

Mark Scheme (Results)

January 2015

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 Number	Answer	Additional Guidance	Mark	Standards reference	
1 (a)	1	Screen shot shows search engine page and name of search engine	1	4.1	
	2	Criteria include 'Old Course'/ 'St Andrews'	1	4.1	
	3	Image inserted in ResponsesJan15L2	Accept any single image of golf course, do not accept gallery	1	5.2
	4	URL pasted into ResponsesJan15L2	Accept with or without http://www Do not accept Google/Bing/other search engines or derivatives	1	5.1
Total for Task 1(a)			4		

Question Number	Answer	Additional Guidance	Mark	Standards reference
1 (b)	1	13-19 July	Allow 12-19 July or 16 – 19 July	5.2
	2	Louis Oosthuizen	Ignore spelling and caps	5.2
Total for Task 1(b)			2	
Total for Task 1			6	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	<p>Award 3 marks for: correct efficient formula using a lookup function for any item. eg =VLOOKUP(C2,\$A\$27:\$B\$31,2,0)</p> <p>Award 2 marks for: correct formula using a lookup function but without absolute cell references eg =VLOOKUP(C2,A27:B31,2,0)</p> <p>Award 1 mark for: an attempt at a look up formula with correct look up value or range e.g. =VLOOKUP(C2,</p>	<p>Accept with or without fourth parameter/incorrect parameter</p> <p>Award for correct use of =LOOKUP</p> <p>Award for correct use of named range if this can be confirmed</p>	3	7.1
	2				
	3				
Total for Task 2(a)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)(i)	1	A correct efficient formula e.g. =D2*E2 Award for =PRODUCT(D2,E2)	Do not accept =SUM	1	7.1
2(b)(ii)	1	A correct efficient formula e.g. =D2+F2	Do not accept =SUM	1	7.1
	2	Replication of formulae for columns F and G	Allow follow through for incorrect formulae	1	7.1
Total for Task 2(b)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	=G2*H2 =PRODUCT(G2,H2)	Do not award for =SUM(G2*H2)	1	7.1
	2	=SUM(I2:I22)	Do not award for inefficient formula e.g. = I2+I3+I4+I5	1	7.1
Total for Task 2(c)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	All currency values formatted to £2dp	Do not award if columns E and H formatted £2dp	1	7.3
	2	No truncation in data view		1	7.4
	3	Award 1 mark for appropriate and consistent use of formatting that enhances the spreadsheet: e.g. <ul style="list-style-type: none"> • Enhanced title/column headings (font style and size) • Borders/ shading 	Do not award for text wrap on column headings	1	6.1
Total for Task 2 (d)				3	

Question Number	Answer	Additional Guidance	Mark	Standards reference																																			
2(e)	<p>1 2</p> <p>Award 2 marks for:</p> <table border="1" data-bbox="440 422 854 590"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>G</th> </tr> <tr> <th></th> <th>Item Code</th> <th>Description</th> <th>Size</th> <th>Selling Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>JLTJ</td> <td>Training Jacket</td> <td>Junior - Large</td> <td>£25.00</td> </tr> <tr> <td>16</td> <td>JSTJ</td> <td>Training Jacket</td> <td>Junior - Small</td> <td>£25.00</td> </tr> <tr> <td>19</td> <td>LTJ</td> <td>Training Jacket</td> <td>Ladies</td> <td>£42.00</td> </tr> <tr> <td>20</td> <td>MTJ</td> <td>Training Jacket</td> <td>Mens</td> <td>£42.00</td> </tr> </tbody> </table> <p>Must have Columns A, B, C and G with correct row headers. Accept with other columns visible.</p> <p>Award 1 mark for:</p> <p>Data without row headings</p>		A	B	C	G		Item Code	Description	Size	Selling Price	1					11	JLTJ	Training Jacket	Junior - Large	£25.00	16	JSTJ	Training Jacket	Junior - Small	£25.00	19	LTJ	Training Jacket	Ladies	£42.00	20	MTJ	Training Jacket	Mens	£42.00	<p>Row headings must show evidence of filter to award second mark i.e not 1,2,3,4 or similar.</p> <p>Award from either data view or formula view</p>	2	7.4
	A	B	C	G																																			
	Item Code	Description	Size	Selling Price																																			
1																																							
11	JLTJ	Training Jacket	Junior - Large	£25.00																																			
16	JSTJ	Training Jacket	Junior - Small	£25.00																																			
19	LTJ	Training Jacket	Ladies	£42.00																																			
20	MTJ	Training Jacket	Mens	£42.00																																			
Total for Task 2(e)			2																																				

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Bar or column chart		1	2.2
	2	Correct data range selected A1,A11,A16,A19,A20 and I1,I11,I16,I19,I20 JLTJ - £900.00 JSTJ - £625.00 LTJ - £1,050.0 MTJ - 1,890.00	Allow follow through	1	7.2
	3	Appropriate title which includes 'Income' and 'Training Jacket'	Ignore spelling and caps	1	6.1
	4	Appropriate axis labels e.g. 'item code' and 'income'	Ignore spelling and caps	1	7.2
	5	Chart is fit for purpose	Must have mp 1-4 and Legend removed Correct spelling and consistent capitalisation for title and axis labels Chart on a separate sheet without table of data.	1	10.1
Total for Task 2 (f)				5	
Total for Task 2				18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3	1	DTP/WP software used	May be seen in Task 4 email attachment.	1	2.1
	2	Fits to one side of A4, portrait		1	9.1
	3	'Northwaite Sports Club Information' entered as given	Must not include Title: Must be above text	1	6.1
	4	Logo inserted above or below body text		1	6.1
	5	Relevant text selected from ClubTextL2 Must include contact details as given	Must not include New Forest information Text may not contain sub-headings. Minimum text is one sentence from each section.	1	3.1
	6	Training Schedule formatted as a table	May not be able to see gridlines - but information is clearly tabular	1	6.1
	7	Louis Oosthuizen and 13-19 July inserted	Allow follow through	1	3.1
	8	Filtered table from Task 2 (e) inserted	Accept with or without additional columns as identified in 2e	1	3.1
	9	Text from Task 1 and filtered table replaces bracketed text	Brackets must be removed	1	6.1
	10	No more than Two suitable images, other than logo, inserted from ImagesJan15L2	Do not allow ship and hotel lobby Either from ImagesJan15L2 or Task 1	1	5.2
	11	Images, including logo, suitable size, proportions maintained, no truncation	No obscuring of text Logo smaller than images	1	2.2
	12	Title formatted to stand out	No stylised fonts May be increased font size, font style enhancements or a different font	1	6.1

Question Number	Answer	Additional Guidance	Mark	Standards reference
13	Leaflet has four distinct sections <ul style="list-style-type: none"> • Facilities • Indoor Training Area • Group Activities • The Club Shop 	Ignore New Forest if included Accept training schedule distinct within indoor training area	1	1.1
14	Training Schedule table enhanced e.g. Headings Borders		1	6.1
15	Consistent and appropriate font style and size for each of: Subheadings Body text	No stylised fonts Easy to read Subheadings, if present, enhanced/ stand out from body text Contact details may be different from other text	1	1.1
16	Images and filtered table located with relevant text, sensible use of text wrap where used	No unnecessary hyphenation	1	10.1
17	Information Sheet is fit for purpose	Must have mp 2 – 12 and Balanced layout, no large areas of white space No duplication of images including logo	1	9.2
18	Information Sheet has a meaningful file name e.g. (Northwaite) Sports Club Information	Information (sheet) also acceptable. Seen in Task 4	1	3.1
Total for Task 3			18	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
4	1	Must have both addresses as given To: s.foggarty@northwaite.ac15.uk cc: j.davidson@northwaite.ac15.uk	Must be a screen shot showing email client Must be in the correct sections	1	8.1
	2	Candidate's information sheet attached and suitable subject e.g. Information sheet		1	8.1
	3	Message asks Sarah to confirm the times (in the training schedule) are correct		1	8.1
	4	Message uses appropriate business salutation, tone and sensible punctuation	Accept 'Sarah / Dear Sarah' Do not accept 'Dear Sarah Foggarty' 'Hi' Ignore minor spelling errors that do not affect meaning.	1	8.3
Total for Task 4			4		

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(a)	1 2	<p>Award 1 mark up to a maximum of 2 for any of:</p> <p>Check if the image is copyright protected or Acknowledge source or Seek permission to use the image from the copyright owner or Check if it has a Creative Commons License or Replace image with own photo or Pay to use the image</p>		2	5.1
5(b)	1	<p>Award 1 mark for any of the following actions:</p> <ul style="list-style-type: none"> • Do not open the attachment • Delete the email • Scan the attachment with AV software Send it to the spam/junk (folder) 	Do not accept do not open the email	1	2.5
	2	<p>Award 1 mark for any relevant reason</p> <ul style="list-style-type: none"> • The attachment may have a virus/spyware/malware • To avoid possible corruption/loss of data 		1	2.5
Total for Task 5				4	
TOTAL FOR SECTION B				44	
TOTAL FOR TEST				50	

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Llywodraeth Cynulliad Cymru
Welsh Assembly Government

