Principal Examiner Feedback

June 2013

Functional Skills ICT
Level 1 (FST01)

Edexcel and BTEC Qualifications

Edexcel and BTEC qualifications come from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information visit our qualifications websites at www.edexcel.com or www.btec.co.uk for our BTEC qualifications.
Alternatively, you can get in touch with us using the details on our contact us page at www.edexcel.com/contactus.

If you have any subject specific questions about this specification that require the help of a subject specialist, you can speak directly to the subject team at Pearson.
Their contact details can be found on this link: www.edexcel.com/teachingservices.

You can also use our online Ask the Expert service at www.edexcel.com/ask. You will need an Edexcel username and password to access this service.

Pearson: helping people progress, everywhere
Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: www.pearson.com/uk

Introduction

This paper was written to closely match the layout and the degree of difficulty of the previous series. It was clear that some centres had worked hard to prepare their candidates for the exam; however spreadsheet skills often lacked the ability to use functions efficiently, to sort and to format a spreadsheet effectively. Although many candidates accessed high marks, as in previous series, there are still centres that entered candidates who lacked the knowledge to achieve a pass.

Centres should ensure that candidates' work is collated correctly before it is submitted to the examiner as many candidates did not hole punch the printouts correctly, some pages were upside down or back to front and they were frequently not in task number order or attached to the cover sheet.

Task 1

In Task 1 candidates were asked to search the internet for ingredients used in butter cream filling. This task was generally well done and most candidates gained either three or four marks although a small number failed to copy a full or relevant web address, this was generally when candidates included the Google ULR. Candidates need to be reminded that Google is a search engine and is therefore not appropriate when requested to enter the website address of the source of the information required in the test.

The majority of candidates were able to identify the required information, however there was a often a lack of understanding of the requirement to produce a screen shot to show the search engine. Some candidates produced a screen shot of a website instead. Candidates should be encouraged to ensure that their screenshot evidence is clearly readable. Many examiners noted that candidates had produced the correct screenshot, but some of the marks were not gained because it was not possible to read the text they had typed in. Candidates should be reminded that the Google website is a search engine and is therefore not appropriate when requested to enter the website address of the source of the information required in the test.

Areas for improvement and development:
- understanding the need for a screen shot of search criteria
- producing screen shots in which the critical information is easy to read
- copying website addresses accurately and completely.

Task 2

In task 2, candidates were presented with a spreadsheet relating to sales of cakes for the company. Candidates were asked to correct data for one cake and then calculate the average and total sales per month for the given period. They were then asked to sort the spreadsheet by average sales and to format the spreadsheet to make it clearer and easier to understand. Finally they were asked to produce a chart to display the average cake sales.

Almost all candidates entered the correct data into the spreadsheet. Most candidates used a workable formula to calculate the total cost per month and replicated it correctly; a lesser number used the average function (or a similar correct formula) to calculate average sales over the period; however a number of candidates lost marks because they failed to produce a formula printout. Some candidates sorted the spreadsheet in ascending order by average sales but not all sorted all the data correctly.

Many candidates did not apply any effective formatting.

Most candidates produced the bar chart from the required data range. A number of candidates produced a pie chart. Axes labels were not well done, candidates should be encouraged to use the wording of the question to guide them to add a suitable title and axis labels.

Areas for improvement and development:
- producing formula view printouts
- checking that data is formatted effectively
- using font enhancements to improve layout of spreadsheets
- appropriate use of the =SUM and =AVERAGE function
- replication
- sorting data in a spreadsheet
- selecting data for graphs
- adding titles and axis labels to graphs
- removing unnecessary legend from graphs
- printing data from a spreadsheet
- printing a chart using appropriate size and proportions, on a separate sheet.

Task 3

This task required candidates to produce an A4 recipe card for a Victoria sponge cake.

There is still a general lack of understanding about the purpose of different types of document and how these meet the needs of a task and are made fit for purpose.

Many candidates did not delete the labels of 'title' and 'include your ingredients here'. Candidates continue to use WordArt for their titles and should be taught that WordArt is rarely appropriate in business documents.

The complete contents of the data file were often not included in the recipe card; in particular, the contact details for 'Celebrate' were omitted. Candidates need to check that they have met all the criteria for the document using the questions to guide them.

Only a small number of candidates generated a document that was of sufficient overall quality to be fit for purpose.

Areas for improvement and development:
- selecting appropriate software to produce a flyer
- inserting appropriate text from a text file
- selecting appropriate images from an image bank
- maintaining image proportions
- using appropriate image sizes
- using appropriate font sizes and styles
- considering suitable layout of text and images
- checking a document for fitness for purpose.

Task 4
Candidates were asked to produce an email to the manager of Celebrate cakes. The majority of candidates successfully demonstrated the use of email software. Most candidates entered the correct e-mail address and subject heading.

Candidates were required to include a message asking if the flyer included all the necessary information, majority of candidates did this, however many lost a mark by using inappropriate salutations or 'text speak' in a business email.

Areas for improvement and development:
- copying email addresses accurately
- adding suitable subject lines
- using a suitable business tone in the message.

Task 5
This task required candidates to give two way in which to reduce the risk of viruses when using the internet. The majority of candidates gained one or two marks in this task but a minority gave answers which were incomplete or too vague to achieve marks.

Areas for improvement and development:
- relating questions in the paper to the subject ICT.

Pass mark for FST01

Maximum mark	50
Pass mark	33
UMS	6

Note: Grade boundaries vary from year to year and from subject to subject, depending on the demands of the questions.

Further copies of this publication are available from

Edexcel Publications, Adamsway, Mansfield, Notts, NG18 4FN

Telephone 01623 467467

Fax 01623 450481
Email publication.orders@edexcel.com

Order Code FC036247 June 2013

For more information on Edexcel qualifications, please visit
www.edexcel.com/quals

Pearson Education Limited. Registered company number 872828
with its registered office at Edinburgh Gate, Harlow, Essex CM20 2JE

Ofqual

Llywodraeth Cynulliad Cymru
Welsh Assembly Government

Rewarding Learning