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Mark Scheme (Results)

March 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	Standard
1 (a)	1	Screen shot shows search engine page with criteria and name of search engine		**1**	4.1
	2	Criteria include 'Michelangelo'		**1**	4.1
	3	Image of Michelangelo inserted into **ResponsesMar13L2**	Do not award for gallery of images. Accept only images of Michelangelo.	**1**	5.2
		Website address of image inserted into **ResponsesMar13L2**	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	St Peter's Basilica	Do not accept "Vatican" Accept Church or Cathedral	**1**	5.2
	2	1512		**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	Last Name sorted in alphabetical order	(eg =SUM(B4*$A$14/$B$14) Award for correct formula in any attraction	**1**	7.4
	2	First Name sorted in alphabetical order within Last Name sort	Check Jamie & Patrick Bell, Abby & Chelsea Cooper and Jack & Jordan Marshall	**1**	7.4
	3	Whole table A4 to J29 sorted by Last Name	First line should be Ruth Altham F 17 45 45 25 20 25 30. Can be awarded if MP2 not awarded.	**1**	7.4
	4	Spreadsheet formatted to remove truncation in data view		**1**	6.1
	5	Data in columns E to J are formatted to show currency and zero decimal places	Do not award if column D formatted to currency	**1**	7.3
			Total for Task 2 (a)	**5**	
2 (b)	1 2	**Award 2 marks for**: Correct efficient formula in any row in column K eg. =SUM(E4:J4) in cell K4 **Award 1 mark for**: Inefficient formula in any row in column K eg. =E4+F4+G4+H4+I4+J4		**2**	7.1
	3	=SUM(K4:K28) in cell K30	Allow any formula which would give correct value **or** for correct total in data view (5500)	**1**	7.1
			Total for Task 2 (b)	**3**	

Question		Answer	Additional Guidance	Mark	St
2 (c)	1 2	**Award 2 marks** for: =$B$30-K4 or =B$30-K4 in L4 **Award 1 mark** for =B30-K4 **or** =300-K4 **or** =SUM(B$30-L4) in L4	Award for correct formula in any row in column L **Award 1 mark** correct value (110) in cell L4	**2**	/
			Total for Task 2 (c)	**2**	
2 (d)	1 2 3	**Award 3 marks** for =IF(L4>=100,"Reminder","Not needed") **OR** =IF(L4<100, "Not needed", "Reminder") **Award 2 marks** for =IF(L4>100,"Reminder","Not needed") **OR** =IF(L4<=100, "Not needed", "Reminder") **Award 1 mark** for =IF(L4>100 or =IF(L4<100 or IF(L4>=100 or =IF(L4<=100	Ignore spelling and capitalisation of messages Award marks for correct formula in any row Do not award from data view. **Allow 2 marks** for =IF(L4>99, "Reminder", "Not needed") **OR** Correct comparison but missing 'needed' in messages.	**3**	7.1
			Total for Task 2 (d)	**3**	

Question		Answer	Additional Guidance	Mark	Stan.
2 (e)	1	Bar or column chart		**1**	2.2
	2	A4:A28 (First Name) and L4:L28 (Balance Due) included in graph	Award for pie chart if data labels and legend correctly identifies each segment	**1**	7.2
	3	Appropriate title which includes "Balance Due" **and** "Student" or "Trip" or similar		**1**	6.1
	4	Appropriate axis labels eg 'Amount', 'Student' or 'First Name'	Do not award for pie chart	**1**	7.2
	5	Chart is fit for purpose	Must have marking points 1 to 4 **and** - No extra data columns - Correct spelling and consistent suitable capitalisation of title and axis labels - No truncation of category labels - No unnecessary legend Suitable shading of bars/background	**1**	10.1
			Total for Task 2 (e)	**5**	
			Total for Task 2	**18**	

Question		Answer	Additional Guidance	Mark	Sta
3	1	Presentation software used for document	Evidenced from file type in Task 4 or Task 5a	**1**	2.
	2	4 slides only printed 2 to a page		**1**	2.2
	3	College logo inserted on all slides		**1**	5.1
	4	Slide titles from **TripTextL2** used on slides	Ignore capitalisation	**1**	6.1
	5	The 8 statements from **TripTextL2** inserted		**1**	6.1
	6 7	1512 **and** St Peter's Basilica **and** £300 inserted in correct place in text. Brackets removed **Award 2 marks** for: All 3 items with brackets removed **Award 1 mark** for 2 correct items with brackets removed **OR** 3 correct items with brackets present	Allow follow through from Section A, Task 1b	**2**	3.1
	8	Image of Michelangelo from Task 1a inserted	Must be candidate's image from Task 1a	**1**	3.1
	9	3 different suitable images from **ImagesMar13L2**	Do not allow moth or Hong Kong church	**1**	5.1
	10	Additional text that encourages students to sign up for trip	Eg. Sign up soon – places are running out	**1**	6.1
	11	Text is appropriately divided up • Title slide • About Michelangelo • La Pieta and Sistine Chapel • More details?		**1**	6.1
	12	Images not distorted and match text and appropriately located	Images must not obscure text or be truncated by slide margins	**1**	9.1
	13	Consistent fonts and styles for titles and body text on slides 2-4	No WordArt. Font must be legible and easy to read.	**1**	6.1
	14 15	**Award 1 mark each up to a maximum of 2 marks** for formatting techniques used underline effectively to enhance presentation: eg bullets, bold/underline, alignment, borders/slide design	Do NOT award if formatting techniques used do not enhance the presentation or if borders/design not used consistently across slides	**2**	6.1
	16	Presentation is attractive and suitable for viewing on large screen	Balanced layout: information not squashed or large empty areas of white	**1**	9.2

			space or font size too small		
17	Presentation meets all criteria and is fit for purpose	Must have marking points 2 – 12 **and** be free from spelling and grammar errors	**1**	1.
18	File saved with a meaningful file name	Eg 'Trip to Italy' Seen from Task 4 or 5	**1**	3.1
		Total for Task 3	**18**	

Question		Answer	Additional Guidance	Mark	Stan
4	1	Screen shot shows email client software with headings and message areas	Must be a screenshot	**1**	8.1
	2	To: jandrews@bellshill1872.ac.uk	Allow if not in email client but with label 'To:' Ignore capitalisation	**1**	8.1
	3	Suitable subject and attachment of presentation shown	eg 'Presentation' Must obviously be attachment of presentation	**1**	8.1
	4	Suitable message and tone. Must include salutation and request for comments	Accurate spelling and grammar. Do not accept text speak or 'Hi'	**1**	8.3
		Total for Task 4		**4**	

Question		Answer	Additional Guidance	Mark	Star
5 (a)	1	New folder created with meaningful name 　　　Eg 'Trip to Italy'	Do not accept 'New Folder'	**1**	3.1
	2	**Only** presentation and spreadsheet files in new folder		**1**	3.1
			Total for Task 5 (a)	**2**	
5 (b)	1 2	**Award 1 mark up to a maximum of 2 marks** for checking any of: cables, printer switched on, presence of paper, toner, paper jam, drivers installed, correct printer selected		**1**	2.4
			Total for Task 5 (b)	**2**	
			Total for Task 5	**4**	
			TOTAL FOR SECTION B	**44**	

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