

# Mark Scheme (Results)

January 2014

Pearson Edexcel Functional Skills  
ICT Level 1 (FST01)

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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 search engine   | 1        | 5.1                 |
|                         | 2 | Keywords in search criteria must include 'studies' <b>and</b> 'dinosaurs' | Must be able to read keywords   | 1        | 5.1                 |
|                         | 3 | Palaeontologist in <b>ResponsesJan14L1</b>                                | Ignore minor spelling mistakes  | 1        | 6.1                 |
|                         | 4 | Website address copied in full  | Full website address may not include http:// or www.<br>Do not accept Google, Bing or derivatives | 1        | 6.1                 |
| <b>Total for Task 1</b> |   |   |   | <b>4</b> |                     |

## Section B

| Question Number             |        | Answer   | Additional Guidance   | Mark     | Standards reference |
|-----------------------------|--------|--|---|----------|---------------------|
| 2(a)                        | 1      | <b>ShopSalesL1</b> opened from folder structure  |   | 1        | 3.1                 |
|                             | 2<br>3 | Award <b>2</b> marks for correct values for backpack entered in correct columns<br>Week 1 <b>20</b><br>Week 2 <b>15</b><br>Week 3 <b>24</b><br>Week 4 <b>19</b><br><br>Award <b>1</b> mark for 3 correct values entered in correct columns | Allow follow through for incorrect sort if marked from <b>data view</b> | 2        | 8.4                 |
| <b>Total for Task 2 (a)</b> |        |  |   | <b>3</b> |                     |

| Question Number            |   | Answer  | Additional Guidance  | Mark     | Standards reference |
|----------------------------|---|---|--|----------|---------------------|
| 2(b)                       | 1 | Correct formula for <b>Total Sales</b> for any <b>Item</b><br>e.g.<br>=Sum(B3:E3)<br>OR<br>=B3+C3+D3+E3 | Award 1 mark for any correct answer seen in <b>data view</b> | 1        | 8.1                 |
|                            | 2 | Formula is replicated from F3 to F12  | <b>Must be formula view</b><br>Allow follow through          | 1        | 8.1                 |
| <b>Total for Task 2(b)</b> |   |   |  | <b>2</b> |                     |

| Question Number            |   | Answer  | Additional Guidance                              | Mark     | Standards reference |
|----------------------------|---|---|--|----------|---------------------|
| 2(c)                       | 1 | Correct efficient formula for <b>Total Income</b> for any <b>Item</b><br>e.g.<br>=F3*G3 | Do not accept =SUM<br><br>Accept =PRODUCT(F3,G3) | 1        | 8.1                 |
|                            | 1 | Formula is replicated from H3 to H12  | Allow follow through                             | 1        | 8.1                 |
| <b>Total for Task 2(c)</b> |   |   |  | <b>2</b> |                     |

| Question Number            | Answer |   | Additional Guidance      | Mark     | Standards reference |
|----------------------------|--------|---|--------------------------|----------|---------------------|
| 2(d)                       | 1      | <b>Total Sales</b> sorted in descending order | <b>Must be data view</b> | <b>1</b> | <b>8.4</b>          |
|                            | 2      | All data sorted – <b>Pen to T-shirt</b>       |                          | <b>1</b> | <b>8.4</b>          |
| <b>Total for Task 2(d)</b> |        |   |                          | <b>2</b> |                     |

| Question Number            | Answer |   | Additional Guidance | Mark     | Standards reference |
|----------------------------|--------|---|---------------------|----------|---------------------|
| 2(e)(i)                    | 1      | <b>Item Price</b> and <b>Total Income Only</b> formatted to £ 2dp   |                     | <b>1</b> | <b>8.3</b>          |
| 3(e)(ii)                   | 1      | Truncation removed  |                     | <b>1</b> | <b>7.1</b>          |
|                            | 2      | Award 1 mark for use of formatting to improve clarity: <ul style="list-style-type: none"> <li>• Headings/title enhanced</li> <li>• Borders and/or shading</li> <li>• Font size / style</li> </ul> |                     | <b>1</b> | <b>7.1</b>          |
| <b>Total for Task 2(e)</b> |        |   |                     | <b>3</b> |                     |

| Question Number            | Answer | Additional Guidance   | Mark | Standards reference   |          |             |
|----------------------------|--------|---|------|---|----------|-------------|
| 2(f)                       | 1      | Column or bar chart created   |      | Do not award for pie or line chart  | <b>1</b> | <b>8.2</b>  |
|                            | 2      | Correct data range selected<br>Columns A and F -Item and Total Sales      |      | May be awarded for pie chart with the correct segments (10) and a correct legend (to include item name)   | <b>1</b> | <b>8.2</b>  |
|                            | 3      | Category labels not truncated   |      |   | <b>1</b> | <b>8.3</b>  |
|                            | 4      | Appropriate chart title inserted<br>Must include 'Total Sales' and 'Item' |      | Award for pie chart<br>Ignore SPG   | <b>1</b> | <b>7.1</b>  |
|                            | 5      | X axis correctly labelled, e.g. 'item'                                    |      | Allow follow through if axes reversed   | <b>1</b> | <b>8.3</b>  |
|                            | 6      | Y axis correctly labelled, e.g. 'number sold'                             |      | Allow follow through if axes reversed   | <b>1</b> | <b>8.3</b>  |
|                            | 7      | Legend removed  |      | Award for correct legend on pie chart and multi-column chart  |          | <b>10.2</b> |
|                            | 8      | Chart fit for purpose   |      | Must have MP1 to MP7<br>Correct spelling and sensible capitalisation of title.<br>No unnecessary information.<br>No full stop at end of title<br>Chart printed on separate A4 sheet | <b>1</b> | <b>10.2</b> |
| <b>Total for Task 2(f)</b> |        |   |      | <b>8</b>  |          |             |
| <b>Total for Task 2</b>    |        |   |      | <b>20</b>   |          |             |

| Question Number | Answer | Additional Guidance  | Mark  | Standards reference |      |
|-----------------|--------|--|---|---------------------|------|
| 3               | 1      | WP/DTP used to create leaflet  | Can be inferred from product or evidence in task 4 or 5<br>Do not accept PowerPoint | 1                   | 2.1  |
|                 | 2      | Leaflet fits to 1 page A4 portrait   | Do <b>not</b> award for landscape   | 1                   | 1.1  |
|                 | 3      | Logo inserted  |   | 1                   | 3.1  |
|                 | 4      | 'Fun with Dinosaurs' inserted as given Must <b>not</b> include the word 'Title'  |   | 1                   | 3.1  |
|                 | 5      | Relevant text inserted<br>Must include Contact details   | Do <b>not</b> award if 'TV repairs...' is included                                  | 1                   | 6.1  |
|                 | 6      | 'paleontologist' entered after or below 'Answer:'  | Allow follow through from Section A, Task 1   | 1                   | 10.1 |
|                 | 7      | Appropriate font style and size for title<br>Must clearly be title and larger than body text   | Must be above body text<br>Do not accept WordArt/stylised fonts                     | 1                   | 7.1  |
|                 | 8<br>9 | <b>Award 2 marks</b> for <b>only</b> 3 correct images inserted into leaflet<br><b>Award 1 mark</b> for either:<br>2 correct images<br>OR<br>4 or more images that include the 3 correct ones | Images must be from <b>ImagesJan14L1</b><br>Do not accept horse or cow              | 2                   | 6.1  |
|                 | 10     | Images are appropriate size with proportions maintained/ no truncation   | Allow follow through for incorrect images (Horse and cow)                           | 1                   | 2.2  |
|                 | 11     | One logo only inserted top or bottom of page<br>Sensible size, smaller than images, proportions maintained/ no truncation  |   | 1                   | 2.2  |
|                 | 12     | Appropriate font style and size for body text  | Not stylised font or WordArt<br>No more than 3                                      | 1                   | 7.1  |



|  |          |   |  |           |             |
|--|----------|---|--|-----------|-------------|
|  |          |   | different fonts  |           |             |
|  | 13       | Images and text combined appropriately  | No hyphenation or inappropriate line breaks                        | <b>1</b>  | <b>7.1</b>  |
|  | 14<br>15 | Additional formatting techniques used to good effect to attract attention<br>e.g. page border borders/shading<br>autoshapes<br>use of table for images<br>bullets |  | <b>2</b>  | <b>7.1</b>  |
|  | 16       | Leaflet fit for purpose   | Must have MPs 2-9 plus balanced layout and good use of white space | <b>1</b>  | <b>11.1</b> |
|  |          |   | <b>Total for Task 3</b>  | <b>16</b> |             |

| Question Number         |   | Answer  | Additional Guidance   | Mark     | Standards reference |
|-------------------------|---|---|---|----------|---------------------|
| 4                       | 1 | Screen shot shows selection of a suitable software application for sending an email |   | 1        | 2.1                 |
|                         | 2 | To:<br>melissa.king@wittleymuseum.com   |   | 1        | 9.1                 |
|                         | 3 | Email subject includes 'leaflet'  |   | 1        | 9.1                 |
|                         | 4 | Candidate's leaflet attached  |   | 1        | 9.1                 |
|                         | 5 | Message content asks if the information in the leaflet is correct                   |   | 1        | 9.2                 |
|                         | 6 | Message uses appropriate business salutation and tone and is fit for purpose        | Do not accept 'Hi'<br>Or 'Melissa King' or 'Dear Melissa King'<br>Accept 'Hello/Dear Melissa' or 'Dear Miss /Mrs/Ms King'<br>Name must have capital M and/or K<br>Do not accept text speak<br>Allow minor spelling errors if meaning not affected | 1        | 9.2                 |
| <b>Total for Task 4</b> |   |   |   | <b>6</b> |                     |

| Question Number            |   | Answer   | Additional Guidance  | Mark      | Standards reference |
|----------------------------|---|--|--|-----------|---------------------|
| 5(a)                       | 1 | <b>ss4D13</b>  | Award 1 mark <b>IF</b> response above is 'museumsales' <b>with the reason it is easy to remember</b> | <b>1</b>  | <b>4.1</b>          |
|                            | 1 | Valid reason given:<br>Password has combination of upper/lower case letters and/or numbers<br><b>OR</b><br>Password would be difficult for other people to workout/guess<br><b>OR</b><br>Answer that explains why alternative would be a weak choice |  | <b>1</b>  | <b>4.1</b>          |
| 5(b)                       | 1 | Screen shot shows at least 1 file created  | Evidence may include more than 1 screen shot   | <b>1</b>  | <b>3.1</b>          |
|                            | 1 | Meaningful file names used for all created files   | Leaflet<br>Email screen shot   | <b>1</b>  | <b>3.1</b>          |
| <b>Total for Task 5</b>    |   |  |  | <b>4</b>  |                     |
| <b>TOTAL FOR SECTION B</b> |   |  |  | <b>46</b> |                     |
| <b>TOTAL FOR TEST</b>      |   |  |  | <b>50</b> |                     |

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Llywodraeth Cymru  
Welsh Assembly Government

