

Mark Scheme (Results)

June 2016

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 include 'Greyfriars Bobby'	Must be able to read keywords	1	5.1
	3	John Gray in ResponsesJun16L1	Ignore spelling and caps	1	6.1
	4	Website address in full pasted in relevant cell in ResponsesJun16L1	May not include http:// and 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	EdinburghL1 opened from folder structure		1	3.1
	2	Value for Nazad family in C9 changed to 458	Accept £458.00	1	8.4
Total for Task 2 (a)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Award 2 marks for Amount paid for any family eg =SUM(D5:H5) Award 1 mark for =D5+E5+F5+G5+H5 OR all six values correct in data view	£160.40	2	8.1
	2		£159.50 £400.00 £99.00 £360.00 £230.00		
			Accept non currency format but must be 2dp		
Total for Task 2(b)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Award 2 marks for June payment for any family =C5-I5 Award 1 mark for =SUM(C5-I5) or(=I5-C5) to give negative response		2	8.1
	2				
	3	Suitable heading eg 'June (payment)' in cell J4	Ignore spelling/caps	1	8.4
	4	Formulae replicated in either column I or J	Allow follow through for incorrect formulae	1	8.1
Total for Task 2(c)				4	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	Award 2 marks for Total for any column eg =SUM(B5:B10) Award 1 mark for =B5+B6+B7 etc OR inclusion of row 11		2	8.1
	2				
Total for Task 2(d)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e) (i)	1	Columns C to J formatted to £2dp	Must be from data view	1	8.3
2(e) (II)	1	Truncation removed	Must be from data view	1	7.1
	2	Any other enhancement that improves clarity eg <ul style="list-style-type: none"> • Title/column headings formatted to stand out eg larger font, bold • Effective use of shading / borders 		1	7.1
Total for Task 2 (e)				3	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Bar or column chart produced		1	8.2
	2	Correct data range selected A5:A10 and I5:I10 (Family and Amount paid) Category labels present and not truncated	Award for pie chart with correct data range (ie segment labels/legend)	1	8.3
	3	Suitable chart title inserted eg 'Amount paid by each family (group)'	Ignore spelling and caps Award for pie chart	1	7.1
	4	X axis label eg 'Family'	Ignore spelling and caps	1	8.2
	5	Y axis label eg 'Amount' or 'Amount Paid'	Ignore spelling and caps	1	8.2
	6	Chart is fit for purpose	1–5 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(f)				6	
Total for Task 2				19	

Question Number	Answer	Additional Guidance	Mark	Standards reference	
3(a)	1	WP/DTP used	Confirm in task 3b or task 4 email	1	2.1
	2	Fact sheet is one A4 page, portrait		1	1.1
	3	Edinburgh August 2016 Monday 15 August to Saturday 20 August inserted as given	Must not include the word 'Title'	1	3.1
	4	Title formatted to stand out	Must be above all other text Do not accept stylised fonts (that are not legible)	1	7.1
	5	All text from FactSheetL1 included	May not include the subheadings	1	3.1
	6	Programme of events and visits in a table	May not have borders but must appear as if it is laid out in columns	1	7.1
	7	Table has at least 4 or 5 rows and 2 columns (or vice versa)	Information correct and logical/co-located	1	7.1
	8	John Gray inserted brackets removed	Allow follow through from Task 1	1	10.1
	9	One logo inserted anywhere on fact sheet		1	3.1
	10	2 suitable images only selected from ImagesJun16L1	Do not accept surfer or cyclist	1	6.1
	11	Images and logo suitable size, proportions maintained and no truncation	Logo no bigger than other images	1	2.2
	12	Images located with/adjacent to relevant text	May be included in table	1	10.2
	13	Appropriate and consistent font size and style for sub-headings and body text, sub-headings stand out from body text	All 4 sub-headings: Edinburgh, Programme..., Suggestions..., Contact information.	1	7.1
	14 15	Award 2 marks for all 6 items located as per plan Award 1 mark for any 4 items located as per plan	Programme of events and visits need not be in a table	2	7.1

	16	Award 1 mark for any formatting technique used to good effect eg page border, bullets, alignment, borders/shading/ enhancement of column headings in table		1	7.1
	17	Fact sheet fit for purpose	Must have mp 2-12 plus balanced layout and good use of white space	1	11.1
Total for Task 3(a)				17	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1	New folder called Edinburgh Trip created as given		1	3.1
	2	Candidate's spreadsheet and fact sheet stored in folder	Ignore duplicates elsewhere in user area	1	3.1
Total for Task 3(b)				2	
Total for Task 3				19	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of email client software		1	2.1
	2	To: cday@hoxtonbc.org.uk	Ignore capitalisation	1	9.1
	3	Subject line indicates spreadsheet and/or trip		1	9.1
	4	Candidate's spreadsheet attached		1	9.1
	5	Message indicates that spreadsheet shows payments for the (Edinburgh) trip		1	9.2
	6	Message uses appropriate business salutation and tone and is fit for purpose	Accept 'Hello/Dear Clive/Mr Day' or 'Clive' not 'Clive Day' or 'Dear Clive Day' not 'Hi' or 'Hey' Do not accept 'text speak', incorrect capitalisation of proper names, lower case 'i' Ignore minor spelling and grammar errors	1	9.2
Total for Task 4				6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Award one mark up to maximum of two for each reason, eg: <ul style="list-style-type: none"> • easy to guess/related to context/recognisable word • no numbers, symbols, capitals • not random use of characters 		2	4.1
	2				
Total for Task 5				2	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

Ofqual



Llywodraeth Cynulliad Cymru
Welsh Assembly Government



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