

Mark Scheme (Results)

June 2013

Functional Skills ICT
Level 2 (FST02)

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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	Answer	Additional Guidance	Mark	Standards	
1 (a)	1	Screen shot shows search engine page with criteria and name of search engine		1	4.1
	2	Criteria include 'Zatopek'	Accept 'Zatopec'	1	4.1
	3	Image of Emil Zatopek inserted into table	Do not accept image gallery	1	5.2
	4	Website address of image	May or may not include 'http:/' or 'www' Do not accept Google/Bing/other search engines (eg. picsearch) or derivatives unless website address of original image is embedded	1	5.1
	Total for Task 1 (a)			4	
1 (b)	1	Rome		1	5.2
	2	Fatima Whitbread	Must have both first and last name	1	5.2
	Total for Task 1 (b)			2	
TOTAL FOR SECTION A			6		

Section B

Question	Answer	Additional Guidance	Mark	Standards
2 (a)	1 Award 2 marks for correct efficient formula for any item eg. =SUM(B4:E4) Award 1 mark for correct formula for any item eg =B4+C4+D4+E4 OR correct value for first item in data view (69)		2	7.1
	Total for Task 2 (a)		2	
2 (b)	1 Award 3 marks for: 2 =IF(F4>30,15%,25%) or 3 =IF(F4<=30,25%,15%) Award 2 marks for: =IF(F4>=30, 15%,25%) or =IF(F4<30,25%,15%) Award 1 mark for: =IF(F4>30, or =IF(F4<=30, or =IF(F4>=30, or =IF(F4<30,	Accept % with or without "" Accept 0.15 or 0.25	3	7.1
	Total for Task 2 (b)		3	
Question	Answer	Additional Guidance	Mark	Standards
2 (c)	1 Correct formula for any item eg =F4*G4*H4	Accept =PRODUCT(F4:H4) or =SUM(F4*G4*H4)	1	7.1
	2 Correct efficient formula =SUM(I4:I16)	Do not accept inefficient formula	1	7.1
	3 Correct replication of formulae in G4:I4 to range G4:I16. No truncation of formulae		1	7.1
	Total for Task 2 (c)		3	
2 (d)	1 No truncation in data view		1	7.4
	2 Spreadsheet formatted to show currency with 2 decimal places for cells F4:F16, I4:I16 and I18	Do not award if any other columns also formatted to currency	1	7.3
	3 Award 1 mark for appropriate and consistent use of formatting which enhances the spreadsheet eg <ul style="list-style-type: none"> Enhanced column headings (font size or style) 		1	6.1

Question		Answer	Additional Guidance	Mark	Standards
		<ul style="list-style-type: none"> Enhanced title Appropriate borders/shading Merging of cells for title			
	4	Identification of 'stopwatch'		1	7.4
Total for Task 2 (d)				4	
Question		Answer	Additional Guidance	Mark	Standards
2 (e)	1	Bar or column chart		1	2.2
	2	Data range columns A to E and rows 13 to 16 only Correct bar chart will have 4 sets of 4 columns	Must have category labels/legend (eg tracksuit) and number sold each week Accept if candidate has tracksuits as legend and weeks as x or y axis	1	7.2
	3	Legend indicates weeks 1 to 4	Accept legend of tracksuits and axis of weeks	1	7.3
	4	Appropriate title which includes 'sales' 'tracksuits' and 'May'	Accept 'sold' as well as 'sales'	1	6.1
	5	Appropriate axis labels eg 'Sales' or 'Number' and 'Item' or 'tracksuits'	Accept 'week' if appropriate Do not accept 'amount' by itself	1	7.2
	6	Chart is fit for purpose	Must have marking points 1 – 5 and have: Correct spelling and consistent suitable capitalisation of title and axis labels Chart on a separate sheet without table of data	1	10.1
Total for Task 2 (e)				6	
Total for Task 2				18	

Question	Answer	Additional Guidance	Mark	Standards
3	¹ Word processor or DTP software used for document	Check if necessary Task 4 attachment or inferred from product	1	2.1
	² One side of A4, portrait with no truncation of text/shapes by margins		1	2.2
	³ Logo inserted in suitable location, top or bottom, must be above/below text.	Logo must not be distorted, obscure text or be truncated by margins	1	3.1
	⁴ Text from QuizTextL2 included Minimum Instructions, Quiz questions and Customer details	Must have more than just the text file in document for mark (eg logo, image or answers from Task 1)	1	3.1
	⁵ 'stopwatch' inserted in appropriate location	Allow follow through from Task 2(d)	1	6.1
	⁶ 'Rome' and 'Fatima Whitbread' inserted in appropriate places in text. Brackets removed	Allow follow through from Task 1 (b)	1	3.1
	⁷ Additional text added which encourages customers to complete the quiz	Eg Enter now!	1	6.1
	⁸ Image of Emil Zatopek included	Allow follow through from Task 1 (a)	1	3.1
	⁹ One image of Rome, Paris or Washington selected from ImagesJun13L2	Allow follow through from Task 1 (b) Must be from Images folder		3.1
	¹⁰ Layout allows: Handwritten customer details and tie-break response		1	6.1
	¹¹ Images suitably sized and located with appropriate text. Must not be distorted or obscure text or be truncated or overlap each other		1	6.1
	¹² Font size and style for body text appropriate for quiz sheet	Easy to read	1	6.1
	¹³ Prize details and closing date made to stand out		1	6.1
	¹⁴ ¹⁵ Award up to 2 marks for formatting features which enhances the document Eg. Text formatting (bold, underline, font size/style	Only award if overall effect of formatting enhances document. Do not award for left alignment of text	2	6.1

Question	Answer	Additional Guidance	Mark	Standards
	etc) Bullets and numbering, Alignment Line spacing/indents, Margins Shapes for text, Use of table	(default)		
16	Additional or amended text is free from obvious spelling and grammatical errors	Do not accept multiple exclamation marks	1	9.2
17	Quiz sheet is fit for purpose and meets all criteria	Must have marking points 2 – 13 and Balanced, consistent and appropriate layout Unnecessary subheadings removed	1	10.1
18	File saved with meaningful name eg quiz	Seen in Task 4	1	3.1
Total for Task 3			18	

Question		Answer	Additional Guidance	Mark	Standards
4	1	Screen shot shows email client software with headings and message areas		1	8.1
	2	To: anders.brailton@ohaclub2007.org.uk Suitable subject and Attachment of quiz shown	Must be in To: section. Allow if not in email client but with label 'To:' Ignore capitalisation	1	8.1
	3	Suitable message includes request for comments		1	8.1
	4	Suitable business tone with correct spelling and punctuation and appropriate salutation	Message must have a suitable greeting – not 'Hi' or 'Hey'	1	8.3
Total for Task 4				4	

Question		Answer	Additional Guidance	Mark	Standards
5 (a)	1	Double mouse click setting incorrect Or Restricted permission Or Corrupt or missing data/file/shortcut		1	2.3
	2	Change the time for double click on the mouse Change permissions settings Reinstall software	Must be a system setting and must match the reason in marking point 1	1	2.3
	Total for Task 5 (a)			2	
5 (b)	1	Concern identified eg corrupt data, loss of access to the system, slowing of system		1	2.5
		Award mark for one of: Install/Use anti-virus /antimalware software Don't download from unreliable sources	Do not accept "download/buy anti-virus software"	1	2.5
	Total for Task 5 (b)			2	
Total for Task 5				4	
TOTAL FOR SECTION B				44	

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