# Mark Scheme

# ICT01 Set 20

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 | Screenshot of search engine used to find results | | **1** |
| | 2 | Keywords must include 'Guide Dogs' **and** 'General Enquiries' **or** 'Charity' | Ignore spellings | **1** |
| | 3 | 0118 983 5555 in **ResponsesSet20L1** | Ignore spacing | **1** |
| | 4 | Website address copied in full | Do not accept Google, Bing or derivatives May not include http:// or www | **1** |
| | | | **Total for Task 1** | **4** |

## Section B

| Question | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 2 (a) | 1 | **CharitySet20L1** opened and used | | **1** |
| | 2 | **2002.45** in cell **E8** and **750** in cell **E16** | | **1** |
| | | | **Total for Task 2 (a)** | **2** |
| 2(b) | 1 2 | Award **2 marks** for **Total Income** eg =SUM(B5:B9) in **B10** Award **1 mark** for =B5+B6+B7+B8+B9 in **B10** | Accept for **any** year | **2** |
| | | | **Total for Task 2(b)** | **2** |
| 2(c) | 1 2 | Award **2 marks** for **Total Cost** eg =SUM(B13:B17) in **B18** Award **1 mark** for =B13+B14+B15 etc in **B18** | Accept for **any** year | **2** |
| | | | **Total for Task 2(c)** | **2** |
| 2(d) | 1 | Award **1 mark** for **Charity Donation** eg =B10-B18 in **B20** | Accept for **any** year Do not accept use of =SUM | **1** |
| | 2 | Formulae in rows 10, 18, 20 replicated columns B to E | Allow follow through for incorrect formula | **1** |
| | | | **Total for Task 2 (d)** | **2** |
| 2(e) | 1 2 | Award **2 marks** for **Average Charity Donation** eg =AVERAGE(B20:E20) in **B22** Award **1 mark** for =SUM(B20:E20)/4 or =(B20+C20+D20+E20)/4 | | **2** |
| | 3 | Formula that calculates average is in cell **B22** | Only award if cell contains a formula Formula does not need to be correct | **1** |
| | | | **Total for Task 2(e)** | **3** |
| 2(f) (i) | 1 | All currency values formatted to £2dp | | **1** |
| 2(f) (ii) | 2 | Additional formatting feature used consistently to improve clarity eg • Borders/shading • Title/column headings enhanced | Ignore formatting of cells **A4,10,12,18,20,22** | **1** |
| | | | **Total for Task 2(f)** | **2** |

| Question | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 2(g) | 1 | Column or bar chart produced | | **1** |
| | 2 | Correct data range selected **B3:E3** (Year) and **B20:E20** (Charity Donation) | Category labels in full<br>Award for Pie Chart if legend or data labels present | **1** |
| | 3 | X axis labelled eg year | Ignore spelling / caps | **1** |
| | 4 | Y axis labelled eg donations | Ignore spelling / caps | **1** |
| | 5 | Legend removed | If pie chart or multi-series bar chart award if legend correct | **1** |
| | 6 | Chart title includes 'donation' and 'year(s)' | Award if 'years' represented by appropriate time scale (eg 2012 – 2015)<br>Do not award if title not part of chart | **1** |
| | 7 | Chart is fit for purpose<br>Must have MP1-MP6 **and**<br>Correct spelling and sensible capitalisation of title and axis labels<br>No full stop at end of title/labels<br>No unnecessary information<br>Saved as a separate sheet/no table of data | | **1** |
| | | | **Total for Task 2(g)** | **7** |
| | | | **Total for Task 2** | **20** |

| Question | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 3(a) | 1 | WP/DTP used | | **1** |
| | 2 | Information Sheet is **one** page **A4 portrait** | Ignore second blank page with only header or footer | **1** |
| | 3 | 'TenTrees College Charity Fundraising' inserted **as given** 'Title:' removed | | **1** |
| | 4 | Appropriate font style and size for title Must clearly be a title, above and larger than body text | Accept stylised fonts that are legible | **1** |
| | 5 | **All** text from **InformationSet20L1** inserted | With or without subheadings | **1** |
| | 6 | Logo from **ImagesSet20L1** inserted | | **1** |
| | 7 | **2** suitable images **only** selected from **ImagesSet20L1** | Do not accept penguin or breakfast | **1** |
| | 8 | **Average Charity Donation** entered in correct location, brackets removed | Allow follow through from Task 2(e) | **1** |
| | 9 | **0118 983 5555** entered in correct location, brackets removed | Allow follow through from Section A,Task 1 | **1** |
| | 10 | **One** logo **only** above or below body text, suitable size, proportions maintained, no truncation | Logo no bigger than images | **1** |
| | 11 | Images are appropriate size, proportions maintained, no truncation, do not obscure text | Allow follow through for incorrect images | **1** |
| | 12 | **All** 3 sub-headings formatted consistently to stand out: Guide Dogs Guide Dog Training School Parachute Jump | Accept stylised fonts that are legible | **1** |
| | 13 | Body text font size and style is consistent within a section and appropriate for information sheet | Accept stylised fonts that are legible Accept contact details (ie email address) in different font | **1** |
| | 14 | Additional formatting techniques used to good effect eg borders, text wrapping around images, bullets, justification | | **1** |
| | 15 | Information sheet fit for purpose Must have MP 2-10 **and** balanced layout with good use of white space, no unnecessary hyphenation, full stop after telephone number | | **1** |
| | 16 | Information sheet saved with meaningful filename eg: information sheet, fundraising | | **1** |
| | | | **Total for Task 3 (a)** | **16** |

| Question | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 3(b) | 1 | New folder called **TenTrees Charity** created **as given** | | **1** |
| | 2 | Folder contains **only** information sheet | Ignore duplicate copies elsewhere in candidate's folder | **1** |
| | | | **Total for Task 3 (b)** | **2** |
| | | | **Total for Task 3** | **18** |

| Question Number | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 4 | 1 | Screen shot shows email software application | | **1** |
| | 2 | To:hollymills@tentreescollege.org.uk | | **1** |
| | 3 | Email subject includes 'information sheet' | Ignore spelling | **1** |
| | 4 | Candidate's information sheet attached | | **1** |
| | 5 | Message asks Holly if the **details** about the **parachute jump** are correct. | Must mention parachute jump Ignore spelling, punctuation and grammar | **1** |
| | 6 | Message uses appropriate business salutation and tone and is fit for purpose | Do **not** accept 'Hi/Hey/To' 'Holly Mills' or 'Dear Holly Mills' Accept 'Hello/Dear Holly' or 'Dear Ms Mills' Do not accept text speak or i Allow minor spelling errors if meaning not affected | **1** |
| | | | **Total for Task 4** | **6** |

| Question Number | | Answer | Additional Guidance | Mark |
|---|---|---|---|---|
| 5 | 1 2 | Award **1 mark** each up to a maximum of **2 marks** for: <br> • Include numbers/upper case characters <br> • Make harder to guess (because it is her daughter's name) <br> • Add symbols/special characters <br> • Increase to minimum of 8 characters | | **2** |
| | | | **Total for Task 5** | **2** |
| | | | **TOTAL FOR SECTION B** | **46** |
| | | | **TOTAL FOR TEST** | **50** |