Mark Scheme

SET 24 - R2022



**Functional Skills**



Functional Skills qualification in Information and Communication Technology (ICT)

Level 1

**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**

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 1 | 1 | Screen shot of search engine used to find results |  | **1** |
| 2 | Key words in search criteria must include ‘cafe’ and ‘Marwell’ | Ignore spelling & capitalisation | **1** |
| 3 | **(Café) Graze** in **ResponsesSet24L1** | Correct spelling | **1** |
| 4 | Website address copied in full | Do **not** accept Google, Bing, hyperlinks or derivatives | **1** |
| **Total for Task 1** | | | | **4** |

**Section B**

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 2(a) | 1 | **TorveySet24L1** opened and used |  | **1** |
| 2 | 15 in **C13** and 17 in **H13** | Allow follow through for incorrect sort | **1** |
| **Total for Task 2 (a)** | | | | **2** |
| 2(b) | 1  2 | **Award 2 marks** for correct formula for **Total Sessions** for any child eg =SUM(B6:K6)  **Award 1 mark** for =B6+C6+D6+E6+F6+ … |  | **2** |
| 3 | Formula replicated **L6:L13 only** | Allow follow through for incorrect formula | **1** |
| **Total for Task 2(b)** | | | | **3** |
| 2(c) | 1  2 | **Average** calculated for any session  **Award 2 marks** for:  =AVERAGE(B6:B13) in B15  **Award 1 mark** for =SUM(B6:B13)/8 in B15  **OR**  =AVERAGE(B6:B14) | Accept if entered in adjacent blank row | **2** |
| 3 | Formula replicated **B15:K15 only** | Allow follow through for incorrect formulae | **1** |
| **Total for Task 2(c)** | | | | **3** |
| 2(d) | 1  2 | **Award 2 marks for A6:L13** sorted in alphabetical order of **Child**  **Award 1 mark for A6:L13** sorted in reverse alphabetical order of **Child**  **OR**  **Child** column **Only** sorted | Correct sort will start Aasmah Ranjam 30 31 35 31 34 36 31 30 34 30  (note only child with any attendances above 30) | **2** |
| **Total for Task 2 (d)** | | | | **2** |

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 2(e) | 1 | Formulae for AVERAGE **(B15:K15)** formatted as whole numbers |  | **1** |
| 2  3 | **Award one mark** each for up to two enhancements:   * appropriate borders/shading * enhancements to headings on rows 3-5 **and** title * title centred and merged in cells **A1:L1** * centre alignment of values in **B6:L15** | Ignore borders and alignment in rows 3-5 | **2** |
| **Total for Task 2 (e)** | | | | **3** |
| 2(f) | 1 | Column or bar chart produced |  | **1** |
| 2 | Correct data range selected **A6:A13** (Child) and **L6:L13** (Total sessions) | Award for pie chart with 8 segments and category labels  Do not award for image or picture | **1** |
| 3 | Chart title includes  ‘total’, ‘sessions’ and ‘child’ | Award for pie chart/line graph  Ignore spelling/caps | **1** |
| 4 | X axis labelled eg ‘child’ | Ignore spelling/caps | **1** |
| 5 | Y axis labelled eg ‘sessions’ or ‘number’ | Ignore spelling/caps | **1** |
| 6 | Legend removed | Award for correct legend in pie chart or multi series chart | **1** |
| 7 | Chart is fit for purpose | Must have MP1-MP6 **and**  Correct spelling and sensible capitalisation of title and axis labels  No full stop at end of title/labels  No unnecessary content – table of data or column values  Chart saved on a separate worksheet within spreadsheet | **1** |
| **Total for Task 2(f)** | | | | **7** |
| **Total for Task 2** | | | | **20** |

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 3(a) | 1 | Presentation software used |  | **1** |
| 2 | Four slides only |  | **1** |
| 3 | Logo on all slides |  | **1** |
| 4 | ‘Torvey Toddlers trip to Marwell Zoo **and** Presented by Aylsha Fredricks’ inserted **as given** on title slide | ‘Title slide:’ removed | **1** |
| 5 | **All** body text **and** slide titles from **MarwellSet24L1** inserted **as given** | **Without** slide *labels* 2, 3 & 4 | **1** |
| 6 | **(Café) Graze** inserted in correct location in text | Allow follow through from Task 1 | **1** |
| 7 | Text divided up   * Title slide * The zoo animals * Refreshments * Getting there | Each section on separate slide | **1** |
| 8  9 | **Award 2 marks** for **three** correct images **only** inserted  from **ImagesSet24L1**  **Award** **1 mark** for **two** correct images **only** inserted or duplication of correct images | Do **not** accept images of  seaside or aeroplane | **2** |
| 10 | Consistent suitable transition applied between slides | | **1** |
| 11 | Images located with relevant text | Giraffe on slide 2, café on slide 3, coach on slide 4 | **1** |
| 12 | All images appropriate and suitable size, proportions maintained, no truncation, do not obscure text | Logo smaller than other images on slides 2 – 4 | **1** |
| 13 | Appropriate and consistent font style **and** appropriate size for titles and body text on slides 2–4 | No stylised fonts that are not legible  Minimum size 20 pt | **1** |
| 14 | Formatting feature used effectively to enhance presentation | Eg:   * slide design * selective/consistent use of bullets * consistent use of logo * ‘in-slide’ transitions | **1** |
| 15 | Presentation is fit for purpose | Must include MP 1-11 plus   * Balanced layout * No large areas of white space * Consistent style across slides 2 – 4 * No added or missing spaces/punctuation/ hyphenation * (Café) Graze correctly capitalised | **1** |
| 16 | Presentation saved with meaningful filename eg Marwell Zoo, Torvey Toddlers | | **1** |
| **Total for Task 3 (a)** | | | | **16** |

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 3(b) | 1 | New folder called **Torvey Toddlers as given** |  | **1** |
|  | 2 | Presentation **only** in new folder | Ignore copies elsewhere in candidate folder | **1** |
| **Total for Task 3 (b)** | | | | **2** |
| **Total for Task 3** | | | | **18** |

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 4 | 1 | Screenshot shows email software used |  | **1** |
| 2 | To: aylsha@torveytoddlers.org.uk | | **1** |
| 3 | Suitable subject indicates eg ‘spreadsheet’ or ‘meeting’ |  | **1** |
| 4 | Candidate’s spreadsheet attached |  | **1** |
| 5 | Message is clear that Aylsha needs to confirm the **sessions** for **Max** **Leonson** are **correct** |  | **1** |
| 6 | Message uses appropriate business salutation and tone and is fit for purpose | Do **not** accept ‘Hi/Hey/To’  ‘Dear Aylsha Fredricks’  ‘Aylsha Fredricks’  No text speak or use of ‘i’  Allow minor spelling errors if meaning not affected  Correct spelling and capitalisation of proper names  Correct punctuation/capitalisation at beginning/end of sentences | **1** |
| **Total for Task 4** | | | | **6** |

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| **Question** | | **Answer** | **Additional Guidance** | **Mark** |
| 5 | 1  2 | **Award 1 mark** each up to max of **2 marks** for:   * have/use/install anti-virus software or virus checker * keep anti-virus software updated * don't download material from untrustworthy website/only use 'trusted'/'reputable' websites * use programs that alert user of untrustworthy websites   **Do not award** for ‘do not click on pop-ups’ | | **2** |
| **Total for Task 5** | | | | **2** |
| **TOTAL FOR SECTION B** | | | | **46** |
| **TOTAL FOR TEST** | | | | **50** |