

Mark Scheme

ICT01 Set 21

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		1
	2	Key words include 'town crier'		1
	3	Image of a town crier in ResponsesSet21L1	Do not award for gallery	1
	4	Website address (URL)	Do not accept Google, Bing or derivatives	1
Total for Task 1				4

Section B

Question	Answer	Additional Guidance	Mark	
2 (a)	1	CDcostSet21L1 opened and used	1	
	2	Motoring as given in A14	1	
	3	432 in B14:D14	1	
Total for Task 2 (a)			3	
2(b)(i)	1	Award 1 mark for Total Income for any number of CDs eg $=B4*B5$ in B6	Accept $=SUM(B4*B5)$ OR $=PRODUCT(B4,B5)$	1
	2	Formula replicated B6 to D6	Follow through for incorrect formula	1
Total for Task 2(b)(i)			2	
2(b)(ii)	1	Award 2 marks for Total Cost for any number of CDs eg $=SUM(B9:B14)$ in B15		2
	2	Award 1 mark for $=B9+B10+B11$ etc		
Total for Task 2(b)(ii)			2	
2(b)(iii)	1	Award 1 mark for Profit for any number of CDs eg $=B6-B15$ in B17	Do not accept use of $=SUM$	1
	2	Formula replicated B17 to D17	Follow through for incorrect formula	1
Total for Task 2(b)(iii)			2	
2(c)(i)	1	B5:D17 only formatted to £2dp		1
2(c)(ii)	1	Truncation removed in normal view at 100%		1
	2	Additional formatting feature used consistently to improve clarity eg <ul style="list-style-type: none"> • borders/shading • title/column headings enhanced 	Ignore formatting of labels in A4, A6, A8, A15, A17	1
Total for Task 2 (c)			3	
2(d)	1	Column or bar chart produced		1
	2	Correct data range selected	Award 1 mark if chart includes Total Cost	2
	3	(A9:D14) 6 costs with 3 columns each OR 3 groups of 6 columns		
	4	Chart title includes 'costs' and (number of) 'CDs ordered'	Ignore spelling and caps Award for pie chart	1
	5	X axis labelled, eg cost or item	Allow follow through for reversal of axes	1
	6	Y axis labelled, eg amount or cost	Allow follow through for reversal of axes	1
	7	Legend matches chart and shows either 1500, 2000, 3000 (CDs) OR categories of costs		1
	8	Chart fit for purpose - must have MP1 to MP7 and Correct spelling and sensible capitalisation of title and axis labels All category labels shown in full No full stop at end of title/labels Chart saved on separate sheet, no data included		1
Total for Task 2(d)			8	
Total for Task 2			20	

Question	Answer	Additional Guidance	Mark	
3	1	WP/DTP used	1	
	2	Flyer is A5 portrait	1	
	3	'SOUNDS OF THE TOWN' inserted as given 'TITLE:' removed		1
	4	Title formatted to stand out and larger than body text	Must be legible font	1
	5	All text from FlyerSet21L1 included		1
	6	2.99 inserted, brackets removed	Accept with or without £	1
	7	Image of town crier found in Task 1 inserted	Allow follow through from Task 1	1
	8	Logo inserted from ImagesSet21L1		1
	9	One other suitable image only inserted from ImagesSet21L1	Do not award for book or cake	1
	10	One logo, proportions maintained and suitable size, in appropriate location top or bottom	Must not obscure text or be truncated by margins	1
	11	Images, proportions maintained and suitable sizes, appropriate locations	Must not obscure text or be truncated by margins	1
	12	Appropriate font sizes and styles used	Font suitable for a flyer and easy to read/legible No more than 3 different fonts	1
13 14	Award 1 mark up to a maximum of 2 marks for formatting features used effectively to enhance flyer eg bullets, page border, alignment, wrapping of images, matched image sizes to facilitate adjacent alignment		2	
15	Flyer meets all criteria and is fit for purpose	Must include MP 2-11 Balanced layout and good use of white space; no hyphenation or inappropriate line breaks, £ on price	1	
16	Meaningful file name eg flyer, sounds		1	
Total for Task 3			16	

Question		Answer	Additional Guidance	Mark
4	1	Screen shot of email software		1
	2	To: brione.woods@westbornehs.org.uk		1
	3	Subject line includes 'flyer'		1
	4	Candidate's flyer attached		1
	5	Message asks Brione to send the flyer to past and present members (of the Westborne History Society)	Must mention 'past and present'	1
	6	Message uses appropriate business language and tone	Do not accept 'Hi/Hey/To' Brione, 'Dear Brione Woods' No text speak or i If Westborne History Society mentioned in message must have correct spelling and initial caps Ignore minor spelling errors that do not change meaning	1
Total for Task 4				6

Question		Answer	Additional Guidance	Mark
5(a)	1	Folder called Sounds CD as given		1
	2	Candidate's spreadsheet and flyer only in new folder	Ignore duplicate copies elsewhere in test folder	1
5(b)	1 2	Award 1 mark each up to a maximum of 2 marks for: <ul style="list-style-type: none"> download/install/use AV software keep AV software up to date do not open/ download email attachments from unknown sources don't open web pages without a safety certificate only use/download files from 'trustworthy'/ 'reputable' websites don't click on pop ups/disable pop-ups/ enable pop-up blocker don't download from someone else's USB/virus check external storage media 	Do not accept 'reliable websites' OR 'protected websites'	2
Total for Task 5				4
TOTAL FOR SECTION B				46
TOTAL FOR TEST				50

