Mark Scheme (Results)

May 2012

Functional Skills ICT
Level 2 (FST02)

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Section A

Q		Answer	Additional Guidance	Mark	Ref
1 (a)	1	Screen shot of search engine page showing criteria used in search	Must be a search engine	1	4.1
	2	Key words used "internet safety" and "beginners"		1	4.1
	3	Website address copied in full	May have www. May have http: Must not be truncated	1	5.2
		Total for Task 1(a)		**3**	
1 (b)	1	**Two** images relevant to internet safety pasted into **ResponsesMay12L2**		1	5.2
	2 3	Appropriate acknowledgement of images **Award 2 marks:** Website address for 2 images **Award 1 mark** Website address for 1 image	Expect a full website address. Must not be truncated. Do not accept Google or Google images or other image directories without embedded address. May be the same address for both images.	2	5.1
		Total for Task 1(b)		**3**	
		TOTAL FOR SECTION A		**6**	

Section B

Q		Answer	Additional Guidance	Mark	Ref
2 (a)		**Must be a formula view for any marks for 2(a)**			
	1 2 3	**Award 3 marks for 1 of** =VLOOKUP(A14,Services!A3:C10,2) =VLOOKUP(A14,Services!A3:C10,2,0) **in cell B14** OR =VLOOKUP(A14,Services!A3:C10,3) =VLOOKUP(A14,Services!A3:C10,3,0) **in cell D14** **Award 2 marks for** Attempted use of Lookup function to complete **Description** or **Cost** column **Award 1 mark for** Attempted use of a formula to complete **Description** or **Cost** column	Allow correct VLOOKUP formula in at least one cell in **Description** or **Cost** column Allow $A$3:$A$10 for range Allow 1 in place of 0 or TRUE/FALSE as fourth parameter Note: C10 is lower limit for end of range. Must have at least **=VLOOKUP(A14,Services!** or similar Allow any formula which has a cell reference related to the table on **Services** worksheet e.g. =Services!B3	3	7.1
	4	=D14*C14 or =C14*D14 in cell E14	Accept any correct formula using cell references in column E	1	7.1
	5	=SUM(E14:E16)	Allow =E14+E15+E16	1	7.1
	6	=E17*20% or =E17*20/100	Accept equivalents e.g. E17*0.2	1	7.1
	7	=E17+E19	**Do not accept** =SUM(E17:E19) Allow =E17*1.2 or equivalent	1	7.1
		Total for Task 2 (a)		**7**	

Q		Answer	Additional Guidance	Mark	Ref
2 (b)	1	'Solutions for IT Novices' **and** 'Invoice' formatted to stand out	Accept any one of bold, italics, underline, font size, font style, font colour, background colour, centred, and merged	**1**	6.1
	2	Cells D14:E16 **and** E17, E19 & E20 formatted to show £ and 2 decimal places	All currency values formatted to £ and 2dp	**1**	7.3
	3	Column headings in row 13 or data labels for Totals **and** VAT formatted to stand out	e.g. bold, italics, increased font size, font names, suitable shading	**1**	6.1
	4	No truncation of data		**1**	6.1
		Total for Task 2 (b)		**4**	
2 (c)	1	Income worksheet **Total** column sorted	May be ascending or descending order	**1**	7.4
	2	Data sorted in **descending** order of **Total** All information sorted and visible	First line should be: SET05, Setting up computer protection, 195, 180, 195, 90, 660	**1**	7.4
		Total for Task 2 (c)		**2**	
2 (d)	1	Column or bar chart includes correct data 4 columns for each of 8 items Or 8 columns for each of 4 weeks		**1**	7.2
	2	Suitable title – must include 'income', 'services' and reference to time	e.g. Income from services over the last four weeks	**1**	9.1
	3	Suitable labels on both axes: e.g. Week or Service / Income		**1**	7.2
	4	Legend correctly displayed without truncation	Week 1, Week 2, Week 3 and Week 4 **OR** list of services	**1**	7.2
	5	Chart is fit for audience and purpose	All item labels displayed without truncation on axis. Must have a title and axis labels correctly spelt and with suitable capitalisation. No additional information included e.g. Total column	**1**	10.1
		Total for Task 2 (d)		**5**	
		Total for Task 2		**18**	

Q		Answer	Additional Guidance	Mark	Ref
3	1	Presentation produced in presentation software (e.g. PowerPoint)	Evidenced from Tasks 4b or 5a, .ppt or equivalent	1	2.1
	2	4 slides only produced		1	2.1
	3	Slides presented 2 to a page		1	2.3
	4	Title for presentation – 'Using a computer safely' **and** 3 other slides, titles as given	• backing up files • copyright issues • internet safety Ignore capitalisation Do not allow inclusion of 'Title'	1	6.1
	5	Website address from **Section A, Task 1(a)** inserted on slide about internet safety	Allow follow through. Brackets must be removed.	1	3.1
	6	Suitable text selected from **SafetyL2**	Must not include 'mouse' or 'background' text	1	5.2
	7	Logo present on each slide present		1	6.1
	8	One image from **Section A, Task 1(b)**	Do not award if both images included	1	3.1
	9	Two other images only selected from **ImagesMay12L2**	Do not accept Image 2 or Image 4 (images of mice)	1	5.2
	10	**All** images, including logo, sensibly located and sized, proportions retained	Located with relevant text (Image from Task 1 may be on Title slide or Internet Safety slide. Maximum size for each image approximately ¼ slide No obscuring of text All text easily readable if image used as background, do not accept background logo	1	2.2
	11	Font and style for titles consistent across the slides	No WordArt	1	6.1
	12	Body text consistent font and style across slides	Might be different from title font but must be easily read (must be Sans Serif)	1	6.1
	13	Body text size suitable on each slide	Easily read on a large screen	1	6.1
	14	Text presented as key points ie "phrases" rather than paragraphs	Do not accept long paragraphs May not be bulleted	1	9.1
	15	Accurate spelling, punctuation and grammar throughout presentation. Consistent and appropriate capitalisation	Inferred use of spell checker	1	9.2
	16	Use of titles, text and images demonstrate planning e.g. a consistent layout for slides 2, 3 and 4	Do not allow multiple copies of images on slides	1	10.1
	17	Slide show meets all criteria and is fit for purpose, ie focuses on using a computer safely	Criteria: 4 slides, selected information, website address from 1a , logo, image from 1b, 2 images from ImagesMay12L2	1	1.1
	18	Slide show saved with a meaningful name	Evidenced from Task 4(b) or 5(a)	1	3.1
			Total for Task 3	**18**	

Q			Answer	Additional Guidance	Mark	Ref
4 (a)	1		Screen shot shows email address book / contacts list		1	8.1
	2		Correct details added to address book Sanjit Singh sanjit.singh@soln4nov.co.uk David Brown david.brown@soln4nov.co.uk	Both names and email addresses must be present Ignore capitals in email addresses	1	8.1
				Total for Task 4(a)	**2**	
4 (b)	1		Presentation attached to email		1	8.1
	2		Message appropriate for email	Includes indication that presentation is attached	1	8.3
				Total for Task 4(b)	**2**	
				Total for Task 4	**4**	

Q			Answer	Additional Guidance	Mark	Ref
5 (a)	1		New folder created with meaningful name	e.g. Test, Solutions for IT Novices	1	3.1
	2		Screenshot shows the presentation and spreadsheet work in the new folder		1	3.1
				Total for Task 5(a)	**2**	
5 (b)			Answers may be in either order			
	1		Inappropriate contact from others e.g. spam email, grooming		1	8.3
	2		Websites may use the information to 'steal' identity		1	8.3
				Total for Task 5(b)	**2**	
				Total for Task 5	**4**	

	TOTAL FOR SECTION B	**44**
	TOTAL FOR PAPER	**50**

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