

ENTRY 1 MARK SCHEME

B-Fit Gym

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:
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 the physical stress of seating, lighting and hazards	Marks	Achieved
1.	Mark scheme The learner has demonstrated safe working of any one of addressing seating or lighting or any other hazards. 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.	(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 must demonstrate that they can access a computer system using secure methods, such as a username/password (either as standalone access or part of a network authentication).	(1)	<input type="checkbox"/>
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.	Mark scheme By undertaking the poster and email activities, the learner has recognised and used interface features when using software applications to complete this task.	(1)	<input type="checkbox"/>

	For example, opening and closing the data file, receiving and opening email messages, labelling an image, saving and printing, and opening and closing software applications.		
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MAKE A POSTER			
1.	Task You have been sent an email or text message. It tells you more about the gym. 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.	Received the email or text message	(1)	<input type="checkbox"/>
1.	Opened the email or text message	(1)	<input type="checkbox"/>
1.	Found the given information	(1)	<input type="checkbox"/>
2.	Task Open the file GymEL1. Use the information in the email or text message to: <ul style="list-style-type: none"> list what the gym has to offer change the price on the poster Coverage and range 4.1 enter and edit single items of information and identify and correct simple errors		
		Marks	Achieved
2.	Mark scheme The learner has added the details of the facilities (all required): <ul style="list-style-type: none"> New equipment Air-conditioning Free training Fitness advice available. (minor errors in case, spelling and spacing should be disregarded)	(1)	<input type="checkbox"/>
2.	The learner has corrected the price to £23	(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. gym equipment, running machine, exercising - 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

Solution to task

B-Fit Gym

Just opened!

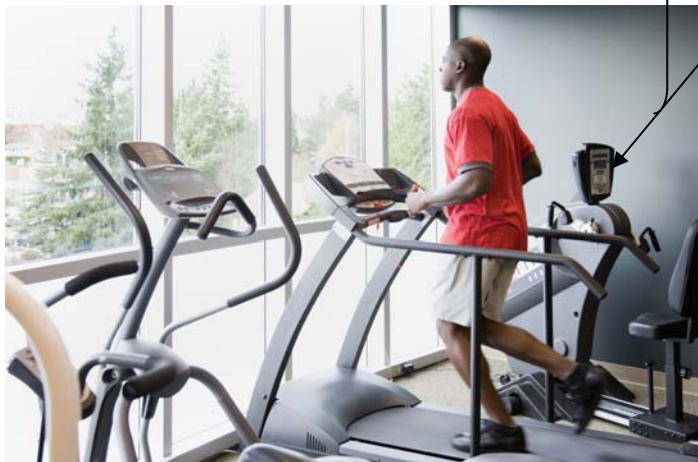
Long Road, New Town, NT1 1FS

Open 7.00am until 10.00pm

What we have to offer:

- New equipment
- Air-conditioning
- Free training
- Fitness advice available

Text from the email is added.



Label added that refers to the gym equipment

Join and get fit with your friends on the treadmill.

Price has been amended on the poster.

New members ONLY £23 each month

Contact Julie for more information: julie@bfit.co.uk

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		
Getting ready										
1		1							Open	1
2			1						Open	1
During the task										
1	1								Open	1
Make a poster										
1				1				2	Open	3
2						2			Open	2
3							2		Open	2
Total	1	1	1	1		2	2	2		10

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