ICT Level 2

Practice Assessment

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Time: 2 hours

Materials required

Camdale Graphics
Camdale PPT L2

Information for learners

There are three tasks in this paper totalling 110 marks.
The time stated above includes time for printing and collating your work.

Advice to learners

Read the scenario and all the tasks carefully.
Work through all the tasks.
Attempt all the tasks.
Take breaks away from the computer from time to time.
Label your printouts clearly as instructed.

The practice assessment consists of three tasks:

	Marks	Recommended time allowed – up to
Task 1: Email Registration Form	35	45 minutes
Task 2: Spreadsheet – data view Spreadsheet – formula view Line Chart	45	45 minutes
Task 3: Presentation to advertise the Nature Trail Event	30	30 minutes
Total Marks	**110**	**120 minutes**

Labelling and printing:

In a test situation, you MUST enter your name, candidate number and centre number BEFORE PRINTING, in addition to any other information required in the task. Printouts with handwritten names will not be marked.

Print directly from the software you use for the task.

Scenario:

Camdale Country Park has just re-opened after refurbishment.

- The new Park Manager is Tim Watson. He wants to promote the use of the Park as part of a programme focused on healthy living and to encourage people to learn more about the woodland environment.
- James Marshall, the Event Organiser, has planned a Nature Trail Event.

You work for Tim Watson and will carry out three tasks:
- Create a draft email to staff
- Create a registration form for the Nature Trail Event
- Create a spreadsheet to record the sightings of animals during the event
- Produce a presentation to advertise the Nature Trail Event

TASK 1: EMAIL TO STAFF AND A REGISTRATION FORM FOR THE NATURE TRAIL EVENT

Activity 1

You have received this note from James:

> Hi –
>
> I need to brief the Woodland Guides about their responsibilities for the Nature Trail Event. Please would you send them an email to let them know the details of the meeting and the event?
>
> I would like to meet with them at 9.00 a.m. on Monday 9th October 2008 in the Conference Room. The subject will be Health and Safety for the Nature Trail Event which is planned for Saturday 14 October 2008 from 10.00 a.m. to 2.00 p.m.
>
> Thanks
>
> James
>
> PS Please copy Tim in!

		tick when completed	
1	CREATE a draft of the email, which shows who the message is for, today's date, the subject and the details James has outlined above.		
2	INSERT your name, candidate number and centre number in the footer.		
3	SAVE the draft email as EMAIL.		
4	PRINT a copy of the draft email.		

Reminder:
- Check your spelling
- Remember who and what the email is for
- Use a suitable layout
- Use a suitable font
- Use a suitable subject heading
- Use correct capitalisation

Activity 2

Tim has sent you a note about the registration form he wants so he can keep track of how many children plan to attend the Nature Trail Event:

Hi,

I would like you to design and create a suitable registration form for the Nature Trail Event.

It must include the following in a sensible order and layout.

The Park logo and address [Camdale Country Park, Westoncam Road, Camdale, Camshire CM22 8CP]

James Marshall, Event Manager

Nature Trail Event Registration

Components:
First Name
Last Name
Address
Telephone and E-Mail
Date of birth (DD/MM/YYYY)
School
Allergies
Special diet needs
Park Membership Number
Emergency contact details
Space for parent/guardian signature
The date

'For Office Use':
The date received
The date entered on database
The date confirmation was sent to the applicant

		tick when completed	
1	CREATE the registration form, which includes all the headings that Tim has listed in his note above.		
2	MAKE SURE it has the Park Logo from the file Camdale Graphics.		
3	INSERT your name, candidate number and centre number in the footer.		
4	SAVE the file as REGFORM.		
5	PRINT a copy of the form.		

Reminder:

- Check your spelling
- Remember that it is a form, which will be completed by the parents of those attending the event
- Use a suitable layout
- Use a suitable font
- Use appropriate formatting such as shading and merging of cells
- Use correct capitalisation
- Use the standard features of an email

TOTAL FOR TASK 1: 35 MARKS

TASK 2: SPREADSHEET TO RECORD ANIMAL SIGHTINGS AT THE NATURE TRAIL EVENT

James wants to record the sightings of various animals and insects seen during the Nature Trail. You need to create a spreadsheet to record the total sightings and which animal or insect was seen most and which least.

		tick when completed	
1	OPEN a blank spreadsheet.		
2	ENTER the title: Nature Trail Results.		
3	USE these column headings:		

Animal/Insect	Site 1	Site 2	Site 3	Site 4	Total Seen

4	ENTER this data about the animals and insects seen:

Animal/Insect	Site 1	Site 2	Site 3	Site 4	Total Seen
Deer	4	6	7	5	
Muntjac	3	5	7	2	
Rabbit	1	4	6	8	
Weasel	3	3	2	6	
Spider	5	7	9	10	
Caterpillar	5	6	3	9	

5	ENTER a formula in the Total Sold column to calculate the total number of each category seen. (The Total Seen is the sum of the sightings at each site.)	
6	COPY this formula down for all the other animals and insects.	
7	FORMAT the cells to 0dp.	
8	ENTER, in a suitable cell, a formula which uses a function to calculate the **minimum** number seen of any animal or insect.	
9	ADD this label, in a suitable adjacent cell, **Minimum Number Seen**.	
10	ENTER, in a suitable cell, a formula which uses a function to calculate the **maximum** number seen of any animal or insect.	
11	ADD this label, in a suitable adjacent cell, **Maximum Number Seen**.	
12	INSERT your name, candidate number, centre number and today's date in the footer.	
13	SAVE the spreadsheet as NATURE TRAIL RESULTS.	
14	PRINT the spreadsheet in data view. Make sure it fits on one A4 page.	
15	DISPLAY the spreadsheet in formula view. Use landscape orientation and show the gridlines and row and column headers. Make sure that the complete formulae can be seen.	
16	PRINT the spreadsheet in formula view. Make sure it fits on one A4 page.	

		tick when completed	
17	CREATE a line graph that shows the number of each animal or insect seen at the various sites during the Nature Trail.		
18	SAVE the line graph.		
19	INSERT your name, candidate number and centre number in the footer.		
20	PRINT the line graph.		

Reminder:

- Check that all the data has been entered accurately
- Check that the printouts display all the information in full
- Use formatting features to make sure the spreadsheet is easy to read and looks 'professional'
- Use a suitable layout
- Use a suitable font
- Use a suitable graph title, label and/or legend
- Use correct capitalisation

TOTAL FOR TASK 2: 45 MARKS

TASK 3: PRESENTATION TO ADVERTISE THE PARK DETAILS

You have received this request from Tim.

I would like you to produce a scrolling presentation, which can be set up in the Visitor Area to advertise the Nature Trail Event.

I would like the Park logo in the top left hand corner to appear in the same position on each slide

Please include the following slides:

Slide 1 – Welcome to the Park and the Nature Trail Event

Slide 2 – The event details – date, time, age range, cost, etc.

Slide 3 – Some information about the day itself – I have put these in a datafile for you

Slide 4 – How to register

		tick when completed	
1	USE a suitable application to produce the presentation. It must: • Consist of 4 slides • Have the Park logo in the same position on each slide • Have the slide number at the bottom of each slide • Have a suitable title on slides 2, 3 and 4 There is no need to include transitions or animations in your presentation.		
2	OPEN the files Camdale PPT L2 and Camdale Graphics.		
3	SELECT relevant information and suitable images from these files to use in your presentation.		
4	SAVE your presentation as NTEVENT.		
5	PRINT the presentation as a handout with two slides per A4 page.		
6	MAKE SURE your name, candidate number and centre number are inserted in the slide footer.		
7	You do not have to print it in colour.		

Reminder:
- Check your spelling
- Choose an appropriate image for each slide and make sure it is a sensible size and in a suitable position
- Make sure the text is easy to read at a distance – use a sensible layout
- Make sure the slides are consistent
- Remember who will see the presentation
- Use a suitable font
- Use correct capitalisation

TOTAL FOR TASK 3: 30 MARKS

You have reached the end of the practice assessment. Ensure you have the following printouts:

Task 1:
- Draft Email
- Registration Form

Task 2:
- Spreadsheet in data view
- Line Graph

Task 3:
- Presentation

Remember – in a test situation, your name, candidate number and centre number must be printed in the footer. Printouts with handwritten names will NOT be marked.

TOTAL FOR PAPER: 110 MARKS

Functional skills pilot ICT L2 mark scheme

Task 1

Activity 1

Marking point	Task	Mark
Create a draft email for James		
1	Email addressed to the Woodland Guides	1
2	Copy to Tim	1
3	All the requested components of the email: Send to, Copy to, Date and Subject or RE: (in any order, but in top 50% of page)	1
4	'Send to' and 'Copy to' as first two items, in either order	1
5	Date and Subject or RE: as second two items, in either order, must be after 'Send to' and 'Copy to'	1
6	Page orientation is portrait	1
7–8	Spelling and grammar correct – no errors – up to 3 errors	2 or 1
9	Email is fit for purpose – all of the above	1
10	Only one copy of draft email submitted (i.e. no additional copy for Tim)	1
	Total marks for Activity: 10	

Activity 2

Marking point	Task	Mark
Create the Registration Form for the Nature Trail Event.		
1	Document which includes a table (or at least gridlines or cells in which data could be entered)	1
2	Addressed to James Marshall, Event Manager (accept just James Marshall)	1
3	Subject – Nature Trail Event Registration (accept either RE: or Subject)	1
4–15	Includes the following components: – First Name – Last Name – Address – Telephone and E-Mail – Date of birth (DD/MM/YYY) – School *continued on next page*	1 1 1 1 1 1

Marking point	Task	Mark
	continued from previous page	
4–15	– Allergies – Special diet needs – Park Membership Number – Emergency contact details – Space for parent/guardian signature – The date	1 1 1 1 1 1
16	Section marked 'For Office Use'	1
17–19	In that section the text: – The date received – The date entered on database – The date confirmation was sent to the applicant	 1 1 1
20	The font is consistent and a suitable size and type	1
21	Cells shaded and/or merged	1
22	Layout and use of white space is effective	1
23–24	Spelling and grammar – no errors – up to 3 errors	 2 or 1
25	The form for a sense of audience and purpose and is suitable for use as a registration form with space for details to be entered	1
	Total marks for Activity: 25	

Total Marks for Task: 35

Task 2

Marking point	Task	Mark
	Create the spreadsheet for James Marshall for the Nature Trail data	
1	Layout matches given outline of the spreadsheet	1
2–3	Spreadsheet looks professional (any two of following): – Column headings are bold – Text wrapped – Headings centred	Up to Max of 2
4	Headings centred	1
5–6	Enter the test data provided by the Event Manager: – data all correct – up to 2 errors	2 or 1
7	Data in appropriate cells	1
8	New row at the top of the spreadsheet	1
9	Title, **Nature Trail Results** in cell A1 (ignore bold/spelling – check caps as given)	1
10–11	Function (=SUM), to calculate the total deer seen into the column headed: **Total Seen** – =SUM (range) – no function e.g. =A1+B1+C1 or anything else that works	2 or 1
12	Function (formula) copied down for all other animals/insects	1
13–14	Function (=MIN), to calculate the **minimum** number seen during the walk Accept only =MIN(range)	2 or 0
15–17	Cell labelled: **Minimum Number Seen** – Label exactly as given – Bold – Wrapped	1 or 0 1 1
18–19	Function (=MAX), to calculate the **maximum** number seen during the walk Accept only =MAX(range)	2 or 0
20–22	Cell labelled: **Maximum Number Seen** – Label exactly as given – Bold – Wrapped	1
23–24	Print 2 (data view) – Title bold and underlined – Arial Size 14 font	1 1
25	Print of spreadsheet in formula view	1
26	Page orientation is portrait	1
27	Shows gridlines and row and column headers	1
28	Complete formulae visible	1
29	Font is consistent and suitable e.g. Arial/Times New Roman.	1
30	All the data can be seen – no truncation	1

Marking point	Task	Mark
Create the line graph for James to display in the Tea Room		
1–2	Graph created: – Line Graph – Any graph or chart	2 or 1
3–4	Each animal or insect has separate line on graph – line graph only – separate column/bar or segment on any other chart	2 or 1
5–6	Legend at the right hand side of the graph – Legend identifying animal/insect at one side – Correct legend (as above) in wrong position	1
7–8	Chart has suitable title – must include reference to Nature Trail – Suitable title, sensible caps, correct spelling – Title present but with errors	2 or 1
9–11	Label the axes: – X Axis – **Sites** – Y Axis – **Number Seen** – Labels as given, bold + initial caps	1 1 1
12	Chart has no unnecessary data; e.g. no table of data present, no data labels on lines	1
13	Page orientation is landscape	1
14	All the data can be seen; lines easily distinguishable	1
15	Fitness for purpose – all of the above	1
	Total marks for Task: 45	

Task 3

Marking point	Task	Mark
**Create a suitable presentation about the forthcoming Nature Trail Event, which can be set up to scroll continuously in the Visitor Area**		
1	Evidence that Master Slide used – logo exactly same size and location on all slides.	1
2	Same logo used as in word processing documents	1
3	Logo in sensible position	1
4	Logo proportions retained	1
5	Page orientation is landscape	1
6–9	Slide 1: – Camdale Country Park (in full, spelling/caps correct) – A welcome to the Park – An indication that the presentation is about a forthcoming event – An image of the Park (proportions retained)	1 1 1 1
10–15	Slide 2 – The event: – Nature Trail – Age Range – Date – Saturday 14 June 2008 (accept without day) – spelling correct – Cost (must have £) – Start and end time for event – A suitable image (proportions retained)	1 1 1 1 1 1
16–21	Slide 3 – Details of the actual event – inclusion of these facts from the data file – allow any sensible changes: – Enjoy a short briefing about the Park and the animals or insects you might see – Learn how to spot the clues to find them – Record how many woodland animals and insects you see – Transfer your data to the Park System – Produce charts and graphs – Add your name to the list of researchers	1 1 1 1 1 1

22–27	Slide 4 – How to register for the event:
	– Mention of registration form
	– Where to get registration form from:
	  • Mention of personal collection
	  • Mention of e-mail
	  • Mention of telephone (and/or number)
	– Closing date for registration
	– Who to send the registration form to
		1
		
		1
		1
		1

28	Good use of layout and white space, e.g. information can be read easily – not all squashed together	1
29	Font size, style are consistent across all four slides	1
30	Printed – 2 slides to a page	1
**Total marks for Task: 30**		

Total Marks for Paper: 110