

# Mark Scheme (Results)

## March 2011

**FS**

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

Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call our GCE line on 0844 576 0025, our GCSE team on 0844 576 0027, or visit our website at [www.edexcel.com](http://www.edexcel.com).

If you have any subject specific questions about the content of this Mark Scheme that require the help of a subject specialist, you may find our **Ask The Expert** email service helpful.

Ask The Expert can be accessed online at the following link:

<http://www.edexcel.com/Aboutus/contact-us/>

Alternatively, you can speak directly to a subject specialist at Edexcel on our dedicated **Functional Skills ICT** telephone line: **0844 3722186**

March 2011

Publications Code FC026903

All the material in this publication is copyright  
© Edexcel Ltd 2011

## 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
<b>1 (a)</b>	1	Select and use software applications	Evidence inferred by at least one URL listed in <b>ResponsesMarL1</b> showing use of internet	<b>1</b>
	2	Manage information storage	Appropriate image file evidenced in <b>Task 5</b> with meaningful file name	<b>1</b>
	3	Using search techniques	Relevant URL in <b>ResponseMarL1</b> or beach image seen in <b>Task 3</b>	<b>1</b>
	4	Selecting information from a variety of ICT sources/taking account of copyright	A full URL must be given which indicates <b>copyright</b> free status of image e.g. Getty images, Wikipedia, Flickr etc	<b>1</b>
			<b>Total for Task 1</b>	<b>4</b>

## Section B

Question Number		Answer	Additional Guidance	Mark
<b>2(a)</b>	1	Correct file retrieved from given folder structure	LineupL1.xls	<b>1</b>
	2	All Last Prophets data entered correctly	Lewis Randle, Last Prophets, 25000  1 mark if one error or omission	<b>2</b>
	3			
			<b>Total for Task 2 (a)</b>	<b>3</b>
<b>2 (b)</b>	1	Fee column formatted as currency	Accept 2 dp <u>in addition</u> to currency	<b>1</b>
	2	Columns widened to show all data	MUST not be any truncation of <u>DATA</u>	<b>1</b>
	3	Suitable title	MUST include 'Midsummer Madness' or reference to 'artists' or similar as a minimum	<b>1</b>
	4	Formatting features applied	1 mark for each feature applied <u>that enhances</u> the spreadsheet. For example, gridlines, bold (titles), alignment, borders, shading, etc	<b>2</b>
	5			
			<b>Total for Task 2 (b)</b>	<b>5</b>
<b>2 (c)</b>	1	Correct formula for Total Fees entered	<b>Award from formula view only</b> =sum(C4:C17) (2 marks)  or =C4+C5 ... must be seen in full (1 mark)  If Last Prophets data not added from 2(a), but formula totals what is present (eg =SUM(C4:C15) – award 1 mark on FT	<b>2</b>
	2			
	3	Formula is in appropriate cell	eg C17 or C18 May be awarded from correct total <b>in data view</b> £269,915 in correct location	<b>1</b>
			<b>Total for Task 2 (c)</b>	<b>3</b>

<b>Question Number</b>		<b>Answer</b>	<b>Additional Guidance</b>	<b>Mark</b>
<b>2 (d)</b>	1	Appropriate chart created and correct values chosen.	Artist and Fee (1 mark if inappropriate chart chosen, eg Pie)	<b>2</b>
	2			
	3	Meaningful title inserted	MUST indicate bands or artists fees or similar	<b>1</b>
	4	Axes labelled correctly	1 mark each for 'band' and 'fee' or other sensible label that indicates data series	<b>2</b>
	5			
	6	All appropriate labels shown and no unnecessary information.	e.g. all bands shown on relevant axis, bar chart should not have a legend	<b>1</b>
	7	Title and axes labels spelt correctly.	Mark may be awarded even if all labels not present as long as label(s) seen are accurately spelt.	<b>1</b>
			<b>Total for Task 2 (d)</b>	<b>7</b>
			<b>Total for Task 2</b>	<b>18</b>

Question Number		Answer	Additional Guidance	Mark
<b>3 (a)</b>	1	Evidence of selection of suitable software application to produce the poster.	Evidence on printout of Task 5 showing file type, eg DOC, PUB, RTF, PPT. Inferred from printout of poster if Task 5 not present.	<b>1</b>
	2	Suitable title	As a minimum <b>MUST</b> include 'Midsummer Madness'	<b>1</b>
	3	Title size and position appropriate	Position of title is appropriate Size of title makes impact in relation to other poster info	<b>1</b>
	4	Relevant text inserted into poster	<b>IF</b> 'winter road conditions' and/or reference to both ticket costs <b>present</b> ( <u>1 mark only maximum may be awarded</u> ) For two marks <b>MUST</b> include date, time, venue (1 mark) and some details of artists appearing (1 mark) and <b>NO</b> reference to winter or both costs.	<b>2</b>
	5			
	6	Beach image from task 1 inserted		<b>1</b>
	7	Appropriate image selected from file ImagesMarL1	Another image in addition of beach image from task 1	<b>1</b>
	8	Images inserted into appropriate location	Allow follow through if 3a.7 is omitted and only 1 image present.	<b>1</b>
	9	Images sized appropriately	Should not be distorted to cause pixellation or be too small for purpose. Allow follow through 3a.7	<b>1</b>
	<b>For marking points 10, 11, 12 check BODY TEXT only.</b>			
10	1	Font <b>size</b> used appropriately to achieve <u>impact for a poster.</u>	Accept sensible use of WordArt if within body text.	<b>1</b>
11	1	A range of	1 mark for each formatting	<b>2</b>



Question Number		Answer	Additional Guidance	Mark
	1 2	formatting techniques used to <b>good effect</b> , eg bullets, underline, italics, bold, alignment, borders.	technique used <b>effectively</b> , up to a maximum 2 marks. No mark awarded for <b>font style</b> .	
	1 3	Poster content within printable boundaries	No text/images are truncated through printing	<b>1</b>
	1 4	Balanced layout, good use of white space.	Evidenced by overall 'look and feel' of poster and its fitness for purpose.	<b>1</b>
	1 5	Evidence that the candidate has checked the poster for accuracy.	Accept minor spelling errors that do not change meaning. Must have correct capitalisation, no unnecessary full stops or inappropriate blank lines	<b>1</b>
	1 6	Evaluate use of ICT tools - Poster is suitable for audience and purpose	Gets message across clearly to a 18-25 year old audience	<b>1</b>
	1 7	Candidate has used interface features and systems facilities to produce the poster.	Inferred from final product	<b>1</b>
	1 8	File saved with meaningful filename.	Seen from Task 5 printout eg Festival Poster, Midsummer Madness. Do not accept 'poster'.	<b>1</b>
			<b>Total for Task 3 (a)</b>	<b>18</b>
<b>3(b)</b>	1	File properties have been accessed	Visible from screen shot	<b>1</b>
	2	File properties changed to set file to RO	Evidence that poster has been <b>set to RO</b> e.g. task bar or Task 5 evidence shows 'read only' OR 'Apply' button greyed out as long as 'Read Only' ticked.	<b>1</b>
			<b>Total for Task 3 (b)</b>	<b>2</b>
			<b>Total for Task 3</b>	<b>20</b>

Question Number		Answer	Additional Guidance	Mark
<b>4</b>	1	Email is prepared	Do not accept emails evidenced in word processing software unless using specific email feature	<b>1</b>
	2	Spreadsheet file is attached	Must be attachment not linked in body of email.	<b>1</b>
	3	Email address is correct groberts@mm.com	Must be in 'To:' field Ignore case	<b>1</b>
	4	Email has suitable subject	For example, 'festival artist fees', 'fee spreadsheet' etc	<b>1</b>
	5	Email has suitable content/ message. Shows respect for recipient.	Eg Hi Graham, Dear Graham or Dear Mr...	<b>1</b>
	6	Suitable software selected for sending email	Evidenced through screenshot	<b>1</b>
			<b>Total for Task 4</b>	<b>6</b>

Question Number		Answer	Additional Guidance	Mark
<b>5</b>	1	Screen shot shows the files in user area		<b>1</b>
	2	Meaningful filenames used	Must be files created by candidate not given data files	<b>1</b>
			<b>Total for Task 5</b>	<b>2</b>
			<b>TOTAL FOR SECTION B</b>	<b>46</b>
			<b>TOTAL FOR PAPER</b>	<b>50</b>

Further copies of this publication are available from  
Edexcel Publications, Adamsway, Mansfield, Notts, NG18 4FN

Telephone 01623 467467  
Fax 01623 450481

Email [publications@linneydirect.com](mailto:publications@linneydirect.com)

Order Code FC026903 March 2011

For more information on Edexcel qualifications, please visit [www.edexcel.com/quals](http://www.edexcel.com/quals)

Edexcel Limited. Registered in England and Wales no.4496750  
Registered Office: One90 High Holborn, London, WC1V 7BH