

Mark Scheme (Results)

March 2011

FS

Functional Skills Information and Communication Technology Level 2 (FST02)

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March 2011

Publications Code FC026906

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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
1	1	Evidence of selection and use of internet browser	Evidence inferred by at least one URL listed in ResponsesMarL2 document	1
	2	Evidence of selection and use of search engine	Evidence inferred by at least one URL listed in ResponsesMarL2 document	1
	3 4	Evidence of multiple search criteria used to find information efficiently Correct information for each group	Evidenced by ResponsesMarL2 document or leaflet. 1 mark for each correct answer. Adult males - 2500 Adult females - 2000 Award 1 mark for two sensible but not accurate responses.	2
	5	Suitable and appropriate sources selected	Evidenced by ResponsesMarL2 document showing any suitable URL	1
	6		URL is official eg '.gov' '.nhs' or similar site	1
				Total for Task 1
			TOTAL FOR SECTION A	6

Section B

Question Number		Answer	Additional Guidance	Mark
2(a)	1	Formula used to calculate the number of calories burnt per minute for each activity	e.g. =C2/B2 Allow data view Any one correct answer	1
	2	Formula replicated for all activities	Must have formula view	1
	3	Sensible format for calculated data	Must be only one or two decimal places (do not award for whole numbers, not enough differentiation) Must be consistent for all answers	1
	4	Suitable software selected e.g. spreadsheet		1
			Total for Task 2 (a)	4
2(b)	1	Formula used to identify rating e.g.	Must have formula view	3
	2	=IF(D2>=10,"High","Medium"),	1 mark for use of correct function e.g. "=if"	
	3	=IF(D2<10,"Medium","High")	1 mark for the correct operator 1 mark for the second and third criteria correct in relation to the operator 2 marks for following formulae: =IF(D2>10,"High","Medium"), =IF(D2=10,"High","Medium"), =IF(D2=<10,"Medium","High") =IF(D2=10,"Medium","Hi	

Question Number	Answer	Additional Guidance	Mark
		gh") VLOOKUP is not appropriate in this task, do not award marks	
		Total for Task 2 (b)	3

2(c)	1	Correct answer for calculating total calories burned (for each of the top 3 activities)	Accept any formula that works e.g. =D2*45 Allow data view Any one correct answer from the top three	1
	2	Correct formula to total top 3 activities. (1880 or 1881)	e.g. =SUM(F2:F5) or any other appropriate formula which gives the correct answer. Award from data view. Do not allow follow through	1
	3	Correct identification of top 3 activities	Skipping (750) Body combat (643) Badminton (488)	1
	4	Answer is put into the highlighted cell	e.g. F13	1
	5	Any enhancement that improves clarity of the spreadsheet	e.g. suitable title, emboldened headings, text wrap, borders	1
		Total for Task 2 (c)	5	

2(d)	1	Appropriate chart created and correct data shown.	Activity and Calculated Data e.g. in column F	2
	2	(1 mark if inappropriate chart chosen, eg Pie). (1 mark if incorrect data chosen, eg Calories).	Must be from calculated 45 minute data	
	3	Meaningful title inserted	e.g. Calories Burned in 45 Minutes (Session). Must have 45 minutes and calories /exercise/activity to be awarded the mark. Allow meaningful title in context (must include time and exercise/activity)	1
	4	Both axes labelled appropriately	e.g. activity & calories(in 45 minutes)	1
	5	Only necessary data chosen with no extra information.	e.g. bar chart should not have a legend and data labels Allow follow through e.g. if Calories data chosen	1
	6	Title and axes labels spelt correctly.	Award on any added text Must have initial capital	1
			Total for Task 2 (e)	6
			Total for Task 2	18

Question Number	Answer	Additional Guidance	Mark	
3	1	Suitable text from the file HealthL2 inserted	Not text on computer games or cycling with parents	1
	2	Suitable image(s) chosen from those provided in the ImagesMarL2 folder	MUST include <i>Healthy Heart</i> logo Not image of eating chocolates or burgers	1
	3	Information from Section A, Task 1 inserted in an appropriate location	MUST have values for adult males and females. Follow through from Task 1	1
	4	Information from Section B, Task 2 spreadsheet inserted in an appropriate location	Any appropriate numerical/graphical information selected May be table or chart or other appropriate format	1
	5	Leaflet structured into appropriate sections	e.g. healthy eating and exercise	1
	6	All image(s) appropriately sized and proportioned	No distortion	1
	7	All image(s) appropriately positioned in relation to text and page margins	No truncation of images	1
	8	Suitable layout for a leaflet	e.g. A5 folded, tri-fold, A4 double sided Not A4 single sided	1
	9 10	Headings / sub-headings 1 mark for suitable sizing 1 mark for consistent and sensible		2

Question Number	Answer	Additional Guidance	Mark
	positioning		
11 12	A range of formatting techniques used to good effect e.g. bullets, tables, underline, italics, bold, alignment, borders (1 mark for each formatting technique use effectively. Up to a maximum of 2 marks.)		2
13	Evidence that the candidate has checked the leaflet for accuracy	Do not accept minor spelling or grammar errors e.g. missing full stops /inconsistent capitalisation	1
14	Evidence of selection and use of a suitable software application to produce the leaflet	Evidence inferred if document is fit for purpose	1
15	Evaluation of ICT tools and facilities	Inferred based on quality of finished product e.g. consistency / poor hyphenation 'Look and feel'	1
16	Leaflet is fit for purpose	Message about healthy eating and exercise is clear to an adult audience	1
17	Candidate has planned the solution	Inferred from final product Sense of balance with good use of white space	1
18	Candidate has used interface and systems facilities to produce the	Inferred from final product	1

Question Number		Answer	Additional Guidance	Mark
		leaflet		
			Total for Task 3	18

Question Number		Answer	Additional Guidance	Mark
4	1	Suitable subject	MUST include both of: <ul style="list-style-type: none"> • leaflet • campaign / healthy eating 	1
	2	Suitable message	Explains that leaflet is enclosed	1
	3	Tone of the message	Shows respect for intended recipient	1
	4	Spelling, grammar and punctuation checked for accuracy and meaning		1
			Total for Task 4	4

Question Number		Answer	Additional Guidance	Mark
5(a)	1	Any suitable method and description, eg	1 mark each for: <ul style="list-style-type: none"> • Storing files online / sharing files • Facilitates controlled access OR <ul style="list-style-type: none"> • Using web-based software such as Google Apps, would allow everyone to work together at the same time on the leaflet (1,1) OR <ul style="list-style-type: none"> • Use email to send files to each other(2,0) <p>Do not allow email without valid reason</p>	2
	2	<ul style="list-style-type: none"> • Storing files online would facilitate shared controlled access (1,1) 		

5(b)	1	An explanation that includes either :	e.g. antivirus software, regularly updated (1,1)	2
	2	One method, explained Or two methods identified	e.g. anti virus software, treat unknown email attachments with caution	
			Total for Task 5	4
			TOTAL FOR SECTION B	44
			TOTAL FOR PAPER	50

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Order Code FC026906 March 2011

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