

# ENTRY 2 MARK SCHEME

Fire Station

## 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 a 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 computer 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 poster and email activities, the learner has used software applications for a purpose.	(1)	<input type="checkbox"/>
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 data files, sending and receiving and opening email messages, using software tools, saving and printing, and opening and closing software applications.	(1)	<input type="checkbox"/>

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MAKE A POSTER		
1.	Task You have received an email message. The message contains information to use in the poster. Open and read the email message. Coverage and range 3 use ICT-based sources of information 7.1 read, send and receive electronic messages	
		Marks Achieved
	Mark scheme By successfully entering any information from the email message into the poster, the learner has:	
1.	Received the email message.	(1) <input type="checkbox"/>
1.	Read the email message.	(1) <input type="checkbox"/>
1.	Used ICT based sources of information.	(1) <input type="checkbox"/>
2.	Task Send a reply to the email saying that you have read the message. Coverage and range 7.1 read, send and receive electronic messages	
		Marks Achieved
	Mark Scheme The assessor will have received an email from the learner or seen a printed copy.	<input type="checkbox"/>
2.	The learner has sent a reply to the email message.	(1) <input type="checkbox"/>
3.	Task Open the file PosterEL2. Use the information in the email message to: <ul style="list-style-type: none"> <li>add the missing information to the poster</li> <li>change any information on the poster that is wrong.</li> </ul> Coverage and range 6.2 bring together two given types of information - identify and correct simple errors.	
		Marks Achieved

3.	<p>Mark Scheme</p> <p>The learner has amended the date of the Open Day. The original date must be replaced. Do not penalise the learner if 'th' is omitted.</p> <p>The position of the date does not have to be identical to the original, but must be positioned so that the document is fit for purpose.</p>	(1)	<input type="checkbox"/>
3.	<p>The learner has entered 'soft drink and snacks'. This must appear below or alongside 'Free refreshments:'.</p> <p>Do not penalise the learner for spelling errors.</p>	(1)	<input type="checkbox"/>
3.	<p>The learner has entered the address.</p> <p>The address must appear below or alongside the statement: 'The Open Day will be held at:'</p> <p>Do not penalise the learner for spelling errors.</p>	(1)	<input type="checkbox"/>

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MAKE A POSTER			
4.	<p>Task</p> <p>The poster needs two images.</p> <p>(a) Use the file HeadingEL2Set3 to find a suitable heading to put in the poster.</p> <p>Put your chosen heading in the poster.</p> <p>(b) Use the file ImageEL2Set3 to find a suitable image to put in the poster.</p> <p>Put your chosen image in the poster.</p> <p>Coverage and range</p> <p>4.1 use simple search facilities</p> <p>6.1 for print and viewing on screen</p>		
		Marks	Achieved
4.	<p>Mark scheme</p> <p>By adding an appropriate image from either of the image files, HeadingEL2Set3, ImageEL2Set3, the learner has used simple search facilities to find the image.</p>	(1)	<input type="checkbox"/>
4a	By adding a heading to the poster, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
4b	By adding an image to the poster, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
5.	<p>Task</p> <p>Make the poster look good.</p> <p>You could use some of the following:</p> <ul style="list-style-type: none"> <li>• alignment</li> <li>• colours</li> <li>• different fonts</li> <li>• font styles</li> <li>• font sizes</li> <li>• any other formatting.</li> </ul> <p>Coverage and range</p> <p>5.1 use simple editing and formatting techniques.</p>		
		Marks	Achieved
5.	<p>Mark scheme</p> <p>The poster is formatted and includes appropriate features, such as:</p> <ul style="list-style-type: none"> <li>• alignment (e.g. left, centre, right)</li> <li>• colours</li> <li>• different fonts (e.g. Times New Roman, Arial, Comic Sans)</li> <li>• font styles (e.g. bold, italic, underlined)</li> <li>• font sizes</li> </ul>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>

	<p>Accept any other appropriate formatting features.  1 mark awarded for each feature up to a maximum of 4 marks. Multiple marks may be awarded for variations within the same item (e.g. underlined and italic font styles = 2 marks) but not for repeated use of the same feature (2 items underlined = 1 mark)  1 mark awarded for each feature up to a maximum of 4 marks.</p>	(1)	<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
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Assessor signature and date
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I confirm that this is my own work.

Learner name
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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

Task coverage grid

	Using ICT						Finding and selecting information		Developing, presenting and communicating information				Open or Fixed	Total
	1.1	1.2	1.3	2.1	2.2	2.3	3.0	4.1	5.1	6.1	6.2	7.1		
Getting ready														
1				1		1							Open	2
2					1								Open	1
During the task														
1	1	1	1										Open	3
Make a poster														
1							1					2	Open	3
2												1	Open	1
3											3		Open	3
4								1		2			Open	3
5									4				Open	4
Total	1	1	1	1	1	1	1	1	4	2	3	3		20

6	2	12
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Assessment weightings	Marks	%
Using ICT	6	30%
Finding and selecting information	2	10%
Developing, presenting and communicating information	12	60%
Total	20	100%
Open response %		100%
Fixed response %		0%

# The Fire Station

## Open Day

Relevant heading inserted – position may be at the top or another suitable position

Use of font /styles to make key information stand out

Date corrected

Saturday 18<sup>th</sup> June

Open all day from 9am until 6pm



Relevant image inserted in appropriate place

Bring all the family!

Text formatted appropriately

Your chance to ride on a fire engine

Try on a fireman's helmet

Slide down the fireman's pole

Free refreshments: soft drinks and snacks

Additional information added

The Open Day will be held at:

The Fire Station  
Station Road  
Green Town  
GT10 2SR

Address entered

Shading, colours and backgrounds may also be used if this is done without restricting the legibility of the other content.