

Mark Scheme (Results)

January 2012

Functional Skills ICT (FST01)
Level 1

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Publications Code FC030694

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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	1	Screenshot of search engine used to find results	Allow any valid search engine	1	5.1
	2	Use of suitable keywords in search criteria	Must be readable and include 'safety' and 'rafting' or 'water'	1	5.1
	3	Appropriate information obtained from search.	Item of safety equipment e.g. helmet or lifejacket/buoyancy aid	1	6.1
	4	Website address copied in full	Accept only a full web address that would allow access to the information obtained. Do not accept Google/Bing etc or derivatives eg www.google.co.uk/search?hl=en&source=hp&biw=1259&bih=624&q=safety+equipment+white+water+rafting	1	6.1
			Total for Task 1	4	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference			
2(a)	1	TLCActivitiesL1 opened from folder structure		1	3.1			
	2	Kayaking in cell A8	Allow follow through if data not sorted Kayaking should replace Hill Walking Ignore SPG	1	8.4			
	3	Redlands Bay in cell B8	Allow follow through if data not sorted Redlands Bay should replace High Fell Ignore SPG	1	8.4			
	4	Data sorted in alphabetic order on 'Activity'	Sorted data shows Abseiling to White Water Rafting First row <table border="1" style="margin-left: 20px;"> <tr> <td>Abseiling</td> <td>Harrys Rock</td> <td>10</td> <td>21</td> </tr> </table> Do not award mark for Z-A sort.	Abseiling	Harrys Rock	10	21	1
Abseiling	Harrys Rock	10	21					
			Total for Task 2(a)	4				

Question Number		Answer	Additional Guidance	Mark	Standards reference																
2(b)	1 2	<p>Correct formula for Income is entered in column E: =C4*D4 or =D4*C4 in E4 or equivalent for any activity 2 marks</p> <p>Inefficient formula that produces correct answer e.g. =SUM(C4*D4) in E4 or equivalent for any activity 1 mark</p>	<p>1 mark may be awarded from data view if correct Income is seen for any activity</p> <table border="1"> <tr> <td>Abseiling</td> <td>£210</td> </tr> <tr> <td>Archery</td> <td>£200</td> </tr> <tr> <td>Assault Course</td> <td>£340</td> </tr> <tr> <td>Indoor Rock Wall</td> <td>£80</td> </tr> <tr> <td>Kayaking</td> <td>£140</td> </tr> <tr> <td>Mountain Biking</td> <td>£225</td> </tr> <tr> <td>Rock Climbing</td> <td>£184</td> </tr> <tr> <td>White Water Rafting</td> <td>£208</td> </tr> </table> <p>Ignore currency formatting</p>	Abseiling	£210	Archery	£200	Assault Course	£340	Indoor Rock Wall	£80	Kayaking	£140	Mountain Biking	£225	Rock Climbing	£184	White Water Rafting	£208	2	8.1
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White Water Rafting	£208																				
3	Formula is replicated through cells E4 to E11	<p>Must be seen in formula view</p> <p>Allow follow through for inefficient or incorrect formula</p>	1	8.1																	
4 5	<p>Correct formula for 'Total Income' =SUM(E4:E11) or =SUM(E4:E12) 2 marks</p>	<p>Award 1 mark for inefficient formula =E4+E5+...E11 (+E12)</p> <p>Award 1 mark for correct Total Income £1587 adjacent to label</p>	2	8.1																	
			Total for Task 2(b)	5																	
2(c)	1	Data view fits on 1 page without truncation	Accept portrait or landscape	1	7.1																
	2	Column headings formatted to stand out and enhance clarity	e.g. larger font size, embolden, shading, borders, text wrap on headings or alignment	1	7.1																
	3	Any other improvement that enhances clarity	e.g. borders, shading, alignment of data, price and income columns formatted as currency	1	7.1																
			Total for Task 2(c)	3																	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2d)	1	Column or bar chart created	Do not award marks for pie or line charts	1	8.2
	2	Correct data range selected	Must include Columns A and E (Activity and Income)	1	8.2
	3	Appropriate chart title inserted	Must include 'Activity' / 'Activities' and 'Income' Ignore SPG	1	7.1
	4	X - axis correctly labelled	Must include 'Activity' or 'Activities' Allow follow through if axes reversed If pie, allow 1 mark for correct legend	1	8.3
	5	Y - axis correctly labelled	Must indicate 'Income' do not accept 'price' unless FT on MP2 Allow follow through if axes reversed	1	8.3
	6	Correct spelling on the chart and use of appropriate capitalisation for the title and axis labels. Title must be present (within chart area) as minimum to award	Allow sentence case, title case or all caps Allow FT on category labels Do not allow full-stop at end of title	1	10.2
	7	Chart is fit for purpose Must have: Title, correct data range, category labels and axis labels	No unnecessary information: <ul style="list-style-type: none">• legend or data labels• extra columns in the chart e.g. total income AND no truncation of category labels	1	10.2
			Total for Task 2(d)	7	
			Total for Task 2	19	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(a)	1	Evidence of suitable software for creating a fact sheet	Can be inferred from 3b or Task 4. Do not accept Excel or PowerPoint.	1	2.1
	2	Logo inserted	Anywhere on fact sheet	1	3.1
	3	TLCTextL1 used	All text must be included (title, 3 activities and safety gear for each)	1	3.1
	4	'Safety Gear Required' from Task 1 inserted in correct location for White Water Rafting	Allow follow through from Task 1	1	10.1
	5 6	No more than 3 images inserted. 3 correct images inserted - 2 marks 2 correct images inserted - 1 mark	The correct images are: assault course, rock wall, white water rafting. Images must be from Images folder.	2	6.1
	7	Appropriate font style and size for the title 'What's on Offer' or other suitable text e.g. 'fact sheet'	Must clearly be a title and larger than the body text. Do not allow Word Art	1	7.1
	8	Sub headings consistently formatted to stand out	Activity names have been formatted e.g. embolden, font size, font style	1	7.1
	9	Consistent and appropriate font style and size for the body text	Must be smaller than TLCTextL1 font (size 18)	1	7.1
	10	'Safety Gear Required' consistently formatted to stand out for all activities	e.g. embolden, font size, font style	1	7.1
	11	Logo	Sensible position and size; top or bottom, no larger than 5 cm x 5 cm No distortion or truncation	1	2.2
	12 13	Correct images positioned appropriately 3 activity images positioned correctly - 2 marks 2 images positioned correctly - 1 mark	Can be awarded if other incorrect images present but correct activity images are adjacent to related text. Can be to side or above/below.	2	10.2

Question Number		Answer	Additional Guidance	Mark	Standards reference
	14	Fits on 1 side of A4	Do not award mark if fact sheet fills less than 75% of the A4 page	1	1.1
	15	Candidate has evaluated the use of ICT tools	Other than logo , no parts of fact sheet are truncated when printed	1	11.1
	16	Fact sheet is fit for purpose	Mark points 2-15 are awarded All required elements are attractively combined; consistent formatting and alignment throughout Body text has no inappropriate hyphenation	1	11.1
			Total for Task 3(a)	16	
3(b)	1	Evidence of creating new folder	Screenshot showing folder called TLC	1	2.2
	2	Evidence that fact sheet has been moved into the new folder	Screenshot evidence that fact sheet (file name can be confirmed in Task 4) has been moved into TLC folder.	1	3.1
	3	Fact sheet saved with a meaningful filename e.g. fact sheet/file, TLC Info etc	Do not accept 'What's on Offer', 'Doc1' etc	1	3.1
			Total for Task 3(b)	3	
			Total for Task 3	19	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Evidence of suitable software application for sending an email	Use of email application required Must be screenshot	1	2.1
	2	Correct email address	Email address lucywest123@tlc.co.uk	1	9.1
	3	Email has suitable subject	Must indicate fact sheet (or similar) is subject of email	1	9.1
	4	Fact sheet attached	Allow FT Do not allow Doc1	1	9.1
	5	Message content indicates that feedback on the fact sheet is required	Must be clear that feedback is being requested Allow informal language	1	9.2

			e.g. 'what do you think?' (at this point)		
	6	Message uses appropriate business salutation and tone and is fit for purpose.	Do not accept 'Hi' Accept 'Lucy', 'Hello/Dear Lucy', not 'Lucy West' or 'Dear Lucy West' Must have capital 'L' Do not accept 'text speak', non-business like tone. Allow minor spelling errors if meaning not affected.	1	9.2
			Total for Task 4	6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Evidence of accessing folder security facility Must be folder	Screen shot shows folder properties accessed	1	4.1
	2	Folder set to 'read only'	'read only' box ticked and 'apply' button is greyed out.	1	4.1
			Total for Task 5	2	

Total for Section B			46	
TOTAL for TEST			50	

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Order Code FC030694 January 2012

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