

# Mark Scheme

## ICT02 Set 20

### 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      | Screenshot shows a search engine page with the criteria box | <b>1</b>  |
|                            | 2      | Criteria includes 'windsurfer'                              | Ignore spelling<br><b>1</b>   |
|                            | 3      | A single image of a windsurfer in <b>ResponsesSet20L2</b>   | Do not accept image gallery<br><b>1</b>   |
|                            | 4      | Web address (URL)   | Accept with or without http://www.<br>Do NOT accept Google or Bing or other search engines or derivatives<br><b>1</b> |
| <b>Total for Task 1(a)</b> |        |   | <b>4</b>  |
| 1(b)                       | 1      | Barcelona   | <b>1</b>  |
|                            | 2      | Marina Alabau Neira   | Accept Alabau Neira or Marina Alabau<br><b>1</b>  |
| <b>Total for Task 1(b)</b> |        |   | <b>2</b>  |
| <b>Total for Task 1</b>    |        |   | <b>6</b>  |

## Section B

| Question                    | Answer | Additional Guidance   | Mark   |          |
|-----------------------------|--------|---|--|----------|
| 2(a)                        | 1      | <b>Income</b> for each sport<br><b>Award 2 marks</b> for <b>all</b> of the following for the month of <b>January</b> :<br>=B5*B19 in C5<br><b>AND</b><br>=D5*B20 in E5<br><b>AND</b><br>=F5*B21 in G5<br><b>Award 1 mark</b> for use of =SUM for <b>all three</b> responses <b>OR</b> any one with the others correct   | Accept<br>=B5*\$B\$19<br>=D5*\$B\$20<br>=F5*\$B\$21  | <b>2</b> |
|                             | 2      |   |  |          |
| <b>Total for Task 2(a)</b>  |        |   | <b>2</b>   |          |
| 2(b)                        | 1      | <b>Total income for January</b><br><b>Award 2 marks</b> for: =SUM(C5,E5,G5) <b>OR</b><br>=C5+E5+G5<br><b>Award 1 mark</b> for =SUM(C5+E5+G5)  |  | <b>2</b> |
|                             | 2      |   |  |          |
| <b>Total for Task 2(b)</b>  |        |   | <b>2</b>   |          |
| 2(c)                        | 1      | <b>Target income</b><br><b>Award 3 marks</b> for any month:<br>=IF(H5>=\$B\$23,"Met","Not met") <b>OR</b> =IF(H5<\$B\$23,"Not met","Met")<br><b>Award 2 marks</b> for: =IF(H5>=B23,"Met","Not met") <b>OR</b><br>=IF(H5<B23,"Not met","Met")<br><b>OR</b> =IF(H5>\$B\$23,"Met","Not met")<br><b>OR</b> =IF(H5<=\$B\$23,"Not met","Met")<br><b>Award 1 mark</b> for (with or without \$): =IF(H5>=B23 <b>OR</b> =IF(H5>B23<br><b>OR</b> =IF(H5<=B23 <b>OR</b> =IF(H5<B23 |  | <b>3</b> |
|                             | 2      |   |  |          |
|                             | 3      |   |  |          |
| <b>Total for Task 2(c)</b>  |        |   | <b>3</b>   |          |
| 2(d)                        | 1      | <b>Award 2 marks</b> for replication of formulae in columns <b>C, E, G, H and I</b><br><b>Award 1 mark</b> for replication of column <b>H</b> and <b>one</b> of <b>C, E, G and I</b>  | Must have absolute reference or named cell for replication of columns C, E, G<br>Must have absolute reference or named cell or 8400 for replication of column I<br>Allow follow through for incorrect formulae | <b>2</b> |
|                             | 2      |   |  |          |
| <b>Total for Task 2 (d)</b> |        |   | <b>2</b>   |          |

| Question                   |   | Answer   | Additional Guidance   | Mark      |
|----------------------------|---|--|---|-----------|
| 2(e)                       | 1 | Columns <b>C, E, G and H only</b> formatted to show <b>£</b>   | Do not accept £2dp  | <b>1</b>  |
|                            | 2 | Consistent and effective formatting, eg: titles/headings enhanced, borders/shading   | Ignore formatting in cells A18:B23                              | <b>1</b>  |
| <b>Total for Task 2(e)</b> |   |  |   | <b>2</b>  |
| 2(f)                       | 1 | Filtered list shows <b>only</b> months when <b>Total income</b> was over £11000  | Must have evidence of filtering<br>Allow follow through         | <b>1</b>  |
|                            | 2 | Filtered list save as <b>High Income</b> as given  |   | <b>1</b>  |
| <b>Total for Task 2(f)</b> |   |  |   | <b>2</b>  |
| 2(g)                       | 1 | Bar or column chart  |   | <b>1</b>  |
|                            | 2 | Chart of columns A (Month) and H (Total income) from filtered list   | Award for pie chart with correct data labels and legend         | <b>1</b>  |
|                            | 3 | Title includes 'total income' and 'month'  | Ignore spelling and capitals<br>Award if pie/line chart created | <b>1</b>  |
|                            | 4 | X and Y axis labelled eg 'month' and 'income'  | Award for pie chart with correct legend shown in full           | <b>1</b>  |
|                            | 5 | Fitness for purpose:<br>Must have mark points 1-4 <b>AND</b><br>No truncation of title and/or axis labels<br>No full stop on title<br>No unnecessary legend or data labels<br>Correct spelling Consistent and suitable capitalisation<br><b>AND</b><br>saved as separate worksheet within <b>High Income</b> (allow f/t if no High Income spreadsheet) |   | <b>1</b>  |
| <b>Total for Task 2(g)</b> |   |  |   | <b>5</b>  |
| <b>Total for Task 2</b>    |   |  |   | <b>18</b> |

| Question                | Answer | Additional Guidance   | Mark  |          |
|-------------------------|--------|---|---|----------|
| 3                       | 1      | Presentation software used  | <b>1</b>  |          |
|                         | 2      | Title and three other slides only   | <b>1</b>  |          |
|                         | 3      | 'SB Beach Sports' entered as given and formatted as title<br><b>AND</b><br>'Surf, board, ski - ...' as sub-title  | No stylised fonts that are not legible<br>Sub-title smaller than title<br>'Title slide:' removed                            | <b>1</b> |
|                         | 4      | <b>All</b> relevant text selected from <b>SportSet20L2</b>  | Must not include 'the horse'  | <b>1</b> |
|                         | 5      | Barcelona and (Marina) Alabau Neira entered in correct locations with brackets  | Allow follow through for incorrect responses in Task 1  | <b>1</b> |
|                         | 6      | <b>One</b> logo <b>only</b> on each slide   |   | <b>1</b> |
|                         | 7      | <b>Two</b> suitable images selected from <b>ImagesSet20L2</b>   | Do not allow dog or castle  | <b>1</b> |
|                         | 8      | Image of windsurfer from Task 1(a) inserted   | Must be candidate's image from Task 1(a)  | <b>1</b> |
|                         | 9      | All images match text   | Windsurfer on slides 2 or 4<br>Other images on slide 3  | <b>1</b> |
|                         | 10     | Text is appropriately divided up: <ul style="list-style-type: none"> <li>• title slide</li> <li>• Special offer</li> <li>• New sports</li> <li>• Competition</li> </ul> | Allow follow through if horse included as separate slide and penalised at MP 2  | <b>1</b> |
|                         | 11     | Consistent font styles for titles and body text on slides 2-4   | Text must be easy to read<br>No stylised fonts  | <b>1</b> |
|                         | 12     | Suitable font sizes for body text on slides 2-4   | Minimum font point size 20  | <b>1</b> |
|                         | 13     | Images are appropriately sized and proportions retained   | No distortion, no truncation, do not obscure text<br>Logo no bigger than other images (allow different size on title slide) | <b>1</b> |
|                         | 14     | Formatting feature added which enhances the presentation  | eg bullets, borders, slide design   | <b>1</b> |
|                         | 15     | Presentation is accurate with no inappropriate line breaks/hyphenation, no extra or missing spaces  | Penalise inappropriate/inconsistent bullets for this mark point   | <b>1</b> |
|                         | 16     | Balanced layout on all slides with logo consistently sized and positioned on slides 2-4   | Logo may be in different position and/or size on slide 1  | <b>1</b> |
|                         | 17     | Presentation is fit for purpose   | Must have mark points 1-10 <b>and</b> be free from spelling errors <b>and</b> have appropriate capitalisation               | <b>1</b> |
|                         | 18     | File saved with meaningful name   | Do not accept 'Task 3' or 'Doc1'  | <b>1</b> |
| <b>Total for Task 3</b> |        |   | <b>18</b>   |          |

| Question                |   | Answer   | Additional Guidance | Mark     |
|-------------------------|---|--|---------------------|----------|
| 4                       | 1 | Screen shot shows email software with header and message sections  |                     | <b>1</b> |
|                         | 2 | To: stefan@sbbs2008.co.eu  |                     | <b>1</b> |
|                         | 3 | Suitable subject line <b>AND IncomeSet20L2</b> attached  |                     | <b>1</b> |
|                         | 4 | Message asks Stefan if prices are up to date <b>and</b> uses appropriate business tone with correct spelling and grammar<br>Do not accept 'Hi' or text speak |                     | <b>1</b> |
| <b>Total for Task 4</b> |   |  |                     | <b>4</b> |

| Question                   |   | Answer   | Additional Guidance            | Mark     |
|----------------------------|---|--|--------------------------------|----------|
| 5(a)                       | 1 | <b>Award 1 mark</b> up to a maximum of 2 marks for <ul style="list-style-type: none"> <li>• check whether image is copyright protected</li> <li>• seek permission from copyright owners to use image</li> <li>• acknowledge source</li> <li>• replace the image with his own photo/copyright free image</li> </ul>                 |                                | <b>2</b> |
|                            | 2 |  |                                |          |
| <b>Total for Task 5(a)</b> |   |  |                                | <b>2</b> |
| 5(b)                       | 1 | <b>Award 1 mark</b> up to a maximum of <b>2 marks</b> for checking: <ul style="list-style-type: none"> <li>• cables in place/Wi-Fi enabled</li> <li>• presence of paper</li> <li>• toner/cartridge levels</li> <li>• paper jam</li> <li>• drivers installed /up to date</li> <li>• correct printer selected / connected</li> </ul> | Do not award for 'switched on' | <b>2</b> |
|                            | 2 |  |                                |          |
| <b>Total for Task 5(b)</b> |   |  |                                | <b>2</b> |
| <b>Total for Task 5</b>    |   |  |                                | <b>4</b> |