Mark Scheme (Results)

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Pearson Edexcel 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**	**2.1**
		Keywords used Include 'Bronte'	Must be capital B	**1**	**4.1**
		'Haworth' entered in **ResponsesJan14L2**	Ignore spelling of Haworth	**1**	**5.1**
		Website address in **ResponsesJan14L2**	May not include 'http://' or 'www' Do not accept Google or Bing or derivatives	**1**	**5.1**
			Total for Task 1 (a)	**4**	
1 (b)	1 2	**Award 2 marks for:** • Currer • Ellis • Acton in **ResponsesJan14L2** **Award 1 mark for:** Any 2 correct names	May or may not include Bell Accept any order Ignore spelling	**2**	**5.1**
			Total for Task 1 (b)	**2**	
			TOTAL FOR SECTION A	**6**	

Section B

Question		Answer	Additional Guidance	Mark	Standards
2 (a)	1 2	Award 2 marks for data sorted in alphabetical order of **Surname** then **Firstname** Award 1 mark for **Surname** only sorted in alphabetical order	Neil, Abbott-Brown, Concession Check Barker, Hardcastle, Neaves Must not include labels rows	**2**	**7.4**
	3	Whole table included in the sort	Can be awarded even if sort incorrect	**1**	**7.4**
		Total for Task 2 (a)		**3**	
2 (b)	1 2 3	**Award 3 marks for** correct efficient formula for **any** member Eg =VLOOKUP(C3,Fee!$C$4:$D$7,2) in cell E3 **Award 2 marks for** correct but inefficient formula for any member Eg =VLOOKUP(C3,Fee!C4:D7,2) **Award 1 mark for** correct formula for any member which does not use a function Eg =Fee!D5	**Formula view only** Accept correct LOOKUP function with absolute cell references for 3 marks Allow 0, 1 or TRUE/FALSE as fourth parameter	**3**	**7.1**
	4	Replication of LOOKUP function from E3 to E46	Do not award unless absolute cell references or named range used	**1**	**7.1**
		Total for Task 2 (b)		**4**	

Question		Answer	Additional Guidance	Mark	Standards
2 (c)	1	**Award 2 marks for** =SUM(E3:E46) in cell E48 in formula view **Award 1 mark for** =SUM(E3:E47) in cell E48 in formula view	Do not award for use of =E5+E6+E7+E8 etc	**2**	**7.1**
		Total for Task 2 (c)		**2**	

Question		Answer	Additional Guidance	Mark	Standards
2 (d)	1	Column E only formatted to show £ 2 dp	Must include Total	**1**	**7.3**
	2	No truncation		**1**	**6.1**
	3	**Award 1 mark for** appropriate and consistent use of formatting which enhances clarity of the Member worksheet • Enhanced title • Enhanced column headings (font size or style) • Appropriate borders/shading • Use of word wrap on column headings		**1**	**6.1**
		Total for Task 2 (d)		**3**	

Question		Answer	Additional Guidance	Mark	Standards
2 (e)	1	List shows only members **under** 15		**1**	**7.4**
	2	Row headings show evidence of filter (non-consecutive row headings)		**1**	**7.4**
		Total for Task 2 (e)		**2**	

Question		Answer	Additional Guidance	Mark	Standards
2 (f)	1	Bar or column chart created		**1**	**2.2**
	2	Chart uses data from filtered list Column B and D (surname and age) only	Allow follow through from incomplete or incorrect filter Do not award if other 'fields' (eg first name or age) are in the category labels	**1**	**7.2**
	3	Suitable title inserted Must include "members under 15"	Award for pie Ignore SPG	**1**	**6.1**
	4 5	Award 1 mark each for X and Y axis correctly labelled e.g. Name, Age	Do not award for pie chart	**2**	**7.2**
	6	Chart is fit for audience and purpose	MP1-5 AND Correct spelling and sensible capitalisation of title, category and axis labels No truncation of category labels No legend and/or data labels Do not allow if chart is on same sheet as data	**1**	**10.1**
		Total for Task 2 (e)		**6**	
		Total for Task 2		**20**	

Question		Answer	Additional Guidance	Mark	Standards
3	1	WP/DTP used to produce leaflet	Do not accept PowerPoint	1	2.1
	2	Leaflet fits one page of A4 landscape without truncation	Do **not** award for portrait	1	2.2
	3	Leaflet is formatted in columns		1	9.1
	4	The Bronte Sisters (1816-1855) **as given** inserted as a title, 'Title:' removed		1	6.1
	5	All text from **BronteTextL2** included	Ignore subheadings	1	3.1
	6	'Haworth' replaces bracketed text in the introductory paragraph, brackets removed	Allow ft from Task 1	1	3.1
	7	'Currer, Ellis and Acton (Bell)' replaces bracketed text in introductory paragraph, brackets removed	Allow ft from Task 1 Accept names in any order Ignore spg	1	3.1
	8	Image of Parsonage inserted		1	3.1
	9 10	Award 2 marks for three correct images of sisters included Award 1 mark for 2 correct images		2	5.2
	11	All Images located with paragraph of related text	Images must not obscure text	1	2.2
	12	Images, similar and appropriate size, with proportions maintained, no truncation	Accept image of parsonage larger than sisters but NOT vice versa	1	9.1
	13	4 **distinct** sections with correct subheadings, no column breaks within a section • The Bronte family • Charlotte Bronte • Emily Bronte • Anne Bronte	Must have subheadings with the correct para of text to award this mark	1	1.1
	14	Consistent and appropriate font style for each of: Title Sub-headings Body text	No Word Art/stylised fonts	1	6.1
	15	Consistent and appropriate	Sub-headings larger than	1	6.1

Question		Answer	Additional Guidance	Mark	Standards
		font size for each of: Sub-headings Body text	body text		
	16	Additional formatting feature which enhances the document Eg Effective text wrapping around or consistent alignment of images Page border Column line separator		**1**	**6.1**
	17	Document is accurate with consistent and appropriate layout Consistent alignment of text No extra/missing spaces or full stops No inappropriate line breaks No hyphenation		**1**	**9.2**
	18	Leaflet meets all criteria and is fit for purpose	Mp 2-13 Consistent formatting of columns	**1**	**1.1**
			Total for Task 3	**18**	

Question		Answer	Additional Guidance	Mark	Standards
4(a)	1	Spreadsheet attached to email		1	8.1
	2	Suitable message and tone which asks Colin to confirm the fees are correct	Do not accept Hi Correct spelling and grammar	1	8.3
		Total for Task 4(a)		**2**	

Question		Answer	Additional Guidance	Mark	Standards
4(b)	1	Screenshot shows email address book/contact list		1	8.1
	2	Correct details added to address book Colin Groves c.groves@gls2014.org.uk	Must have initial capitals for Colin and Groves Ignore capitalisation in email address	1	8.1
		Total for Task 4(b)		**2**	

Question		Answer	Additional Guidance	Mark	Standards
5	1 2	Award 1 mark each up to max of 2 for any of: • Install the software • Keep virus checker up to date • Set virus checker to on-access scan	Do not accept "buy a better anti virus program" or anything to do with untrustworthy websites, email attachments etc	2	2.5
		Total for Task 5		**2**	
		TOTAL FOR SECTION B		**44**	
		TOTAL FOR TEST		**50**	