

# Mark Scheme

## ICT02 Set 19

### 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 showing search engine used to find results		<b>1</b>
	2	Key words include: 'first', 'woman' and 'Channel'	Accept 'lady' or 'female'	<b>1</b>
	3	Gertrude Ederle in <b>ResponsesSet19L2</b>	Ignore spelling	<b>1</b>
	4	Website address (URL) in <b>ResponsesSet19L2</b>		<b>1</b>
<b>Total for Task 1(a)</b>				<b>4</b>
1 (b)	1	25 August 1875 in <b>ResponsesSet19L2</b>	Accept 24 August 1875	<b>1</b>
	2	(Less than) 22 hours in <b>ResponsesSet19L2</b>	Accept any value between 21.5 hrs and 22 hrs	<b>1</b>
<b>Total for Task 1(b)</b>				<b>2</b>

## Section B

### Award marks wherever the evidence is seen

Question		Answer	Additional Guidance	Mark
2 (a)	1	<b>Fitness Level</b>	Accept for 3 marks	<b>3</b>
	2	Award <b>3 marks</b> for:	=IF(D5>3,"Yes","No") OR	
	3	<b>IF(D5&lt;4,"No","Yes")</b> <b>OR =IF(D5&gt;=4,"Yes","No")</b> Award <b>2 marks</b> for: <b>IF(D5&lt;=4,"No","Yes")</b> <b>OR =IF(D5&gt;4,"Yes","No")</b> Award <b>1 mark</b> for: =IF(D5>=4, or =IF(D5<4, or =IF(D5>4, or =IF(D5<=4,	Accept for 1 mark =IF(D5<=3, OR =IF(D5>3, Accept correct formula for any swimmer	
<b>Total for Task 2 (a)</b>				<b>3</b>
2(b)	1	Filtered spreadsheet saved as ' <b>Swimming</b> '	Do not accept on new worksheet	<b>1</b>
	2	Filtered list shows only those swimmers taking part ie 'Yes'	Must be filtered list not spreadsheet with rows deleted. Allow ft from 2(a)	<b>1</b>
<b>Total for Task 2(b)</b>				<b>2</b>
2(c)	1	<b>Maximum Swim Distance</b>	Award for any Swimmer	<b>2</b>
	2	Award <b>2 marks</b> for =E5/(B5+D5) in cell G5 Award <b>1 mark</b> for =SUM(E5/(B5+D5)) <b>OR</b> omitted brackets e.g. =E5/B5+D5		
	3	Replication of formulae in columns <b>F and G</b>	Allow follow through for incorrect formula	
<b>Total for Task 2(c)</b>				<b>3</b>

Question		Answer	Additional Guidance	Mark
2(d)	1	<b>Total Distance</b> Award <b>2 marks</b> for: =SUM(G5:G24) in cell <b>G26</b> Award <b>1 mark</b> for: =SUM(G5:G25) <b>OR</b> =SUBTOTAL(9,G5:G24) in cell <b>G26</b> <b>OR</b> G5:G23 if shown on filter <b>OR</b> G5:G18 if spreadsheet rows deleted not filtered	Do not award for =G5+G6+G7 etc	<b>2</b>
	2			
<b>Total for Task 2(d)</b>				<b>2</b>
2(e)	1	All values in column <b>G</b> formatted to 1 decimal place		<b>1</b>
	2	Truncation removed in 100% normal view		<b>1</b>
	3	<b>Swimming</b> worksheet formatted to be clear and easy to understand	May use borders, shading, text wrap, enhanced titles and/or column headings	<b>1</b>
<b>Total for Task 2 (e)</b>				<b>3</b>
2(f)	1	Column or bar chart produced		<b>1</b>
	2	Correct data range from <b>Swimming</b> worksheet – column A (Swimmer) and column G (Maximum Swim Distance)	Allow ft for incorrect filter	<b>1</b>
	3	Appropriate title which includes 'swimmer' and '(maximum) (swim) distance'	Allow if correct title for pie chart	<b>1</b>
	4	Appropriate axis labels eg 'swimmer' and 'distance'		<b>1</b>
	5	Chart is fit for purpose	Must have MP 1 to 4 <b>and</b> Correct spelling and consistent suitable capitalisation of title and axis labels No truncation of category labels Legend removed No data labels No unnecessary information Saved on a separate worksheet	<b>1</b>
<b>Total for Task 2(f)</b>				<b>5</b>
<b>Total for Task 2</b>				<b>18</b>

Question	Answer	Additional Guidance	Mark	
3	1	WP/DTP used	<b>1</b>	
	2	Sponsor form is <b>one</b> A4 page portrait	<b>1</b>	
	3	'KESTER SEAGULLS RELAY SWIM' inserted <b>as given</b>	'Title' removed	<b>1</b>
	4	Title formatted to stand out and is larger than body text	Must be above all other text Do not accept stylised fonts	<b>1</b>
	5	Text from <b>SponsorSet19L2</b> Content included <b>as given</b>		<b>1</b>
	6	25 August 1875 and 22 hours in correct locations brackets removed	Allow follow through from Task 1	<b>1</b>
	7	<b>Gertrude Ederle</b> in correct location, brackets removed	Allow ft from Task 1	<b>1</b>
	8	<b>Space</b> for handwritten completion of swimmer's name, brackets removed	May be seen as hard space or inclusion of dotted/solid line	<b>1</b>
	9	'SPONSOR DETAILS' as capitals formatted to stand out as a separate section of document	Bracketed text removed	<b>1</b>
	10	Table has 5 columns and at least 10 rows	Ignore order of columns	<b>1</b>
	11	<b>One logo only</b> inserted at top or bottom.	May be beside title	<b>1</b>
	12	<b>One</b> suitable image <b>only</b> from <b>ImagesSet19L2</b>	Do not accept boat or runners	<b>1</b>
	13	Table formatted to allow space for handwritten completion of details		<b>1</b>
	14	Images of sensible size, without distortion, truncation or overlap of text	Logo no bigger than image	<b>1</b>
	15	Consistent and appropriate font size and style for body text, no stylised fonts	Allow different formatting for column headings Allow suitable enhancements to contact information	<b>1</b>
	16	Additional formatting technique used to good effect	Eg alignment, enhancement of column headings in table, text wrapping of images	<b>1</b>
	17	No inappropriate line breaks or hyphenation. No added or missing spaces within text.		<b>1</b>
	18	Sponsor form meets criteria and is fit for purpose	Must have mp 2-13 and balanced layout	<b>1</b>
<b>Total for Task 3</b>			<b>18</b>	

Question		Answer	Additional Guidance	Mark
4	1	Screenshot shows email client software with headings and message area		<b>1</b>
	2	To: qshrives@kesterseagulls.org.uk <b>and</b> relevant subject <b>and</b> sponsor form attached		<b>1</b>
	3	Message asks Quinton to confirm he is <b>happy</b> with the <b>layout</b> of the form		<b>1</b>
	4	Message uses appropriate business salutation and tone	No spelling or grammar errors	<b>1</b>
<b>TOTAL FOR TASK 4</b>				<b>4</b>

Question		Answer	Additional Guidance	Mark
5(a)	1	One mark each up to a maximum of two for checking any of: <ul style="list-style-type: none"> <li>• Connection to speakers/speakers switched on</li> <li>• Sound muted / increase volume</li> <li>• Presence of sound card</li> <li>• Sound/Audio drivers</li> </ul>		<b>2</b>
	2			
<b>Total for Task 5(a)</b>				<b>2</b>
5(b)	1	One mark each up to a maximum of two for: <ul style="list-style-type: none"> <li>• Upload to website/social media eg Dropbox, Facebook</li> <li>• Copy to removable medium eg USB, CD/DVD, SD card</li> <li>• Compress /edit the file/reduce file size</li> </ul>		<b>2</b>
	2			
<b>Total for Task 5(b)</b>				<b>2</b>
<b>TOTAL FOR TASK 5</b>				<b>4</b>