

# Mark Scheme (Results)

June 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	Screen shot of search engine used to find results	Allow any valid search engine – may or may not have criteria	1	5.1
	2	Key words must include 'Ingleton Waterfalls'	Must be readable  Accept Ingleton Falls	1	5.1
	3	£6.00 in ResponsesJun14L1	Do not award unless evidence of search in mp 2 or 4	1	6.1
	4	Website address in full pasted in relevant cell in ResponsesJun14L1		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>Autumn14L1</b> opened from folder structure		<b>1</b>	<b>3.1</b>
	2 3	Award 2 marks for Cam Head, 5.5 and 3 entered correctly in B11:D11  Award 1 mark for any 2 values entered correctly		<b>2</b>	<b>8.4</b>
<b>Total for Task 2 (a)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1 2	Award <b>2 marks</b> for a correct efficient formula for <b>Walking time</b> for <b>any</b> walk E.g. =C6/2+D6  Award <b>1 mark</b> for a correct but inefficient formula for <b>Walking time</b> for <b>any</b> walk E.g. use of =SUM Or <b>all</b> nine values correct in data view	Accept =(C6/2)+D6  5.25      5.3 7          7.0 7          7.0 6.25      6.3 3.1        3.1 5.75      5.8 8.1        8.1 4.25      4.3 6          6.0	<b>2</b>	<b>8.1</b>
	3	Formula is replicated from E6 to E14	Must be formula view Allow FT for incorrect formula	<b>1</b>	<b>8.1</b>
<b>Total for Task 2(b)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Award 3 marks for efficient formula for <b>both</b> Average <b>Distance</b> =AVERAGE(C6:C14) <b>and</b> Average <b>Walking Time</b> =AVERAGE(E6:E14)  Award 2 marks maximum for use of correct efficient formula using =AVERAGE for either <b>Distance</b> or <b>Walking Time</b>  Award 1 mark for use of inefficient formula for either <b>Distance</b> or <b>Walking Time</b> must have ( ) E.g. =SUM(C6:C14)/9 or =(C6+C7+C8 etc)/9	This mark must not be awarded in conjunction with use of =AVERAGE	<b>3</b>	<b>8.1</b>
	2				
	3				
<b>Total for Task 2(c)</b>				<b>3</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	Col C formatted to 1 dp consistently	Award 1 of the 2 marks if cols C, D and E formatted to 1 dp consistently	<b>1</b>	<b>8.3</b>
	2	Col E formatted to 1 dp consistently		<b>1</b>	<b>8.3</b>
	3	Removal of truncation		<b>1</b>	<b>7.1</b>
	4	Award 1 mark for use of formatting to improve clarity, e.g: <ul style="list-style-type: none"> <li>Title/headings formatted to stand out</li> <li>Effective use of borders/shading</li> </ul>		<b>1</b>	<b>7.1</b>
<b>Total for Task 2 (d)</b>				<b>4</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1	Column or bar chart produced	Do not award for pie or line	<b>1</b>	<b>8.2</b>
	2	Correct data range selected (B6:B14, walk) <b>and</b> (C6:C14, distance)	Category labels must be in full and legible May be awarded for pie chart with correct data labels	<b>1</b>	<b>8.3</b>
	3	Chart title includes 'Distance' and 'Autumn 2014 walk(s)'	Ignore spelling and caps May be awarded for pie chart	<b>1</b>	<b>7.1</b>
	4	X axis labelled as 'Walk'	Allow follow through for reversal of axes Ignore spelling and caps	<b>1</b>	<b>8.2</b>
	5	Y axis labelled as 'Distance' or 'Miles'	Allow follow through for reversal of axes Ignore spelling and caps	<b>1</b>	<b>8.2</b>
	6	Legend removed	Allow follow through if legend matches multi-column chart created Award for pie chart	<b>1</b>	<b>8.2</b>
	7	Chart fit for purpose	Must have mp 1 to 6 <b>and</b> Correct spelling and sensible capitalisation of title and axis labels No full stop at end of title/labels Chart printed as separate sheet, no table of data included	<b>1</b>	<b>10.2</b>
<b>Total for Task 2(e)</b>			<b>7</b>		
<b>Total for Task 2</b>			<b>20</b>		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	Use of WP/DTP software	1	2.1	
	2	Letter is one A4 page portrait	Ignore blank second page	1	1.1
	3	Logo inserted		1	3.1
	4	<b>One</b> other suitable image from <b>ImagesJun14L1</b>	Do not accept skiing or man with child	1	6.1
	5	Text from <b>LetterTextL1</b> inserted as given		1	6.1
	6	Date inserted in correct location, brackets removed	Must be 16-20 June 2014, any acceptable format	1	7.1
	7	<b>£6.00</b> inserted in correct location, brackets removed	Allow ft from Task 1	1	10.1
	8	Rothwell Ramblers formatted to stand out	Not stylised font	1	7.1
	9	Appropriate and consistent font style for body text	From the date through to 'Organiser'	1	7.1
	10	Appropriate and consistent font size for body text	From the date through to 'Organiser' Subject line may be larger font size but not larger than Rothwell Ramblers	1	7.1
	11	Logo and image(s) appropriate size, proportions maintained, no truncation	Allow ft if more than one image Logo smaller than image(s)	1	2.2
	12	Logo and image(s) inserted in suitable locations	Must not obscure text Logo at top or bottom	1	10.1
	13	Additional formatting techniques used are effective and appropriate for a letter	E.g. page border Numbered/bulleted list Letter fully justified Alignment/wrapping of image	1	7.1
	14	Letter is accurate and consistent with balanced layout and no large areas of white space	No spelling/grammar errors Consistent line spacing within and between paragraphs No unnecessary line/section breaks	1	10.2
	15	Letter is fit for purpose	Must have mp 2-12 No hyphenation of	1	11.1



			text Currency shown for admission price Adequate space for signature		
<b>Total for Task 3 (a)</b>				<b>15</b>	

<b>Question Number</b>	<b>Answer</b>	<b>Additional Guidance</b>	<b>Mark</b>	<b>Standards reference</b>	
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 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 Must include 'Total Sales' and 'Item'	Award for pie chart 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 Correct spelling and sensible capitalisation of title. No unnecessary information. No full stop at end of title 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 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  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 Must clearly be title and larger than body text	Must be above body text Do not accept WordArt/stylised fonts	1	7.1
	8 9	<b>Award 2 marks</b> for <b>only</b> 3 correct images inserted into leaflet <b>Award 1 mark</b> for either: 2 correct images OR 4 or more images that include the 3 correct ones	Images must be from <b>ImagesJan14L1</b> 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 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 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 15	Additional formatting techniques used to good effect to attract attention e.g. page border borders/shading autoshapes use of table for images 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
3(b)	1 2  OR  Award 1 mark for: Evidence of accessing letter properties AND Award 1 mark for: Evidence that read only has been activated	Evidenced from screen shot   Inferred from screen shot   Inferred from screen shot ie <b>Apply</b> greyed out	<b>2</b>	<b>4.1</b>
<b>Total for Task 3 (b)</b>			<b>2</b>	
<b>Total for Task 3</b>			<b>17</b>	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of suitable software application for sending an email	1	2.1
	2	To: sec1415@rothwellr.org.uk	1	9.1
	3	Email subject must indicate Autumn Walks or Ingleton Waterfalls	Ignore spelling and caps 1	9.1
	4	Letter attached	1	9.1
	5	Message content indicates that letter is to be sent to members with email	Ignore spelling and caps 1	9.2
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do not accept 'Hi', 'Hey' Or 'Andrea Knight' or 'Dear Andrea Knight'  Accept 'Hello/Dear Andrea' or 'Dear Ms/Miss/Mrs Knight'  Proper names in subject and message must have correct capitalisation and spelling Do not accept text speak or 'i' Allow minor spelling errors if meaning not affected	1
<b>Total for Task 4</b>			<b>6</b>	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	New folder ' <b>RR Autumn Walks</b> ' created as given		<b>1</b>	<b>2.2</b>
	2	Letter has been moved into the new folder	Ignore additional copies elsewhere	<b>1</b>	<b>3.1</b>
	3	Letter saved with meaningful filename e.g. 'Rothwell Ramblers letter' 'Autumn Walks' or 'Ingleton Waterfalls'	Do not accept 'Rothwell Ramblers' on its own	<b>1</b>	<b>3.1</b>
<b>Total for Task 5</b>				<b>3</b>	
<b>TOTAL FOR SECTION B</b>				<b>46</b>	
<b>TOTAL FOR TEST</b>				<b>50</b>	

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