

Mark Scheme (Results)

June 2011

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 show.

Section A

Q	Answer	Additional Guidance	Mark	Ref
1 (a)	1 Evidence of use of search engine to find information	Screen shot to show search engine page.	1	4.1
	2 Evidence of relevant multiple search criteria to find information efficiently	Key words used. Must have Leeds, Italian and at least one of Menu, Restaurant, Main Course, Food	1	4.1
	3 Price of a main course in an Italian restaurant in Leeds	Accept values between £5 and £25. Must include name of food item – do not accept just 'pizza' or 'pasta'	1	5.2
Total for Task 1 (a)			3	
1 (b)	1 3 images of food pasted into ResponsesJunL2		1	5.2
	2 3 Appropriate acknowledgement of images. All images 2 marks At least one image 1 mark	Expect a full website address. Do not accept Google or Google images on their own as an answer – this is not the source website/URL.	2	5.1
Total for Task 1 (b)			3	
Total for Task 1			6	

TOTAL FOR SECTION A 6

Section B

Q	Answer	Additional Guidance	Mark	Ref
2 (a)	1 Suitable software selected to analyse data	i.e. spreadsheet software	1	2.1
	2 1 mark for formatting currency values only to show £ and 2dp		1	7.3
	3 1 mark for either column width or word-wrap	Data must not be truncated in data view	1	6.1
	4 1 mark for effective use of any one of <ul style="list-style-type: none"> • borders • shading • title • font size/style 	Formatting of table must improve clarity and understanding for mark.	1	10.1
Total for Task 2 (a)			3	
2 (b)	1 Column A in alphabetical order of menu item	Chicken Tikka Masala to Tiramisu from full table OR Filetto al Barolo to Risotto al Pollo if filtered list only available	1	7.4
	2 Full table of data sorted	CTM, Main, Indian, £7.95 etc OR F a B, Main, Italian, £18.79 etc Do not award if column headings	1	7.4

Q	Answer	Additional Guidance	Mark	Ref
		included in sort		
Total for Task 2 (b)			2	
Q	Answer	Additional Guidance	Mark	Ref
2 (c) (i)	1 Correct efficient formula for Profit margin (=F2-D2) 2 marks 2 Inefficient formula which gives the correct answer e.g. =SUM(F2-D2) 1 mark	1 mark if use of formula can be inferred from data view. i.e. correct answer (£1 for CTM or £0.39 if table not sorted)	2	7.1
Total for Task 2 (c) (i)			5	
2 (c) (ii)	1 =G2*E2 Correct efficient formula in H2	Do NOT award from data view Do NOT award for =SUM(E2*G2) Allow follow through if two blank rows at top deleted	1	7.1
	2 Formula in H2 replicated for all items shown	No truncation. Do NOT award from data view.	1	7.1
Total for Task 2 (c) (ii)			2	
2 (d)	1 Only Italian main course dishes visible – row headers indicating a filter has been applied (2) 2 Only Italian main course dishes visible – no row headers or row headers 1,2,3,4,5 (1) Only Italian dishes – row headers indicating a filter (1) (11 dishes) Only main course dishes – row headers indicating a filter (1) (13 dishes)	4 items only [row numbers 10,11,16,21] Filetto al Barolo Gamberoni alla Griglia Lasagne Risotto al Pollo	2	7.4
Total for Task 2 (d)			2	
2 (e)	1 Pie chart produced	Accept any pie chart using data from spreadsheet	1	7.2
	2 Correct data used for graph	4 segments with percentages 35, 14, 20, 31 Allow follow through from 2(d) for number of segments	1	7.2
	3 Meaningful title for graph	No spelling errors. Title must include 'profit', 'Italian' and 'main' e.g. Profit from Italian Main Course Dishes Either sentence capitalisation, title capitalisation or all capitals. Must have initial capital for Italian.	1	9.2
	4 Segments labelled with percentages	Correct 35%, 14%, 20%, 31% Allow follow through from 2(c) or from marking point 2 above (data used)	1	7.2
	5 Legend identifies each segment	Legend not truncated. Allow if presented as data labels.	1	6.1

Q	Answer	Additional Guidance	Mark	Ref
	6 Chart is fit for purpose and audience	No extra information on data labels (do not allow both names on data labels and legend) No table of data on graph Segments must be distinguishable	1	10.1
Total for Task 2 (e)			6	
Total for Task 2			18	

Q	Answer	Additional Guidance	Mark	Ref
3	1 Suitable software application selected to produce the menu	e.g. DTP or Word processor - do not accept multimedia software	1	2.1
	2 Address: Zanipolo's Italian Restaurant, 124 Philip's Road, Outwood, Leeds, LS31 3LZ Phone: 01134 098288	Must be as given – no spelling/caps errors Could be anywhere on menu. Should not include subheading (Address of Outwood branch)	1	5.1
	3 Logo inserted in a sensible location on menu	Does not have to be at the top Not truncated	1	6.1
	4 3 images from research in Task 1		1	3.1
	5 Images in appropriate locations	Images must not obscure text or be truncated by page margins	1	6.1
	6 All images including logo are of appropriate size and proportions maintained	Images should not overpower the menu	1	2.2
	7 Menu divided into starter, main and dessert	May or may not have headings	1	6.1
	8 Menu item and price included from Task 1 in Mains section		1	3.1
	9 Filetto al Barolo included in Mains section	Allow follow through from Task 2e	1	3.1
	10 No more than three items selected from sources in each section	3 each of starter, main and dessert	1	5.2
	11 Sensible headings that make menu easier to understand	Must have Menu, Starter(s), Main(s), Dessert(s) spelt correctly. Allow consistent plurals.	1	9.2
	12 Prices aligned effectively according to layout	Must have currency symbol	1	6.1
	13 Consistent and appropriate font style for text	No WordArt. Font legible/easy to read. Menu, subheadings and menu items may be different fonts but must be internally consistent	1	9.1
	14 Consistent and appropriate font size for text	Menu may be larger than subheadings, but if not it must stand out Subheadings larger than menu items Contact details not larger than menu items	1	9.1
	15 Formatting used to good effect	e.g. Headings bold, borders, table, text alignment	1	10.1.2

Q	Answer	Additional Guidance	Mark	Ref
16	Fits to one A4	Balanced layout: information not squashed or large empty areas of white space/allow A5 printed on A4 sheet	1	2.4
17	Menu is fit for purpose for use by restaurant customers	Logical and attractive layout – starter, main, dessert are all Italian dishes; no spelling errors	1	1.1
18	File saved with meaningful file name	Seen from Task 5 (b) printout or Task 4 attachment to email	1	3.1
Total for Task 3			18	

Q	Answer	Additional Guidance	Mark	Ref
4	1	Evidence of selection of suitable software for sending an email	1	2.1
	2	Email address m.garrafa@zanipoloLS313LZ.co.uk entered correctly and menu attached	1	8.1
	3	Suitable subject line	1	8.3
	4	Suitable message	1	8.3
Total for Task 4			4	

Q	Answer	Additional Guidance	Mark	Ref
5(a)	1	Seek permission from copyright owners to use image (2 marks) OR Replace the images with his own photos (2 marks)	2	5.1
	2			
Total for Task 5(a)			2	
5(b)	1	New folder created with meaningful name	1	3.1
	2	Files moved into new folder	1	3.1
Total for Task 5(b)			2	
Total for Task 5			4	

TOTAL FOR SECTION B			44	
TOTAL FOR PAPER			50	

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