

# ENTRY 2 MARK SCHEME

## Functional Skills qualification in Information and Communication Technology (ICT) at Entry 2

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 2.

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 Make sure you are sitting comfortably. Make sure you work safely at all times during the task. Coverage and range 2.1 minimise physical stress 2.3 understand the need to stay safe		
		Marks	Achieved
1.	Mark scheme The learner has demonstrated the ability to minimise physical stress by adjusting the height and/or position of chair and monitor, using correct posture, etc.	(1)	<input type="checkbox"/>
1.	The learner has demonstrated that they can work safely by following relevant health and safety or personal safety guidelines.	(1)	<input type="checkbox"/>
2.	Task Start the computer system. Coverage and range 2.2 keep access information secure by using password		
		Marks	Achieved
2.	Mark scheme The learner has demonstrated that they can access a computer system securely using a password.  For example, log on, username/password, PIN, boot password (either as access to a standalone or network system).	(1)	<input type="checkbox"/>

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DURING THE TASK			
1.	Task You will get marks for: <ul style="list-style-type: none"> <li>• using the computer</li> <li>• using software applications</li> </ul> Coverage and range 1.1 use computer hardware 1.2 use software applications for a purpose 1.3 recognise and use interface features		
		Marks	Achieved
1.	Mark scheme The learner has used a computer system.	(1)	<input type="checkbox"/>
1.	By undertaking the advert and email activities, the learner has used software applications for a purpose.	(1)	<input type="checkbox"/>
1.	By undertaking the advert 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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MAKE AN ADVERT			
1.	<b>Task</b> You have received an email message. The message contains information to use in the advert. Open and read the email message. <b>Coverage and range</b> 3.1 use ICT-based sources of information 7.1 read, send and receive electronic messages		
		Marks	Achieved
	<b>Mark scheme</b> By entering/adding any correct information from the email or text message into the advert, the learner has:		
1.	<ul style="list-style-type: none"> <li>received the email</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>read the email and found the given information</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>used ICT sources of information.</li> </ul>	(1)	<input type="checkbox"/>
2.	<b>Task</b> Send a reply to the email saying that you have read the message. <b>Coverage and range</b> 7.1 read, send and receive electronic messages		
		Marks	Achieved
2.	<b>Mark scheme</b> By replying to the email the learner has sent an electronic message. (Do not penalise content spelling, punctuation or grammar)	(1)	<input type="checkbox"/>
3.	<b>Task</b> Open the file AdvertEL2. Use the information in the email message to: <ul style="list-style-type: none"> <li>add the missing information to the advert</li> <li>change any information on the advert that is wrong.</li> </ul> <b>Coverage and range</b> 3.1 use ICT-based sources of information 5.1 use simple editing and formatting techniques 6.2 identify and correct simple errors		
		Marks	Achieved
3.	The learner has corrected the contact phone number.	(1)	<input type="checkbox"/>
3.	The learner has identified that the contact address is incomplete by editing the address.	(1)	<input type="checkbox"/>
3.	The learner has completed the contact address.	(1)	<input type="checkbox"/>

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MAKE AN ADVERT			
	Task The advert needs two images. Use the file PictureEL2 to find a suitable picture to put in the advert. Put your chosen picture in the advert.		
4.	Use the file HeadingEL2 to find a suitable heading to put in the advert. Put your chosen heading in the advert.		
4a.	Coverage and range 4.1 use simple search facilities 6.1 for print and viewing on screen	Marks	Achieved
4	Mark scheme By adding an appropriate image from either of the image files, the learner has used simple search facilities to find the image.	(1)	<input type="checkbox"/>
4a.	By adding a picture to the advert, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
4b.	By adding a picture to the advert, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
	Task Make the advert look good. You could use some of the following: • alignment • colours • different fonts • font styles • font sizes • any other formatting.		
5.	Coverage and range 5.1 use simple editing and formatting techniques	Marks	Achieved
	Mark scheme The advert is formatted by using appropriate features, such as • alignment (e.g. left, centre, right) • colours • fonts (e.g. times new roman, arial, comic sans) • font sizes • font styles (e.g. bold, italic, underline)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Accept any other appropriate formatting techniques  1 mark awarded for each feature up to a maximum of 4 marks. Multiple marks may be awarded for variations within the same feature (eg underlined and italic font styles = 2 marks) but not for repeated use of the same feature (eg two items underlined = 1 mark)	(4)	<input type="checkbox"/>

Total	20	
Pass Mark	15	

Total	
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# ENTRY 2 AUTHENTICATION

## Functional Skills Qualification in Information and Communication Technology at Entry 2

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

The pass mark is 15 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 2.

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
- printed copy of the learner's reply e-mail (printed by the assessor)
- completed mark scheme

## Task coverage grid

	Using ICT						Finding and selecting information		Developing, presenting and communicating information				Open or Fixed	
	1.1	1.2	1.3	2.1	2.2	2.3	3.1	4.1	5.1	6.1	6.2	7.1		Total
<b>Getting ready</b>														
1				1		1							Open	2
2					1								Open	1
<b>During the task</b>														
1	1	1	1										Open	1
<b>Create an advert</b>														
1							1					2	Open	3
2												1	Open	1
3							1		1		1		Open	3
4								1		2			Open	3
5									4				Open	5
6													Open	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>3</b>		

<b>6</b>	<b>3</b>	<b>11</b>
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Assessment weightings	Marks	%
Using ICT	6	30
Finding and selecting information	3	15
Developing, presenting and communicating information	11	55
<b>Total</b>	<b>20</b>	<b>100%</b>
Open response %		<b>100%</b>
Fixed response %		<b>0%</b>

# Drums For Sale

*I am selling my drums*

**Do you want to buy them?**



Price: £65

Address:  
32 Hanson Drive  
Graythorpe  
GR2 7SN

Phone: 0171 241597

***Please phone after 6 o'clock***