

Mark Scheme (Results)

March 2014

Pearson Edexcel Functional Skills
ICT Level 1 (FST01)

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Publications Code FC037926

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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 showing search engine used to find results	Allow any valid search engine - may or may not have criteria	1	5.1
	2	Use of appropriate key words in search criteria "Bagdale" minimum	Must be readable	1	5.1
	3	1 Bagdale Whitby (North Yorkshire) YO21 1QL in relevant cell in ResponsesMar14L1	Must include postcode	1	6.1
	4	Website address in relevant cell in ResponsesMar14L1	May not include http:// and/or www Do not accept Google, Bing or derivatives	1	6.1
Total for Task 1				4	

Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(a)	1	MembershipL1 opened from folder structure	1	3.1
	2 3	Award 2 marks for: 53 in B8 67 in C8 49 in D8 4 in E8 Award 1 mark for: Any 3 correct	2	8.4
	Total for Task 2 (a)		3	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(b)	1 2	Award 2 marks for: correct formula for Total Members of any Type e.g. =SUM(B5:B8) Award 1 mark for: =B5+B6+B7+B8 OR =SUM(B5:B9)	Award 1 mark for all 4 values correct in data view: 123, 161, 147, 36 Allow follow-through from 2(a)	2	8.1
	3	Formula is in row 10	Award for data seen in row 10	1	8.1
	4	Suitable label inserted in cell A10, e.g. 'Total Members'	Accept suitable alternatives that indicate a total number of members Ignore spelling/caps	1	8.3
Total for Task 2(b)			4		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(c)	1 2	Award 2 marks for: correct formula for Total Income of any Type e.g. =B10*B11 Award 1 mark for: =SUM(B10*B11)	Do not award from data view	2	8.1
	3	Formulae in B10 and B12 replicated to columns C, D and E		1	8.1
Total for Task 2(c)			3		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(d) (i)	1	All monetary values seen in rows 11 and 12 formatted consistently within the row to £2dp	Do not award if all data formatted to currency	1	8.3
2(d) (ii)	2 3	Award 1 mark each up to max 2 marks for use of formatting to improve clarity: <ul style="list-style-type: none"> • Title and/or column headings formatted to stand out e.g. font style/font size • Alignment e.g. centring of column headings or data • Use of shading / borders 		2	7.1
Total for Task 2 (d)			3		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
2(e)	1	Column or bar chart created	Do not award for pie or line charts	1	8.2
	2	Correct data range selected B4:E4 (Types) and B12:E12 (Income)	Award for pie chart with 4 correctly labelled segments	1	8.2
	3	Chart title must include 'Total Income' and 'Membership'	Ignore spelling and caps Award for pie chart	1	7.1
	4	X axis correctly labelled E.g. "Type of Membership"	Allow follow through if axes reversed Ignore spelling and caps Do not award for pie chart	1	8.3
	5	Y axis labelled E.g. "Income"	Allow follow through if axes reversed Ignore spelling and caps Do not award for pie chart	1	8.3
	6	Legend removed	Award for correct legend on pie chart	1	8.2
	7	Chart is fit for purpose	All of 1-6 and Printed on separate sheet Correct spelling and sensible capitalisation of title and axes labels No unnecessary data labels No truncation of category labels No data on printout	1	10.2
Total for Task 2(e)			7		
Total for Task 2			20		

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	PPT software used	Confirm in task 4 email or task 5	1	2.1
	2	Presentation is printed two slides per A4 sheet		1	2.2
	3	Presentation is 5 slides only		1	1.1
	4	Logo on title slide	Ignore logo on other slides	1	3.1
	5	Information from EventTextL1 included Must have: Name and date of event and contact details in full		1	6.1
	6	1 Bagdale Whitby North Yorkshire YO21 1QL in appropriate place with brackets and text removed	Allow follow through from task 1	1	3.1
	7	One image only on slides 2-4 selected from ImagesMar14L1	Ignore presence of logo if suitable image included on same slide Do not accept logo on its own or cat or bird or any image on slide 5 Accept same image on more than 1 slide	1	1.1
	8	Grange Book Club Be a 'detective' event 9 May to 11 May 2014 formatted appropriately as title slide	'Title Slide:' removed Wording as given on three separate lines, allow FT from MP5 Accept GRANGE BOOK CLUB	1	7.1

	9	Correct body text as given on slides 2, 3, 4 and 5	Slide labels removed	1	7.1
	10	What is it all about? What will happen next? Where will we be staying? For more information: All formatted consistently as slide titles	Slide titles as given (with or without colon on slide 5) should be larger than or stand out from slide text Accept ALL CAPS	1	7.1
	11	Images do not obscure text and are not truncated by slide margins		1	7.1
	12	Images appropriate size with proportions maintained		1	2.2
	13	Appropriate and consistent font style for body text on slides 2 - 5	Fonts are suitable for a presentation and easy to read No stylised fonts	1	7.1
	14 15	Award 1 mark each up to a maximum of 2 marks for formatting features used consistently and effectively to enhance presentation, e.g. alignment, placement of images, borders/slide design	Ignore use of software defaults, eg slide titles centred and standard bullets	2	11.1
	16	Presentation meets all criteria and is fit for purpose	Must have mark points 3-11 and be free from spelling and grammar errors No inappropriate hyphenation or line breaks	1	10.1
Total for Task 3(a)				16	

Question Number	Answer	Additional Guidance	Mark	Standards reference
3(b)	1 2 1 mark each up to max 2 marks for: Password protect Read only Restrict permissions Add a digital signature Mark as final PDF		2	4.1
Total for Task 3(b)			2	
Total for Task 3			18	

Question Number	Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot shows email client software	1	2.1
	2	To: h.tillman@grangebc.org.uk	1	9.1
	3	Subject line must mention 'event' and/or 'presentation'	1	9.1
	4	Candidate's presentation attached	1	9.1
	5	Message content asks Harvey to check if presentation is fit for purpose	1	9.2
	6	Message uses appropriate business salutation and tone	Accept 'Harvey', 'Hello/Dear Harvey', not 'Harvey Tillman' or 'Dear Harvey Tillman' or 'To Harvey'. Do not accept 'text speak', incorrect capitalisation, lower case 'i', non-businesslike tone. E.g. not Hi Harvey Ignore minor spelling and grammar errors	1
Total for Task 4			6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	New folder called Whitby Event created as given		1	3.1
	2	Only candidate's presentation stored in folder		1	3.1
Total for Task 5				2	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

