

# Mark Scheme

## ICT01 Set 19

### 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**

Question		Answer	Additional Guidance	Mark
1	1	Screen shot of search engine used to find results		<b>1</b>
	2	Key words include 'strawberries' and 'calories'		<b>1</b>
	3	Accept any value between 27-33 in <b>ResponsesSet19L1</b>		<b>1</b>
	4	Website address (URL)	Do <b>not</b> accept Google, Bing or derivatives	<b>1</b>
<b>Total for Task 1</b>				<b>4</b>

## Section B

Question		Answer	Additional Guidance	Mark
2 (a)	1	<b>IncomeSet19L1</b> opened and used		<b>1</b>
	2	Award <b>2 marks</b> for <b>14</b> in cell <b>G12</b> <b>and 13</b> in cell <b>G13</b> and <b>2</b> in cell <b>G14</b> Award <b>1 mark</b> for <b>any two</b> correct		<b>2</b>
	3			
<b>Total for Task 2 (a)</b>				<b>3</b>
2(b)	1	Award <b>2 marks</b> for <b>Total sales</b> eg =SUM(C5:G5) in H5 Award <b>1 mark</b> for =C5+D5+E5+F5+G5	Award for <b>any</b> menu item	<b>2</b>
	2			
<b>2Total for Task 2(b)</b>				<b>2</b>
2(c)	1	Award <b>1 mark</b> for <b>Income</b> eg =B5*H5 in I5 Accept =PRODUCT(B5,H5)	Award for <b>any</b> menu item Do not award for =SUM	<b>1</b>
	2	Formulae in columns H <b>and</b> I replicated rows 5 to 14	Allow follow through for incorrect formulae	<b>1</b>
<b>Total for Task 2(c)</b>				<b>2</b>
2(d)	1	Award <b>2 marks</b> for <b>Total income</b> =SUM(I5:I14) in I16 Award <b>1 mark</b> for =I5+I6+I7 .....I14 <b>OR</b> =SUM(I5:I15)		<b>2</b>
	2			
<b>Total for Task 2 (d)</b>				<b>2</b>
2(e) (i)	1	Values in column B <b>and</b> I <b>only</b> formatted £2dp		<b>1</b>
2(e) (ii)	1	Truncation removed at 100% normal view		<b>1</b>
	2	Additional formatting feature used consistently to improve clarity eg <ul style="list-style-type: none"> <li>▪ Borders/shading</li> <li>▪ Title/column headings enhanced</li> </ul>		<b>1</b>
<b>Total for Task 2(e)</b>				<b>3</b>

Question		Answer	Additional Guidance	Mark
2(f)	1	Column or bar chart produced		<b>1</b>
	2	Correct data range selected <b>A5:A14</b> (Menu item) and <b>I5:I14</b> (Income)	Award for pie chart with 10 segments and data labels	<b>1</b>
	3	Chart title includes 'income' and 'menu item'	Award for pie chart	<b>1</b>
	4	X axis labelled eg menu item	Ignore spelling/caps	<b>1</b>
	5	Y axis labelled eg income	Ignore spelling/caps	<b>1</b>
	6	Category labels shown in full	Do not award for pie chart (MP7)	<b>1</b>
	7	Legend removed <b>and</b> chart saved on a separate worksheet within spreadsheet	No table of data. Award for pie chart if legend shows menu items in full	<b>1</b>
	8	Chart is fit for purpose Must have MP1-MP6 <b>and</b> Correct spelling and sensible capitalisation of title and axis labels No full stop at end of title/labels No unnecessary information		<b>1</b>
			<b>Total for Task 2(f)</b>	<b>8</b>
			<b>Total for Task 2</b>	<b>20</b>

Question		Answer	Additional Guidance	Mark
3(a)	1	WP/DTP used to create menu		<b>1</b>
	2	Menu fits to <b>one</b> page, <b>A4 portrait</b> Ignore second blank page with only header or footer		<b>1</b>
	3	'Rovello Restaurant Menu' inserted <b>as given</b> , 'Title:' removed		<b>1</b>
	4	Title above and larger than body text and subheadings	Accept stylised fonts that are legible	<b>1</b>
	5	<b>All</b> text from <b>MenuSet19L1</b> inserted	With or without subheadings	<b>1</b>
	6	<b>27-33</b> inserted in correct location brackets removed	Allow follow through from Task 1	<b>1</b>
	7	<b>One</b> logo inserted above or below body text		<b>1</b>
	8 9	Award <b>2 marks</b> for <b>3</b> correct images <b>only</b> from <b>ImagesSet19L1</b> Award <b>1 mark</b> for <b>2</b> or <b>4</b> correct images	Do not accept palm tree	<b>2</b>
	10	All images including logo sensible size, proportions maintained, no truncation, do not obscure text	Allow follow through from mp8 and mp9	<b>1</b>
	11	Images located with relevant menu items	Allow follow through from mp8 and mp9	<b>1</b>
	12	Appropriate and consistent font style and size for body text <b>within</b> each section	Accept stylised fonts that are legible	<b>1</b>
		13	Appropriate and consistent font style and size for all three subheadings - Starters Main Courses Desserts	Accept stylised fonts that are legible Must stand out from body text
14		Award <b>1 mark</b> for formatting feature used effectively to enhance menu eg page border, alignment of images, table, alignment of body text (not left)		<b>1</b>
15		Menu is fit for purpose	Must include mp 2-10 <b>and</b> balanced layout with no large areas of white space	<b>1</b>
16		File saved with meaningful filename eg Menu		<b>1</b>
<b>Total for Task 3 (a)</b>				<b>16</b>
3(b)	1 2	Award <b>1 mark</b> each up to a maximum of <b>2 marks</b> for: <ul style="list-style-type: none"> <li>• password protect</li> <li>• restrict permissions/editing</li> <li>• add a digital signature</li> <li>• mark as final</li> <li>• PDF</li> </ul>	Do not award for 'read only'	<b>2</b>
	<b>Total for Task 3 (b)</b>			
<b>Total for Task 3</b>				<b>18</b>

Question		Answer	Additional Guidance	Mark
4	1	Evidence of a suitable email application		<b>1</b>
	2	To: ricardor@rovello.co.uk		<b>1</b>
	3	Subject includes 'menu'	Ignore spelling	<b>1</b>
	4	Candidate's menu attached		<b>1</b>
	5	Message asks if Ricardo is happy with the <b>layout</b>	Accept format instead of layout Ignore spelling and caps	<b>1</b>
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do <b>not</b> accept 'Hi/Hey/To' 'Ricardo Rovello' 'Dear Ricardo Rovello' Accept 'Hello/Dear Ricardo' No text speak or use of 'i' Allow minor spelling errors if meaning not affected	<b>1</b>
<b>Total for Task 4</b>				<b>6</b>

Question		Answer	Additional Guidance	Mark
5	1	Award <b>1 mark</b> each up to a maximum of <b>2 marks</b> for:		<b>2</b>
	2			
<b>Total for Task 5</b>				<b>2</b>
<b>TOTAL FOR SECTION B</b>				<b>46</b>
<b>TOTAL FOR TEST</b>				<b>50</b>