Mark Scheme (Results)

June 2016

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 with criteria box		**1**	4.1
	2	Criteria includes **alpaca**		**1**	4.1
	3	Image pasted into **ResponsesJun16L2**	Do not accept gallery of images	**1**	5.2
	4	Website address of image in **ResponsesJun16L2**	Do not accept search engine or derivatives	**1**	5.1
		Total for Task 1 (a)		**4**	
1(b)	1	Napoleon	Accept minor spelling mistakes	**1**	5.2
	2	bbka@bbka.org.uk		**1**	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)i	1 2	**Award 2 marks for**: whole table sorted in descending order of **Number Sold** **Award 1 mark for**: whole table sorted in ascending order of **Number Sold**	For 2 marks should be: Jam, Summer berries, 145,130,15,75,Yes For 1 mark would be: Jam, Passion fruit, 75,45,30,75,Yes	**2**	7.4
			Total for Task 2 (a)i	**2**	
2 (a)ii	1	**Summer berries** highlighted Accept if all row highlighted Accept any form of highlighting	Allow follow through	**1**	7.4
			Total for Task 2 (a)ii	**1**	
2 (b)	1	**Remaining Stock** for any product eg =C5-D5 in E5		**1**	7.1
			Total for Task 2 (b)	**1**	
2 (c)	1 2 3	**Award 3 marks for:** =VLOOKUP(A5,$I$5:$J$8,2) OR =LOOKUP(A5,$I$5:$J$8) OR =LOOKUP(A5,$I$5:$I$8, $J$5:$J$8) **Award 2 marks for:** Correct formula using a lookup function to enter the re-order level for any product eg any of the above without absolute references or including blank or additional cells within range **Award 1 mark for**: Attempted use of lookup function with at least =(V)LOOKUP(A5,	**Must be in formula view** Ignore 4th parameter in VLOOKUP Accept use of correctly named range for (I5:J8) or correct use of single $	**3**	7.1
			Total for Task 2 (c)	**3**	
2 (d)	1 2 3	**Award 3 marks for:** =IF(E5<=F5,"Yes","No") OR =IF(E5>F5,"No","Yes") **Award 2 marks for:** =IF(E5<F5,"Yes","No") =IF(E5>=F5,"No","Yes") **Award 1 mark for attempt at IF:** =IF(E5<=F5 OR=IF(E5>F5 OR =IF(E5>=F5 OR=IF(E5<F5	**Must be in formula view** Award for correct formula for any product Ignore capitalisation, accept Y or N	**3**	7.1
	4	Replication of formulae from **E5**	**Must be in**	**1**	7.1

		to **G18** column **F** must have absolute cell references or named range	**formula view** Allow follow through for incorrect formulae			
			Total for Task 2 (d)	**4**		
2 (e)	1	No truncation in data view	Must be data view	**1**		6.1
	2	**Award 1 mark** for any of the following used consistently to enhance clarity, eg • title and/or column headings enhanced • appropriate borders/shading • merging of cells for title	Must be data view Do not award for gridlines Ignore text wrap on row 4	**1**		6.1
			Total for Task 2(e)	**2**		
2 (f)	1	Bar or column chart created **and** Correct data selected Product Description (B) Opening Stock (C) and Remaining Stock (E)		**1**		7.2
	2	Appropriate title which includes 'opening', 'remaining' and 'product'	Ignore spelling and caps Award for pie chart	**1**		6.1
	3	Legend clearly identifies Opening Stock and Remaining Stock		**1**		7.3
	4	Suitable axis labels eg 'product' and 'number'	Ignore spelling and caps Accept description and value	**1**		7.2
	5	Chart is fit for purpose	Must have mp 1 to 4 **and** Correct spelling and consistent capitalisation of title and axis labels No truncation of category labels No unnecessary information Chart is on a separate sheet with no 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	WP/DTP software used		**1**	2.1
	2	Newsletter is one side A4 portrait		**1**	1.1
	3	'Six Elms Farm News' as given formatted as title 'Title:' removed	Must be larger than sub headings No stylised fonts that are not legible	**1**	6.1
	4	Relevant text selected from **FarmTextL2** included as given with subheadings: Visit our alpacas Heavy horses, Busy bees, Farm shop news	Must not include 'Computer classes for beginners'	**1**	3.1
	5	Newsletter at least partially formatted as columns, no more than 3 columns	Title may be above columns	**1**	2.2
	6	Napoleon replaces bracketed text, brackets removed	Allow follow through from Task 1(b)	**1**	6.1
	7	bbka@bbka.org.uk replaces bracketed text, brackets removed	Allow follow through from Task 1(b)	**1**	6.1
	8	'Summer berries' entered in appropriate location, brackets removed	Allow FT from task 2(a)(ii) Ignore capitalisation	**1**	3.1
	9	**One** Logo **only** inserted above or below body text, may be beside title		**1**	3.1
	10	Image found in Section A, Task 1(a) inserted	Allow FT from task 1(a)	**1**	5.2
	11	**Two** other suitable images **only** selected from **ImagesJun16L2**	Not clock	**1**	3.1
	12	Images located with relevant text		**1**	9.1
	13	All images appropriately sized and proportions maintained, do not truncate or obscure text	Logo should be smaller than other images	**1**	2.2
	14	Subheadings formatted consistently to stand out from body text Visit our alpacas Heavy horses Busy bees Farm shop news	No stylised fonts All subheadings must be present Allow F/T for MP4	**1**	6.1
	15	Body text appropriate and consistent font, size and style		**1**	6.1
	16	Any formatting feature used to good effect eg:		**1**	6.1

		• page border • line between columns • alignment eg section heading centred • text wrap around images			
	17	Document is accurate No hyphenation No extra/missing spaces No inappropriate line or column breaks		**1**	9.2
	18	Newsletter meets all criteria, has consistent columns and balanced layout	Must have marking points 2-13	**1**	10.1
			Total for Task 3	**18**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot shows email software with headings & message area		**1**	2.1
	2	To: crosslandps@6elmsfarm.co.uk	Allow if not in email client but with label 'To:'	**1**	8.1
	3	Suitable subject **and** candidate's spreadsheet attached		**1**	8.1
	4	Suitable business-like salutation, message and tone which asks Peter to re-order products where remaining stock is low	Do not accept 'hi' or 'hey' Do not accept text speak or lower case 'i' or incorrect capitalisation of proper nouns Sensible punctuation Ignore minor spelling mistakes which do not change meaning	**1**	8.3
			Total for Task 4	**4**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5(a)	1 2	**Award 1 mark** up to a maximum of 2 for each reason: • email address is not from delivery company • undisclosed recipients/not addressed to Peter • link is not to delivery company website • request for information such as passport, driving licence details • no salutation • spelling errors in content	Do not accept 'Peter is not expecting any parcels' Or 'download form'	**2**	2.4
			Total for Task 5(a)	**2**	
5(b)	1 2	**Award 1 mark** up to a maximum of 2 for each risk identified: • malware (eg virus, spyware, ransomware) • phishing/identity theft	Accept valid descriptions Personal details exposed not	**2**	2.5

		• data corruption/loss • damage to computer system	enough		
			Total for Task 5(b)	**2**	
			Total for Task 5	**4**	
			TOTAL FOR SECTION B	**44**	
			TOTAL FOR TEST	**50**	