

Mark Scheme (Results)

June 2011

Functional Skills Information and
Communication Technology Level 1
(FST01)

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June 2011

Publications Code FC028266

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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	Screenshot of search engine used to find results	1	5.1
	2	Use of suitable key words in search criteria	1	5.1
	3	Appropriate information obtained from search Length of chaffinch	1	6.1
	4	Website address copied in full must be relevant to birds	1	6.1
Total for Task 1			4	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	Correct file opened from folder structure	1	3.1
	2 3	Starling data entered correctly 15 in B4 4 in C4	2	8.4
Total for Task 2 (a)			3	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(b)	1 2	Correct formula for fall between 1998 and 2008 any bird e.g. =B3-C3 2 marks may include SUM () Allow ONLY correct cells used but in incorrect formula : C3-B3 1 mark	1 mark may be awarded from data view if correct answer seen for any bird 5, 11, 1, 1, 1	2	8.1
	3	Formula is in appropriate cell relative to the bird e.g. D3	Must be formula view. Allow follow through if additional rows inserted above	1	8.1
	4	Formula is replicated from cells D3 to D7	May be awarded from data view. Allow follow through	1	8.1
	5	Title formatted to stand out	e.g. font size and style	1	7.1
	6	Column headings formatted to stand out	e.g. font size and style	1	7.1
	7	Any other enhancements that improve clarity	e.g. text wrap, borders, shading	1	7.1
	Total for Task 2 (b)			7	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(c)	1 2	Line graph produced	1 mark for column or bar chart Do not award marks for pie chart	2	8.2
	3	Correct data range selected (B2 to C7)	Allow follow through from 2b Should not include Fall in number column	1	8.2
	4	Category labels on X - axis	Names of birds Allow follow through if axes swapped and names of birds seen on Y axis	1	8.3
	5 6	Axes labelled	1 mark for each correctly labelled axis e.g. bird, number	2	8.2
	7 8	Legend	1 mark for presence of legend (allow if 'series') and 1 mark for appropriate labels on legends i.e. 1998 and 2008 Allow follow through for incorrect data range (3 items in legend) as long as legend matches graph	2	8.2
	9	Suitable title inserted	Must include '1998', '2008' and 'birds'	1	7.1
	10	Graph fit for purpose	Must be line graph No unnecessary information Correct spelling and sensible capitalisation of title and axes labels No full stop at end of title/labels	1	8.2
	Total for Task 2(c)			10	
	Total for Task 2			20	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Evidence of suitable software application for creating a data collection form	Can be inferred from product or from evidence in task 5, may be WP/DTP/Spreadsheet Do not accept PowerPoint	1	2.1
	2	Text file opened and title copied as seen	Must not include the word TITLE and have no spelling/caps errors	1	3.1
	3	Appropriate font style and size for title	Must clearly be title, larger than information text Do not accept Word Art Note: if title and body text same size penalise on MP3 not MP5	1	7.1
	4	All information from text file inserted into data collection form between title and table	Copied as given, may include word INFORMATION	1	7.1
	5	Appropriate font style and size for information body text	Must be smaller than title and legible (allow follow through from MP3)	1	7.1
	6	Table inserted	May not have borders but appears as if it is laid out in columns	1	7.1
	7	Table has 3 columns	Must include Bird name and length, Picture, Number seen Allow 4 columns if bird name and length separated	1	7.1
	8	Column headings copied from text file	Bird name and length, Picture, Number seen Allow follow through for 4 columns	1	7.1
	9	All bird data copied from text file	Must be in separate rows in the table	1	7.1

10 11	5 correct bird images inserted into data collection form 2 marks 4 correct images Inserted 1 mark	Must not include Robin Images must be from given image bank (Label on image)	2	6.1
12	All 5 Images inserted in correct position in form	Bird image should match name and length	1	10.2

Question Number	Answer	Additional Guidance	Mark	Standards reference
13	All images are approximately the same size with proportions maintained/no distortion/no truncation	Must be minimum of two images from datafile (allow follow through if Robin included) Must be able to read image label	1	2.2
14	Length of chaffinch from Task 1 entered into form	6" or 15cm Must follow through	1	10.1
15	Fits on one side of A4		1	1.1
16	Candidate has evaluated the use of ICT tools	Data collection form fit for purpose: Table has borders Appropriate space for recording data No hyphenation	1	11.1
Total for Task 3 (a)			16	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3(b)	1	Evidence of accessing file security facility	1	4.1
	2	Evidence that file is read only	1	4.1
Total for Task 3 (b)			2	
Total for Task 3			18	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Evidence of selection of a suitable software application for sending an email		1	2.1
	2	Correct file attached	Filename must indicate that it's the bird survey form. Do not accept DOC?	1	9.1
	3	Correct email address kate.hudson1@birdsurvey2011.com		1	9.1
	4	Email has suitable subject heading	Must mention "form" and data collection/survey/bird	1	9.1
	5	Message includes indication that opinion about form is requested		1	9.2
	6	Message uses business language and tone	Do not accept 'Hi, Kate' or text speak Must have correct Spelling, Punctuation and Grammar (SPaG) Do not accept lower 'i' for I; must have full stop at end of sentence	1	9.2
Total for Task 4				6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Screen shot shows at least one file created	Evidence may include more than one screenshot	1	3.1
	2	Meaningful file names used for all created files		1	3.1
Total for Task 5				2	

TOTAL FOR SECTION B			46	
TOTAL FOR TEST			50	

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Order Code FC028266 June 2011

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