g. =C7+D7...	1	7.1
	Correct answers may be awarded from data view only	1	7.1	
	Calculated the overall total cost	Correct total £52,125 (allow follow through)	1	7.1
		Total for Task 2 (a)	6	
2 (b)	Data entered as given	For all 6 venues 94, 122, 87, 47, 75, 254.	1	6.1
		Total for Task 2 (b)	1	
2 (c)	Calculation of average per act at all six venues	Formula that works e.g. =C15/C17, accept alternatives that use cell references and give correct answers.	1	7.1
	Allow follow through from 2(a)	Correct answers may be awarded from data view only	1	7.1
		Total for Task 2 (c)	2	

2 (d)	Spreadsheet printout is clear and easy to read, data visible and legible (no truncation)	One mark for effective use of any formatting technique: Text wrap; use of emphasis e.g. bold or underline on title/headings; Borders; etc	1	6.1
		Formatting of all currency to £ (<i>other than number of applicants</i>). May be awarded if truncation present.	1	7.3
		Total for Task 2 (d)	2	

2 (e)	Suitable chart created	e.g. bar, column or pie, NOT line chart.	1	7.2
	Correct data range selected	Average cost per act for six venues showing venue name; allow follow through for incorrect calculation and use of legend to identify venue	1	7.2
	Axes labelled appropriately	e.g. Average cost Venue	1	6.1
	Meaningful title	Must include at least 'average cost' and either 'per act' or 'per venue'. Accept inclusion of 'YouthFest'	1	6.1
	Title, data and axes labels spelt correctly	No errors accepted	1	9.2
		Total for Task 2 (e)	5	
2 (f)	Total cost transferred from CostsL2	Allow follow through. Correct answer is £52,125; allow if correct answer used but this is not the answer from their spreadsheet	1	6.1
	Data for event costs and ticket sales accurately entered	£181,250 and 28,000	1	6.1
	Formula to calculate overall total costs	e.g. =D6+D7	1	7.1
	Formula used to generate a Calculated ticket price	e.g. =D9/D11	1	7.1
		Total for Task 2 (f)	4	
		Total for Task 2	20	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3	Selection of suitable software application to produce the poster	On printout of task 5 OR inferred from final product	1	2.1
	Selected information from YFLeeds2011L2	Text is appropriate to advertising YouthFest.	1	5.2
	Selected information reworded appropriately	Text is appropriate to the final product	1	6.1
	Ticket office, address and contact details for the event at Leeds Castle	Leeds Castle, Maidstone, Kent MX17 1PL Tel: 04422 222140 Allow minor capitalisation errors that do not affect accuracy.	1	5.2
	Relevant travel information found from internet in Task 1	<ul style="list-style-type: none"> • Closest train station • Bus/coach • Motorway AND exit Allow follow through from Task 1	1	5.2
	Travel information highlighted	E.g. a 'getting there' section or similar	1	6.1
	Candidate's suggested ticket price transferred from own spreadsheet.	ticket price must match candidate's own spreadsheet	1	7.4
	Suitable image(s) chosen from those provided in the ImagesJanL2 folder	MUST include YouthFest logo	1	5.2
	All image(s) sized and proportioned appropriately	No distortion	1	9.1
	All image(s) positioned appropriately	Sensibly placed and image(s) do not obscure text	1	9.1
	Poster has sense of balance and good use of white space (have to plan to achieve this)	A4 single sided: no truncation of information	1	1.1
	Formatting techniques used to good effect	eg key information highlighted; may include bullets, font styles/sizes, inclusion of a table	1	6.1
	Text is accurate	Leeds Castle must have initial caps. Ignore spelling of 'Bearsted'	1	9.2
	The poster demonstrates a good sense of audience and purpose	1 mark if SoAP is limited	2	10.1
		Total for Task 3	15	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4 (a)	Selection of suitable software application for sending an email	e.g. MS Outlook or similar NOT Word	1	2.1
	Email has suitable subject line and message	Message to mention purpose or content of attachment	1	8.1
	Ben White copied in	Must be correct email address in cc	1	8.1
4 (b)	Identification of one danger eg virus, spyware	Must have explanation of identified danger	1	8.3
	Description of associated problem eg corrupt data, access to system		1	2.5
		Total for Task 4	5	

Question Number	Answer	Additional Guidance	Mark	Standards reference
5 (a)	Legible screenshot which confirms use of meaningful file names		1	3.1
5 (b)	Appropriate reason for meaningful file names	e.g. relevance to content, ease of location	1	3.1
5 (c)	To protect the formula to stop it being changed by accident or deliberately (1) To protect the data (content) of the cell and prevent it being changed by accident or deliberately (1)	One mark for each valid reason given. Accept valid alternatives	2	2.2
		Total for Task 5	4	
		TOTAL FOR SECTION B	44	
		TOTAL FOR PAPER	50	

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