

# ENTRY 1 MARK SCHEME

## Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 1.

Assessors must use the mark scheme given below, and place a tick in the relevant box where a learner has met the standard.

Learner name:		Registration number:	Centre number:
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GETTING READY			
1.	Task		
	<p>Make sure you are sitting comfortably.</p> <p>Make sure you work safely at all times during the task.</p> <p>Coverage and range</p> <p>2.1 Minimise the physical stress of seating, lighting and hazards</p>	Marks	Achieved
1.	<p>Mark scheme</p> <p>The learner has demonstrated safe working of any one of addressing seating or lighting or any other hazards.</p> <p>For example, by adjusting the height and/or position of chair and monitor, using correct posture, avoid tripping hazards, keeping food and drink away, minimising glare.</p>	(1)	<input type="checkbox"/>
2.	Task		
	<p>Start the computer system.</p> <p>Coverage and range</p> <p>2.2 keep access information secure by using password</p>	Marks	Achieved
2.	<p>Mark scheme</p> <p>The learner has demonstrated that they can access a computer system securely using a password.</p> <p>For example, log on, username/password, PIN, boot password (either as access to a standalone or network system).</p>	(1)	<input type="checkbox"/>

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DURING THE TASK			
1.	Task You will get a mark for using software applications . Coverage and range 1.1 recognise and use interface features		
		Marks	Achieved
1.	By undertaking the poster and email activities, the learner has recognised and used interface features when using software applications to complete this task.  For example, opening and closing the date file, receiving and opening closing email messages, saving and printing, and opening and closing software applications.	(1)	<input type="checkbox"/>

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## Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

MAKE A POSTER			
1.	Task You have been sent an email or text message. It tells you where people can find out more about the canoe club. Open the email or text message. Coverage and range 3.1 text message, voicemail and on-screen information 5.2 receive and open electronic messages		
		Marks	Achieved
1.	Mark scheme By entering/adding any correct information from the email or text message into the poster, the learner has:		
1.	<ul style="list-style-type: none"> <li>received the email or text message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>opened the email or text message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>found the given information</li> </ul>	(1)	<input type="checkbox"/>
2.	Task Open the poster CanoeEL1. Use the information in the email or text message to: <ul style="list-style-type: none"> <li>add the address to the poster</li> <li>correct the phone number on the poster</li> </ul> Coverage and range 4.1 Identify and correct simple errors		
		Marks	Achieved
2.	Mark scheme The learner has added the club address (minor errors in case and spelling should be disregarded)	(1)	<input type="checkbox"/>
2.	The learner has corrected the phone number (ignore errors in spacing)	(1)	<input type="checkbox"/>
3.	Task The poster contains an image. Label the image so that people know what it is. Coverage and range 5.1 label an image		
		Marks	Achieved
3.	Mark scheme The learner has added a label to the image.	(1)	<input type="checkbox"/>
3.	The label is appropriate in that it identifies the image (e.g. a canoe, paddling a canoe, paddling in rough water - minor errors in case and spelling should be disregarded).	(1)	<input type="checkbox"/>
Total		10	
Pass Mark		7	
		Total	

# ENTRY 1 AUTHENTICATION

## Functional Skills Qualification in Information and Communication Technology at Entry 1

COMMENTS
If you have provided any assistance to the learner during this task, please provide details here.

The pass mark is 7 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 1.

Assessor name	Assessor signature and date
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I confirm that this is my own work.

Learner name	Learner signature and date
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All learner work must be authenticated.

The following should be collated for achievement and retained by the centre:

- printed task from learner
- completed mark scheme

# Try a new sport!

Why not join a canoe club?



**A Canoe**

An appropriate label has been added to describe the image

**For more information about canoe clubs contact:**

**Harbury Canoe Club**

The Boathouse  
Harbury  
CV33 2BX

The contact address details have been added to the poster

**Phone:**

0192 371 955

The phone number has been amended on the poster

## Task coverage grid

	Using ICT			Finding and selecting information		Developing, presenting and communicating information			Open or Fixed	Total
	1.1	2.1	2.2	3.1		4.1	5.1	5.2		
<b>Getting ready</b>										
1		1							Open	1
2			1						Open	1
<b>During the task</b>										
1	1								Open	1
<b>Create a poster</b>										
1				1				2	Open	3
2						2			Open	2
3							2		Open	2
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>2</b>	<b>2</b>	<b>2</b>		<b>10</b>

<b>3</b>	<b>1</b>	<b>6</b>
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Assessment weightings	Marks	%
Using ICT	3	30%
Finding and selecting information	1	10%
Developing, presenting and communicating information	6	60%
<b>Total</b>	<b>10</b>	<b>100%</b>
Open response %		<b>100%</b>
Fixed response %		<b>0%</b>