

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 3.

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 that you are sitting comfortably. Make sure you work safely at all times during the tasks. Coverage and range 3.2 minimise physical stress 8.3 understand the need to stay safe and to respect others when using ICT-based communication		
		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, following relevant health and safety or personal safety guidelines.	(1)	<input type="checkbox"/>
1.	The learner has demonstrated that they understand the need to stay safe and to respect others when using ICT-based communication by keeping personal information secure, using appropriate language or tone.	(1)	<input type="checkbox"/>
2.	Task Start the computer system. Coverage and range 1.1 use correct procedures to start and shutdown an ICT system	Marks	Achieved
2.	Mark scheme The learner has demonstrated that they can access a computer system using correct procedures (either as access to a standalone or network system).	(1)	<input type="checkbox"/>

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DURING THE TASKS			
1.	Task You will get marks for: <ul style="list-style-type: none"> • using software applications • using interface features • opening and saving files Coverage and range 1.3 use software applications to meet needs and solve given problems 1.4 recognise and use interface features 2.1 open and save files		
		Marks	Achieved
1.	Mark scheme By completing the activities, the learner has: <ul style="list-style-type: none"> • selected and used appropriate software applications to complete the task (e.g. word processing, spreadsheet and email applications). 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • recognised and used interface features when using software applications to complete the tasks. 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • opened files 	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> • saved files 	(1)	<input type="checkbox"/>

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PREPARE A TICKET			
1.	Task The USB memory stick contains a file with some information that you need to design a ticket. Open the file PosterEL3 stored on the USB memory stick. Coverage and range 2.2 know how to insert and remove media 1.2 use input and output devices		
		Marks	Achieved
1.	Mark scheme The learner has inserted the USB memory stick. Opening of the document implies that this has been achieved.	(1)	<input type="checkbox"/>
1.	The learner has opened the file PosterEL3. Opening the file implies that the USB memory stick has been used.	(1)	<input type="checkbox"/>
2.	Task Use the information in the poster to produce a design for a ticket for the tea party. 2a. Make sure that the ticket is in landscape format. Coverage and range 1.5 change simple software settings		
		Marks	Achieved
2a.	Mark scheme The learner has changed the default orientation of the ticket design to landscape	(1)	<input type="checkbox"/>
2b.	Task Make sure that the following items are on the ticket design: <ul style="list-style-type: none"> the date of the tea party the time of the tea party the ticket price Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers and other digital content, to achieve the required outcome		
		Marks	Achieved
2b.	Mark scheme Key items appear on the ticket: <ul style="list-style-type: none"> the date of the tea party the time of the tea party the ticket price 	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
2c.	Task Use the information in the poster to find the community group's logo. Insert this logo in a suitable place on the ticket design. Coverage and range 4.1 search stored information 6.2 insert and position graphics or other digital content to achieve a purpose		
		Marks	Achieved
2c.	Mark scheme The learner has searched the poster and identified the SCG logo.	(1)	<input type="checkbox"/>
2c.	The learner has placed the logo on the ticket design.	(1)	<input type="checkbox"/>

2c.	The logo is suitably positioned on the ticket design (e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>
2d.	<p>Task</p> <p>Use the internet to find a suitable image of a teapot. Insert your chosen image in a suitable place on the ticket design. Save the ticket design using a suitable file name.</p> <p>Coverage and range</p> <p>5.1 search web based sources of information</p> <p>6.2 insert and position graphics or other digital content to achieve a purpose</p>		
		Marks	Achieved
2d.	<p>Mark scheme</p> <p>The learner has used a simple search to find an image of a teapot on the internet. Any image of a teapot implies that a search has been carried out.</p>	(1)	<input type="checkbox"/>
2d.	The learner has selected a suitable image from the internet	(1)	<input type="checkbox"/>
2d.	The learner has placed a copy of their chosen image on the ticket design.	(1)	<input type="checkbox"/>
2d.	The image is suitably positioned on the ticket design(e.g. not obscuring any of the text or images).	(1)	<input type="checkbox"/>

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WORK OUT THE COSTS			
1.	Task The USB memory stick contains a spreadsheet with some information that you need for the ticket. You need to work out the cost of the tea party. Open the file CostsEL3 stored on the USB memory stick. Enter your name in cell A16. 1a. The cost of the music has gone down to £78.00 Update the spreadsheet with this new cost. Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers and other digital content, to achieve the required outcome		
		Marks	Achieved
1a.	Mark scheme The learner has changed the cost from £108 to £78	(1)	<input type="checkbox"/>
1b.	Task Enter a formula in cell B12 to calculate the total of the costs in cells B7 to B11. Coverage and range 6.3 process numbers to meet needs		
		Marks	Achieved
1b.	Mark scheme An appropriate formula is inserted into the spreadsheet to calculate the total of cells B7 to B11 eg = SUM(B7:B11) or =B7+B8+B9+B10+B11 £300.00 is correct	(1)	<input type="checkbox"/>
2.	Task Use the spreadsheet to find the new ticket price. Update your ticket with the new price. Save the ticket. Coverage and range 4.1 search stored information		
		Marks	Achieved
2.	Mark scheme The learner has updated the ticket to include the new ticket price of £5.	(1)	<input type="checkbox"/>
3.	Task Save the spreadsheet. Print the spreadsheet. Coverage and range 7.1 for print and for viewing on screen		
		Marks	Achieved
3	Mark scheme The learner has bought two different types of information together on the spreadsheet (text, name and numbers / formula).	(1)	<input type="checkbox"/>

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FINISH THE TICKET			
1a.	<p>Task</p> <p>Format the layout of the ticket so that it looks good.</p> <p>You could use some of the following:</p> <ul style="list-style-type: none"> • alignment • borders • colours • fonts • font styles • font sizes • any other formatting <p>Coverage and range</p> <p>6.1 enter, edit and format information, including text, graphics, numbers and other digital content, to achieve the required outcome</p>		
		Marks	Achieved
1a.	<p>Mark scheme</p> <p>The ticket is formatted by using appropriate features, such as</p> <ul style="list-style-type: none"> • alignment (e.g. left, centre, right) • borders • colours • fonts (e.g. times new roman, arial, comic sans) • font styles (e.g. bold, italic, underline) • font sizes <p>Accept any other appropriate formatting techniques</p> <p>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)</p>	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
1b.	<p>Task</p> <p>Check the ticket for accuracy and meaning.</p> <p>Coverage and range</p> <p>7.2 check for accuracy and meaning</p>		
		Marks	Achieved
1b.	If the information is accurate and meaningful there is implied evidence of checking.	(1)	<input type="checkbox"/>
1c.	<p>Task</p> <p>Check the ticket for suitability of information.</p> <p>Coverage and range</p> <p>7.3 check suitability of information</p>		
		Marks	Achieved
1c.	The information is suitable for the context, eg a ticket	(1)	<input type="checkbox"/>
2.	<p>Task</p> <p>Make sure the ticket fits on one page.</p> <p>Save the ticket.</p> <p>Print the ticket.</p> <p>Coverage and range</p> <p>7.1 for print and for viewing on screen</p>		
		Marks	Achieved
2.	<p>Mark scheme</p> <p>The learner has generated a printout of the final ticket design</p>	(1)	<input type="checkbox"/>

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SEND A MESSAGE			
1.	Task The USB memory stick contains a list of contacts and a message text file. The list of contacts is password protected. You have received an email message. The email message contains a password that will open the list of contacts. Open and read the email message.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
1.	Mark scheme The learner has opened and read the email message	(1)	<input type="checkbox"/>
2.	Task Use the password in the email message to open the file ContactsEL3.		
	Coverage and range 3.1 use and change passwords	Marks	Achieved
2.	Mark scheme The learner has used the password given in the received email to open the file.	(1)	<input type="checkbox"/>
3 3a.	Task Open the file MessageTextEL3 stored on the USB memory stick. Copy the information and paste it into a new email.		
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers and other digital content, to achieve the required outcome	Marks	Achieved
3a.	Mark scheme The learner has created a new email and pasted the contents of MessageTextEL3 into it.	(1)	<input type="checkbox"/>
3b.	Task Use the list of contacts to find the email address of the Treasurer.		
	Coverage and range 8.2 use contacts 4.1 search stored information	Marks	Achieved
3b	The learner has addressed the email to someone on the contacts list.	(1)	<input type="checkbox"/>
3b	The learner has addressed the email to the treasurer (Sarah Ward Sarah.ward@test.ect).	(1)	
3c.	Task Send your new email to the Treasurer.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved
3c	The learner has sent the email.	(1)	<input type="checkbox"/>
4.	Task You will receive a reply to your email. Print this reply including your sent message.		
	Coverage and range 8.1 read, send and receive electronic messages	Marks	Achieved

4.	Mark scheme The learner has printed the reply.	(1)	<input type="checkbox"/>
5.	Task Close all documents and remove the USB memory stick safely. Use the correct procedures to shut down your computer. Coverage and range 1.1 use correct procedures to start and shut down an ICT system 2.2 know how to insert and remove media		
		Marks	Achieved
5.	Mark scheme The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1)	<input type="checkbox"/>
5.	The learner has shut down the computer system using the correct procedures	(1)	<input type="checkbox"/>
Total		40	
Pass Mark		30	

Total	
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ENTRY 3 AUTHENTICATION

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

The pass mark is 30 (75%).

I confirm that this learner has achieved 75%, or more, of the standards at Entry 3.

Assessor name

Assessor signature and date

I confirm that this is my own work.

Learner name

Learner signature and date

All learner work must be authenticated.

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

- printed tasks from learner
- completed mark scheme.

Task coverage grid

	Using ICT									Finding & selecting information		Developing, presenting and communicating information									Open or Fixed	
	1.1	1.2	1.3	1.4	1.5	2.1	2.2	3.1	3.2	4.1	5.1	6.1	6.2	6.3	7.1	7.2	7.3	8.1	8.2	8.3		Total
Getting ready																					Open	
1									1											1	Open	2
2	1																				Open	1
During the tasks																						
1			1	1		2															Open	4
Prepare a ticket																						
1		1					1														Open	2
2a					1																Open	1
2b												3									Open	3
2c										1			2								Open	3
2d											2		2								Open	4
Work out the costs																						
1a												1									Open	1
1b														1							Open	1
2										1											Open	1
3															1						Open	1
Finish the ticket																						
1a												4									Open	4
1b																1					Open	1
1c																	1				Open	1
2															1						Open	1
Send a message																						
1																		1			Open	1
2								1													Open	1
3a												1									Open	1
3b										1									1		Open	2
3c																		1			Open	1
4																		1			Open	1
5	1						1														Open	2
Total	2	1	1	1	1	2	2	1	1	3	2	9	4	1	2	1	1	3	1	1		40

Assessment weightings	Marks	%
Using ICT	12	30%
Finding and selecting information	5	13%
Developing, presenting and communicating information	23	57%
	40	100%



The logo from the data file is included

Smarts Community Group

Tea Party



An image of a teapot from the web search is included

Ticket must have clear purpose and use an appropriate layout

Ticket: £5.00

Correct date shown

Sunday 23rd July

Ticket price must be £5.00

Font styles, size, colour, alignment and/or other formatting used to make the ticket attractive

Correct time shown

3.30 pm till 7.00 pm