Comparison of key skills specifications 2000/2002 with 2004 standardsX015461July 2004Issue 1

Mark Scheme

Set 24 - R2022

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**Functional Skills**



Functional Skills qualification in Information and Communication Technology (ICT)

Level 2

**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** |
| --- | --- | --- | --- |
| **1 (a)** | 1 | Screen shot shows a search engine page with the criteria box  | **1** |
| 2 | Criteria includes ‘4th’ ‘earl’ ‘sandwich’ | Ignore spelling and capitals | **1** |
| 3 | Single image of 4th Earl of Sandwich in **ResponsesSet24L2** | Do not accept gallery of images | **1** |
| 4 | URL entered in **ResponsesSet24L2** | Do not accept Google, Bing, hyperlinks or derivatives  | **1** |
| **Total for Task 1 (a)** | **4** |
| **1 (b)** | 1 | John Montagu | Ignore spelling/caps | **1** |
| 2 | Vietnam | Correct spelling | **1** |
| **Total for Task 1 (b)** | **2** |
| **TOTAL FOR SECTION A** | **6** |

**Section B**

| **Question** | **Answer** | **Additional Guidance** | **Mark** |
| --- | --- | --- | --- |
| **2 ai** | 1 | **Total sold** for **Mexican Tuna**=SUM(B5:H5) in I5 | Do not award for =B5+C5+D5+E5+… | **1** |
| **2aii** | 12 | **Average daily sales** for **Mexican Tuna****Award 2 marks** for =AVERAGE(B5:H5) in J5**Award 1 mark** for =SUM(B5:H5)/7 or =I5/7 in J5 | Do not award for =(B5+C5+D5+E5+F5+G5+H5)/7 or =SUM(I5/7) | **2** |
|  |  |  | **Total for Task 2 (a)** | **3** |
| **2(b)** | 1 2 | **Total weekly income** for **Mexican Tuna****Award 2 marks** for =$A$17\*I5 in K5**Award 1 mark** for =A17\*I5 or =SUM($A$17\*I5) or =PRODUCT(I5,$A$17) in K5 | Accept =A$17\*I5Accept named cell for **A17** | **2** |
| **Total for Task 2 (b)** | **2** |
| **2 (c)** | 123 | Function for **Target income met** **Award 3 marks** for: =IF(K5>$A$20,”Yes”,”No”) or =IF(K5<=$A$20,”No”,”Yes”)**Award 2 marks** for:=IF(K5>A20,”Yes”,”No”) or =IF(K5<A20,”No”,”Yes”) or =IF(K5>=$A$20,”Yes”,”No”) or =IF(K5<$A$20,”No”,”Yes”)**Award 1 mark** for:=IF(K5>A20 or =IF(K5<A20 or =IF(K5>=A20 or =IF(K5<=A20 | Award for any fillingIgnore capitalisation, accept “Y” and “N”Accept named cell for **A20**Accept A$20**Do not award** for use of 750 | **3** |
| **Total for Task 2 (c)** | **3** |
| **2 (d)** | 12 | **Award 2 marks** for:Correct replication of all **4** columns **I**, **J**, **K** and **L****Award 1 mark** for:Correct replication of at least **2** of columns **I**, **J**, **K** and **L** | For **two** marks, replication of column **K** and **L** must have $ or named cellAllow follow through for incorrect formulae For **one** mark allow use of value (1750) in columns K and L | **2** |
| **Total for Task 2 (d)** | **2** |
| **2 (e)** | 1 | Cell **A9** (Crayfish Cocktail) highlighted | Allow follow through from earlier calculations | **1** |
| **Total for Task 2 (e)**  | **1** |
| **2 (f)** | 1 | **Average daily sales only** formatted to 1 dp |  | **1** |
| 2 | Currency values in K5:K14 **and** A17 **and** A20 **only** formatted to £2dp |  | **1** |
| 3 | Worksheet formatted to be clear and easy to understand, eg: | -no truncation of column **A** in normal view at 100% zoom-enhanced title row **and** column headings (rows 3 and 4)- title merged and centred (A1:L1)-appropriate borders (ignore border around A16:A20 and B3:H3)-values in B5:L1 consistently centred | **1** |
| **Total for Task 2 (f)** | **3** |
| **2 (g)** | 1 | Pie chart of sales for Coronation Chicken (B8:H8) | Chart must be interactive with original data range | **1** |
| 2 | Data labels showing number sold on each segment | Do **not** award for percentage  | **1** |
| 3 | Appropriate title which includes ‘coronation chicken’ and ‘sales’ | Accept for correct title on bar/line chartIgnore spelling and caps | **1** |
| 4 | Legend/data labels show days of the week without truncation | Accept axis labels eg ‘days’ & ‘number sold’ on bar or line chartIgnore spelling and caps | **1** |
| 5 | Chart is fit for purpose | Must have mark points 1 to 4 **and*** Correct spelling and consistent suitable capitalisation of title and data/axis labels
* Saved on a separate sheet within **SalesSet24L2**
* No truncation of legend
* No unnecessary content – table of data, punctuation
 | **1** |
| **Total for Task 2 (g)** | **5** |
|  | **Total for Task 2** | **19** |

| **Question** | **Answer** | **Additional Guidance** | **Mark** |
| --- | --- | --- | --- |
| **3** | 1 | Presentation software used |  | **1** |
| 2 | Title slide and 3 other slides only |  | **1** |
| 3 | One logo **only** on each slide |  | **1** |
| 4 | **‘TEALE’S SANDWICH COMPANY’**entered as title**AND****‘For the tastiest, freshest** **sandwiches’** entered as sub-titleBoth **as given** | Formatted as titleand subtitleFonts must be legible‘Title slide:’ removedTitle may be same size as subtitle as long as clearly enhanced | **1** |
| 5 | **All** relevant text and slide titles selected from **SandwichSet24L2** inserted **as given** (see mp10) | Must **not** include slide title and text about Cannock Chase | **1** |
| 6 | Text is appropriately divided up* Title slide

And separate slide for each of:* The first sandwich
* Our sandwiches
* Top ten fillings
 | Allow follow through for inclusion of Cannock Chase on a separate slide | **1** |
| 7 | **Award 1 mark for** John Montagu **and** Vietnam entered into correct locations with brackets removed | Allow follow through from Task 1 | **1** |
| 8 | Candidate’s chart inserted  | Do **not** award if duplicated | **1** |
| 9 | Image from **Section A, Task 1(a) and** image of sandwich from **ImagesSet24L2** inserted | Allow follow through from Task 1Do **not** accept any other imagesDo **not** award if image(s) duplicated | **1** |
| 10 | **All** images appropriate and similar size, no distortion, no truncation, do not obscure text. **Logo** no larger than other images on slides 2-4. | Allow follow through for incorrect images. Chart data labels and legend must be legibleAccept larger logo on title slide  | **1** |
| 11 | Images match text Earl of Sandwich - slide 2, Sandwich – slide 3, Chart – slide 4 | **1** |
| 12 | Consistent fonts **and** styles for titles **and** body text on slides 2-4Slide titles must stand out from body text | Fonts must be legible, easy to read and no stylised fonts | **1** |
| 13 | Suitable font sizes (minimum size 20) on **all** slides | **1** |
| 14 | Formatting feature added that enhances the presentation | e.g.consistent and appropriate use of bullets, slide design/background, appropriate animation, consistent transition applied to all slides | **1** |
| 15 | Balanced layout on **all** slides **and** **logo** consistently sized and positioned on slides 2-4 |  | **1** |
| 16 | Presentation meets all criteria and is fit for purpose  | Must have MP 1-11 **and** Insertions capitalised correctlyNo added/missing punctuation, hyphenation, spaces | **1** |
| 17 | Presentation saved with a meaningful file name eg ‘sandwich presentation’ | **1** |
| **Total for Task 3** | **17** |

| **Question** | **Answer** | **Additional Guidance** | **Mark** |
| --- | --- | --- | --- |
| **4** | 1 | Screen shot shows email client software with header and message sections |  | **1** |
| 2 | To: teale@2016worrilow.co.eu **AND** relevant subject **AND SalesSet24\_L2** attached to email | Allow follow through if spreadsheet file resaved with new name | **1** |
|  | 3 | Message tells Teale that **Crayfish Cocktail** is the filling with the **highest** **(total) (weekly) income**  | Award if not email softwareAllow follow through from Task 2 | **1** |
|  | 4 | Message uses suitable business greeting and toneNo spelling, grammar or punctuation errorsAppropriate capitalisation of proper nouns (eg Crayfish Cocktail) | Award if not email softwareDo not accept ‘Hi/Hey’ or text message style or ‘Dear Teale Worrilow’Ignore close | **1** |
|  | **Total for Task 4** | **4** |

| **Question** | **Answer** | **Additional Guidance** | **Mark** |
| --- | --- | --- | --- |
| **5 (a)** | 12 | **One mark** each up to a maximum of 2 for checking:* connection to (correct) speakers
* volume levels/mute
* speakers switched on
* presence of sound card
* sound/audio drivers installed/up to date
 |  | **2** |
| **Total for Task 5 (a)** | **2** |
| **5 (b)** | 1 | New folder **TSC Advertisements** created **as given**  |  | **1** |
| 2 | **Only** candidate’s spreadsheet(s) **and** presentation(s) stored in new folder  | Do not award if files copied and not moved  | **1** |
| **Total for Task 5 (b)** | **2** |
|  | **Total for Task 5** | **4** |
| **TOTAL FOR SECTION B** | **44** |