Mark Scheme (Results)

June 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	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 'South Africa'/'South African'	Must be readable	**1**	**5.1**
	3	Image of South African flag in **ResponsesJun15L1**	Do not award unless evidence of search in mp 2 or 4 Do not award for gallery. Accept 1928-1994 flag.	**1**	**6.1**
	4	Website address in full pasted in relevant cell in **ResponsesJun15L1**	May not include http:// and www. Do not accept Google or Bing or other image search engines	**1**	**6.1**
			Total for Task 1	**4**	
			TOTAL FOR SECTION A	**4**	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(a)	1	**SAquotesL1** opened from folder structure		**1**	**3.1**
	2 3	Award **2 marks** for: 8600, 7230 and 7650 entered correctly in **B8:D8** Award **1 mark** for any 2 values entered correctly		**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 efficient formula for **Total Price** for **any** travel company e.g. =SUM(B7:B11) Award **1 mark** for correct inefficient formula for **Total Price** for **any** travel company e.g. =B7+B8+B9+B10+B11 OR =SUM(B7:B12) OR **all** three values correct in data view	Do not accept =SUM(B7+B8+B9+ B10+B11)	**2**	**8.1**
	3	Formulae in B13 **and** B15 replicated across columns C and D	Must be formula view Follow through for incorrect formula	**1**	**8.1**
		Total for Task 2(b)		**3**	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
2(c)	1 2	Award **2 marks** for correct efficient formula for one person for **any** travel company e.g. =B13/20 Award **1 mark** for correct inefficient formula for any travel company e.g. =(B7+B8+B9+B10+B11)/20 OR =SUM(B13/20) OR **all** three values correct in data view	Must have brackets 524, 465, 498 (accept £524.55, £465.30, £498.85)	**2**	**8.1**
	3	Formula is in row 15	Must be formula view	**1**	**8.1**
	4	Suitable label inserted in cell **A15** e.g. Price per person	Ignore spellings/caps	**1**	**8.3**
			Total for Task 2(c)	**4**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)(i)	1	All values formatted to £ and 2 dp	**Must be in data view**	1	**8.3**
2(d)(ii)	1	Truncation removed from column A	**Must be in data view**	1	**7.1**
	2	Any other enhancement that improves clarity e.g. • Title/column headings formatted to stand out eg larger font, bold • Effective use of shading / borders	**Do not accept text wrap on travel company names**	1	**7.1**
			Total for Task 2 (d)	3	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
2(e)	1	Bar or column chart produced		**1**	**8.2**
	2	Correct data range selected B6:D6 and B13:D13 (company name and total price) Category labels present and not truncated	Award if pie chart with only correct data range and value on segment	**1**	**8.3**
	3	Suitable chart title inserted e.g. 'Total price for each travel company'	Ignore spelling and caps Award for pie chart	**1**	**7.1**
	4	X axis labelled e.g. 'Travel Company'	Ignore spelling and caps	**1**	**8.2**
	5	Y axis labelled e.g. '(Total) Price'	Ignore spelling and caps	**1**	**8.2**
	6	Legend removed	Award for pie chart where travel company name shown in full	**1**	**8.2**
	7	Chart is fit for purpose	1 – 6 above **and** correct spelling and sensible capitalisation of title and axis labels No full stop after title Title in chart No unnecessary information on chart Chart on separate sheet No data on sheet	**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 3b	**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	Text from **TripTextL1** included Must have title slide and slide 5 information as a minimum	Accept with or without slide labels	**1**	**6.1**
	5	Logo on every slide	Need not be consistently placed	**1**	**3.1**
	6	Image of South African flag on title slide only	Allow follow through from task 1	**1**	**3.1**
	7	One image only on slides 2-4 selected from **ImagesJun15L1**	Accept same image on more than 1 slide Do **not** accept images other than logo on slide 5 Do not accept skier	**1**	**1.1**
	8	'Towburn Hockey Club Under-16 Hockey Festival South Africa 22 to 29 November 2015' formatted appropriately as title slide	'Title slide:' removed Wording as given on four separate lines, allow FT from MP4 Accept TOWBURN HOCKEY CLUB	**1**	**7.1**
	9	Correct body text on slides 2, 3, 4 and 5	Slide labels removed Allow follow through for less than five slides	**1**	**7.1**
	10	Slide titles **as given** formatted consistently (with or without colon on slide 5) should be larger than or stand	Why are we going? Where are we going? What will we be doing? Further	**1**	**7.1**

		out from slide text Accept legible stylised fonts	information: Accept ALL CAPS		
	11	Images do not obscure text and are not truncated by slide margins		**1**	**7.1**
	12	Images appropriate and similar size with proportions maintained. One logo only on each slide.	Logo smaller than images	**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	Any formatting feature used **consistently** and **effectively** to enhance presentation, e.g. alignment, placement/size of images and/or logo, borders/slide design	Ignore use of software defaults, eg slide titles centred and standard bullets	**1**	**11.1**
	15	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**
	16	Presentation saved with meaningful file name e.g. 'Festival trip' or 'U16 trip' or appropriate combination	Evidenced in 3b	**1**	**3.1**
Total for Task 3 (a)				**16**	

Question Number		Answer	Additional Guidance	Mark	Standards Reference
3(b)	1	New folder called **SA Festival** created as given		**1**	**3.1**
	2	Candidate's spreadsheet **and** presentation **only** stored in folder	Ignore duplicate copies elsewhere	**1**	**3.1**
			Total for Task 3 (b)	**2**	
			Total for Task 3	**18**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of email client software		**1**	**2.1**
	2	To: fionap@towburnhc.org.uk	Ignore capitalisation	**1**	**9.1**
	3	Suitable subject line indicates spreadsheet or prices		**1**	**9.1**
	4	Candidate's spreadsheet attached		**1**	**9.1**
	5	Message indicates that spreadsheet is to be sent to all parents of the Towburn under-16 team		**1**	**9.2**
	6	Message uses appropriate business salutation and tone and is fit for purpose	Accept 'Hello/Dear Fiona' or 'Fiona' **NOT** 'Fiona Pearson' or 'Dear Fiona Pearson' or 'Dear Miss/Ms Pearson' Do not accept 'text speak', incorrect capitalisation, lower case 'i', missing full stops Ignore minor spelling and grammar errors	**1**	**9.2**
			Total for Task 4	**6**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1 2	Award one mark each up to a maximum of two for any suitable reason eg: • Hard to guess • Is more than 8 characters long • Does not contain his user name or real name • Does not contain a complete word Uses a mix of upper and lower case letters/symbols and/or other characters/numbers		2	4.1
			Total for Task 5	**2**	
			TOTAL FOR SECTION B	**46**	
			TOTAL FOR TEST	**50**	

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