Mark Scheme (Results)

January 2015

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		**1**	**5.1**
	2	Keywords in search criteria must include 'Catherine Howard'	Must be able to read keywords	**1**	**5.1**
	3	28 July 1540 entered in **ResponsesJan15L1**		**1**	**6.1**
	4	Website address copied in full	Do not accept Google, Bing or derivatives. May not include http:// and/or www.	**1**	**6.1**
			Total for Task 1	**4**	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(a)	1	**BookSalesL1** opened from folder structure		1	3.1
	2	Author for Paper Towns is **John Green**	Must be full name, ignore caps	1	8.4
			Total for Task 2 (a)	2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Correct formula for **Remaining Stock** for any book e.g. =C4-D4 Or =SUM(C4-D4)	May be awarded from data view if correct answer seen for any book	1	8.1
			Total for Task 2(b)	1	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
2(c)	1 2	Award **2 marks** for correct efficient formula for **Income** for any book e.g. =D4*F4 Award **1 mark** for correct inefficient formula e.g. =SUM(D4*F4)	Accept =PRODUCT(D4,F4) for 2 marks Award 1 mark for any correct answer in data view	2	8.1
	3	Formula is replicated through cells G4:G15	**Must be formula view** Allow follow through for incorrect formula	1	8.1
			Total for Task 2(c)	3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1 2	Award **2 marks** for correct efficient for formula for **Total Income** =SUM(G4:G15) Award **1 mark** for correct inefficient formula e.g. =G4+G5+G6... Accept with or without SUM Or inclusion of blank row =SUM(G4:G16)	**Must be formula view**	**2**	8.1
			Total for Task 2 (d)	2	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
2(e)	1	**Income** sorted in descending order	Award 1 mark for whole table sorted in **ascending** order of Income	**1**	8.4
	2	Whole table sorted Allow follow though from 2(c) The Demon Dentist, David Walliams, 75,64,11, 10.99, 703.36		**1**	8.4
			Total for Task 2 (e)	2	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
2(f)	1	F4:G15 and G17 formatted as £2dp	**Must be data view**	**1**	7.1
	2	No truncation of data	**Must be data view**	**1**	7.1
	3	Award 1 mark for any formatting which improves clarity • Borders and/or shading • Heading/title enhanced • Appropriate alignment		**1**	7.1
			Total for Task 2(f)	3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(g)	1	Column or bar chart produced		**1**	**8.2**
	2	Correct data range selected - A4:A15 (book title) and D4:D15 (number sold)	Award for pie chart with 12 segments and data values and legend	**1**	**8.2**
	3	Appropriate title must include '(Number) Sold' and 'book'	Award for pie/line chart Ignore spelling and caps	**1**	**7.1**
	4	Category labels not truncated		**1**	**8.3**
	5	x-axis labelled e.g. title/book	Ignore spelling and caps Allow follow through if axes reversed	**1**	**8.2**
	6	y-axis labelled e.g. number sold	Ignore spelling and caps Allow follow through if axes reversed	**1**	**8.2**
	7	Chart fit for purpose	Must have 1-6 above **and** Correct spelling and sensible capitalisation of title and axis labels No full stop after title/labels Legend removed Printed on a separate sheet	**1**	**10.2**
			Total for Task 2(g)	**7**	
			Total for Task 2	**20**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(a)	1	WP/DTP used	Seen from file extension in Task 4	1	2.1
	2	Newsletter fits to one side A4, portrait		1	10.1
	3	The text from **NewsTextL1** inserted	If sub-headings missing penalise at MP 11	1	3.1
	4	28 July 1540 inserted in correct location, brackets removed	Allow follow through from section A, Task 1	1	7.1
	5	Logo from **ImagesJan15L1** inserted above or below body text		1	7.1
	6 7	Award 2 marks for **only two** suitable images selected from **ImagesJan15L1** Award 1 mark for either 1 or 3 suitable images inserted **Or** 2 images, 1 of which is correct	Not flowers or house	2	7.1
	8	Images inserted with relevant text		1	6.1
	9	All images, including logo, proportions maintained, no truncation, suitable size. Must not obscure text	Logo smaller than other images	1	2.2
	10	Barnham Book Club, as given formatted as title Must have 'Title:' removed	Must clearly be title, larger than body text Do **not** accept stylised fonts	1	7.1
	11	Consistent appropriate font **style and size** for sub-headings: March Book Club Meeting and Special	Must stand out from body text	1	7.1

		Event			
	12	Consistent appropriate **font style and size** for body text	Must be legible May vary to draw attention to important information	**1**	**7.1**
	13 14	Additional formatting techniques used to good effect, including key information made clear and easy to read	e.g. page border image border text wrap around images Heading centred Sensible alignment	**2**	**1.1**
	15	Newsletter is fit for purpose	Must have MPs 2-10 Balanced layout and good use of space No hyphenation or unnecessary line breaks in body text No duplication of any images Must have Grapes of Wrath Cover	**1**	**11.1**
	16	Newsletter saved with meaningful file name, e.g. newsletter	Evidence in task 4	**1**	**3.1**
Total for Task 3 (a)				**16**	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
3(b)	1 2	1 mark each up to a max of 2 marks for: Password protect Read only Restrict permissions/editing Add 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 selection of a suitable software application for sending an email		**1**	**2.1**
	2	To: jones.h24@freemail.co.uk		**1**	**9.1**
	3	Email subject refers to 'newsletter' or 'visit'		**1**	**9.1**
	4	Newsletter is attached	Filename must indicate that it is the newsletter	**1**	**9.1**
	5	Message content informs Helen that everyone is looking forward to her visit		**1**	**9.2**
	6	Message text uses appropriate salutation **and** business like tone	Accept Dear Helen, Helen; not 'Hi' or Helen Jones No text-speak etc Allow minor spelling errors if meaning not affected	**1**	**9.2**
		Total for Task 4		**6**	

Question Number			Answer	Additional Guidance	Mark	Standards reference
5	1 2		Award 1 mark each up to a maximum of 2 marks for checking: • Speakers connected • Sound not muted/low on speakers • Sound not muted/low on PC • Sound card present • Sound drivers installed/ software compatible • Headphones not plugged in		**2**	**2.3**
				Total for Task 5	**2**	
				TOTAL FOR SECTION B	**46**	
				TOTAL FOR TEST	**50**	

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