Mark Scheme (Results)

June 2017

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		Answer	Additional Guidance	Mark	Standard
1(a)	1	Screen shot shows a search engine page with the criteria box		**1**	**4.1**
	2	Criteria includes '**Crufts**' and '**2018**'		**1**	**4.1**
	3	8 to 11 March entered in **ResponsesJun17L2**		**1**	**5.2**
	4	Website address entered into **ResponsesJun17L2**	May not include 'http://' or 'www' Do not accept Google, Bing, other search engines or derivatives	**1**	**5.1**
Total for Task 1 (a)				**4**	
1(b)	1	Single image of Crufts Best in Show 2016 pasted into **ResponsesJun17L2**		**1**	**5.2**
	2	thekennelclub.org.uk	May not include 'http://' or 'www' Accept derivatives	**1**	**5.2**
Total for Task 1 (b)				**2**	
Total for Task 1				**6**	
TOTAL FOR SECTION A				**6**	

Section B

Question		Answer	Additional Guidance	Mark	Standard
2(a)	1	**Total Payments** for any member =SUM(D3:I3)	Must be in formula view	**1**	**7.1**
			Total for Task 2(a)	**1**	
2(b)	1 2 3	**Award 3 marks for:** =VLOOKUP(C3,'Room Rate'! $A$3:$C$6,3) **OR** =LOOKUP(C3,'Room Rate'! A$3:C$6,3) **OR** LOOKUP(C3,'Room Rate'! $A$3:$C$6) **OR** LOOKUP(C3,'Room Rate'! $A$3:$A$6, 'Room Rate'! $C$3:$C$6) **Award 2 marks for:** 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(C3,	**Must be in formula view** Award for correct formula for any member Accept named range if evidence available	**3**	**7.1**
			Total for Task 2(b)	**3**	
2(c)	1	**Balance To Pay** =K3-J3	**Must be in formula view** Do not accept =SUM	**1**	**7.1**
			Total for Task 2(c)	**1**	

Question		Answer	Additional Guidance	Mark	Standard

2(d)	1
	2
	3
		Award 3 marks for:
		=IF(L3>=120,"Yes","No") **OR**
		=IF(L3<120,"No","Yes")
		Award 2 marks for:
		=IF(L3>120,"Yes","No") **OR**
		=IF(L3<=120,"No","Yes")
		Award 1 mark for:
		=IF(L3<120 **OR**
		=IF(L3>=120 **OR**
		IF(L3<=120 **OR**
		IF(L3>120 **OR** use of range for comparison
			Must be in formula view
			Award for any member
			
			Ignore capitalisation
				3	**7.1**

	4	Replication of formulae from **J3:M24** Column K must have absolute cell references	Must be in formula view Allow follow through for incorrect formulae	**1**	**7.1**
		Total for Task 2(d)		**4**	
2(e)	1 2	**Award 2 marks for:** whole table sorted in alphabetical order of **First Name** within alphabetical order of **Last Name** **Award 1 mark for:** whole table sorted in reverse alphabetical order of **First Name** within alphabetical order of **Last Name OR** whole table sorted in alphabetical order of **First Name** within reverse alphabetical order of **Last Name**	Data integrity must be maintained Dean Allen, S, £35, £55, £35, £65, £50, £70, £310, £360, £50, No	**2**	**7.4**
		Total for Task 2(e)		**2**	
2(f)(i)	1	All values formatted to £0dp	Must be data view	**1**	**7.3**
2(f)(ii)	1	Any of the following used consistently to enhance clarity, eg • no truncation • title centred and enhanced • column headings enhanced • appropriate borders/shading	Must be data view for removal of truncation Do not award for gridlines or word warp of column headings	**1**	**6.1**
		Total for Task 2 (f)		**2**	
2(g)	1	Bar or column chart created		**1**	**7.2**
	2	Correct data selected A3:A24, L3:L24	Award for pie chart with 22 segments, data labels and legend	**1**	**6.1**
	3	Title includes 'balance to pay' and 'member'	Ignore spelling and capitals Award for pie chart	**1**	**7.2**

	4	Legend removed **and** axes labelled eg 'name' and 'amount'		1	10.1
	5	Chart is fit for purpose	Must have mp 1 to 4 Correct spelling and capitalisation of title and axis labels No truncation of category labels Chart on separate sheet with no table of data	1	10.1
Total for Task 2(g)				**5**	
Total for Task 2				**18**	

Question		Answer	Additional Guidance	Mark	Standard
3(a)	1	WP/DTP software used		**1**	**2.1**
	2	1 page A4 portrait		**1**	**1.1**
	3	**Crufts Dog Show 2018** entered as given 'Title:' removed **and** formatted as title	Larger than subheadings and body text Accept stylised fonts that are legible	**1**	**6.1**
	4	All relevant text selected from **ShowTextL2** entered as given	Must include subheadings Must **not** include Youth activity centre paragraph	**1**	**3.1**
	5	8-11 March inserted	Allow FT from Task 1(a) Brackets and prompt removed	**1**	**6.1**
	6	**One** logo **only** inserted	Must be top or bottom May be adjacent to title	**1**	**3.1**
	7	thekennelclub.org.uk inserted	Allow FT from Task 1(b) Brackets and prompt removed	**1**	**3.1**
	8	Image of Crufts Best in Show inserted	Allow FT from Task 1(b)	**1**	**3.1**
	9	**One** other suitable image selected from **ImagesJun17L2**	Do not accept cat or flower	**1**	**3.1**
	10	All images including logo appropriately sized and proportions maintained, no truncation, do not obscure text	Logo no bigger than other images	**1**	**2.2**
	11	Images located with relevant text		**1**	**9.1**
	12	Best of Breed Winners formatted as a table, at least 7 rows and 3 columns		**1**	**6.1**
	13	Table formatted effectively eg column titles enhanced, borders, alignment, commas removed, shading, title in merged cell		**1**	**6.1**
	14	Consistent and appropriate font size and style for **all** subheadings and body text	Subheadings formatted consistently to	**1**	**6.1**

		Ignore hyperlinks and table	stand out from body text		
	15	Any formatting feature used to good effect eg: • page border • alignment/justification • text wrap around images	Allow columns	**1**	**6.1**
	16	Document is fit for purpose **AND** has • consistent and balanced layout • no unnecessary hyphenation or full stops • no extra/missing spaces • no inappropriate line breaks • commas removed in table text • no full stop after inserted web address but full stop after dates entered in mp8	Must have mp 2-12	**1**	**9.2**
			Total for Task 3(a)	**16**	

Question		Answer	Additional Guidance	Mark	Standard
3(b)	1	Folder called **2018 Crufts Show** as given		**1**	**3.1**
	2	**Only** spreadsheet **and** information sheet moved into the new folder	Do not award if copies elsewhere in the test folder	**1**	**3.1**
			Total for Task 3(b)	**2**	
			Total for Task 3	**18**	

Question		Answer	Additional Guidance	Mark	Standard
4	1	Screen shot shows email client software		**1**	**2.1**
	2	To: thind@bakerstontraining.org.uk		**1**	**8.1**
	3	Suitable subject **and** spreadsheet attached		**1**	**8.1**
	4	Message asks Tracey to remind **members** that **final payment** is due at the beginning of **October** **and** uses suitable salutation and business tone **and** has correct spelling and grammar	Do not accept Hi or Hey Accept 'Tracey' or 'Dear Tracey' Do not accept 'Dear Tracey Hind'	**1**	**8.3**
		Total for Task 4		**4**	

Question		Answer	Additional Guidance	Mark	Standard
5(a)(i)	1	Any relevant reason: • viruses/spyware/malware • corruption/loss of data		**1**	**2.5**
5(a)(ii)	1	Any of the following actions: • Delete the message • Send it to Spam/Junk (folder) • Install anti-virus / scan the attachment with anti-virus software	Do not accept "Do not open the message / attachment"	**1**	**2.5**
		Total for Task 5(a)		**2**	
5(b)	1 2	**Award 1 mark** each up to a maximum of 2 for: • seek permission from copyright owner/acknowledge source • check for Creative Commons Licence/copyright free • replace image with own photo • pay to use the image	Do not accept 'check copyright' on its own	**2**	**5.1**
		Total for 5(b)		**2**	
		Total for Task 5		**4**	
		TOTAL FOR SECTION B		**46**	
		TOTAL FOR TEST		**50**	