Mark Scheme

ICT02 Set 21

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 shows a search engine page with the criteria box		**1**
	2	Criteria includes 'old Wembley' Ignore spelling/caps		**1**
	3	Image of the old Wembley Stadium in **ResponsesSet21L2**	Do not accept image gallery	**1**
	4	Website address of image entered into **ResponsesSet21L2**	Do not accept Google/Bing/other search engines or derivatives	**1**
		Total for Task 1a		**4**
1(b)	1	Billie (Billy)	Ignore spelling and caps	**1**
	2	1 August 2015	Must include day, month and year	**1**
		Total for Task 1b		**2**
		Total for Task 1		**6**
		TOTAL FOR SECTION A		**6**

Section B

Question		Answer	Additional Guidance	Mark
2(a)	1 2	**Value Added Tax** **Award 2 marks for:** =C2*1.2 **OR** =C2*120% **OR** =C2*120/ **OR** 20% entered in single cell and used with absolute cell reference/named cell **Award 1 mark for:** =SUM(C2*1.2) **OR** =SUM(C2*120%) **OR** =SUM(C2*120/100) **OR** =C2+C2*0.2 **OR** Additional column included for VAT and subsequent addition **OR** 20% entered in single cell and used without absolute cell reference Award for any order		**2**
		Total for Task 2(a)		**2**
2(b)	1 2 3	**Delivery Charge:** **Award 3 marks** for =VLOOKUP(E2,Delivery!$A$2:$B$5,2) **Award 2 marks** for =VLOOKUP(E2,Delivery!A2:B5,2) OR =VLOOKUP(E2,Delivery!$A$1:$B$5,2) **Award 1 mark** for an attempt at a look up formula =VLOOKUP(E2,Delivery!	Accept correct use of =LOOKUP, correct nested IF statement or named range Award for any order Accept range including column C of Delivery worksheet Accept without $ in front of column (eg A$2:B$5)	**3**
		Total for Task 2(b)		**3**
2(c)	1	**Total Cost:** =D2+F2 Award for any order	Allow follow through if additional column used in 2(a)	**1**
	2	**All** formulae replicated for **all** orders Absolute cell references must be used where required for replication Allow follow through for incorrect formulae		**1**
		Total for Task 2(c)		**2**

Question		Answer & Additional Guidance		Mark
2(d)	1	No truncation at 100% normal view		**1**
	2	All values formatted to £2 decimal places		**1**
	3	Award 1 mark for any additional enhancement that adds clarity, eg: • column headings enhanced • appropriate borders/shading		**1**
		Total for Task 2 (d)		**3**
2(e)	1	Spreadsheet filtered to show **only** orders with delivery code **F** Must have evidence of filter being used		**1**
	2	Spreadsheet saved with the file name **Free Delivery** as given		**1**
		Total for Task 2 (e)		**2**
2(f)	1	Bar or column chart		**1**
	2	Chart uses data from **filtered** list: Column A (Order Number) **and** Column G (Total Cost)	Allow follow through for incorrect filter Award for pie chart with correct data labels and 5 segments	**1**
	3	Appropriate title which includes 'order', 'cost' and 'free delivery'	May be awarded for pie chart	**1**
	4	Appropriate axis labels eg 'order' and 'cost'	Ignore spelling and caps	**1**
	5	Chart saved as a separate worksheet within **Free Delivery**	Award for pie chart	**1**
	6	Chart is fit for purpose Must have marking points 1 to 4 **and** Correct spelling and consistent suitable capitalisation of title and axis labels No truncation of category labels No data labels No unnecessary information		**1**
		Total for Task 2(f)		**6**
		Total for Task 2		**18**

Question		Answer & Additional Guidance		Mark
3	1	WP/DTP software used		1
	2	Newsletter is **one** side **A4 portrait**		1
	3	'Footy Memories Newsletter' entered as given. 'Title:' removed		1
	4	**All** text from **FMTextSet21L2** entered **as given**		1
	5	Newsletter at least partially formatted as columns, no more than 3 columns	Title may be above columns or at top of first column	1
	6	Billy and 1 August 2015 replace bracketed text, brackets removed	Allow follow through from Task 1(b)	1
	7	Image of old Wembley Stadium included	Allow follow through from Task 1(a)	1
	8	**One** logo inserted above or below body text May be beside title (but not between title and body text) and /or contact information	May be at the top of first column or bottom of last column but must then be within column margins	1
	9	**One** other suitable image from **ImagesSet21L2**	Do not accept pool or sea	1
	10	Images located with/adjacent to relevant text and do not truncate or obscure text		1
	11	All images (including logo) appropriately sized and proportions maintained, no truncation	Logo should be no bigger than other images	1
	12	Title formatted to stand out from body text. Must clearly be a title, at least 2 pts larger than subheadings and body text		1
	13	Headings *(This month's interesting facts* and *This month's star buys)* and subheadings *(White horse .., Women's …, Football shirts, Signed photographs, Programmes)* formatted consistently to stand out from body text. No stylised fonts that are not legible		1
	14	Body text appropriate and consistent font, size (min 10) and style **within** sections	Ignore free delivery and welcome statements	1
	15	**Award 1** mark for any formatting feature used to good effect • page border • line between columns • all headings and subheadings centre aligned • justification of body text • text wrap around images • (consistent) bullets		1
	16	Document is accurate No unnecessary hyphenation, full stops, extra or missing spaces No inappropriate line or column breaks No inappropriate capitalisation errors (eg august, billy)		1
	17	Newsletter meets all criteria – must have MP 2-11 **and** have consistent and balanced layout		1
	18	Appropriate filename eg newsletter		1
		Total for Task 3		**18**

Question		Answer & Additional Guidance		Mark
4	1	Screen shot shows email software		1
	2	To: jbrannigan@fm12345.org.uk		1
	3	Suitable subject eg newsletter **and** newsletter attached.		1
	4	Message asks Jo to confirm that she is happy with the images used **and** uses suitable salutation and business tone **and** correct spelling and grammar	Do not accept Hi or Hey Accept 'Jo' or 'Dear Jo' Do not accept 'Dear Jo Brannigan'	1
		Total for Task 4		**4**

Question		Answer & Additional Guidance		Mark
5(a)	1	New folder called **FM Customer Orders** created as given		1
	2	All spreadsheets moved into new folder	Do not award if copied	1
		Total for Task 5a		**2**
5(b) (i)	1	Any of: • scanner • camera		1
5(b) (ii)	1	Any of: • check/obtain copyright • acknowledge source • seek (owner's) permission to use images • seek (subject's) permission to use images		1
		Total for Task 5b		**2**
		Total for Task 5		**4**
		TOTAL FOR SECTION B		**44**
		TOTAL FOR TEST		**50**