

# ENTRY 2 MARK SCHEME

## Computer Games Advert

### 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.	<b>Task</b> Make sure you are sitting comfortably. Make sure you work safely at all times during the task. <b>Coverage and range</b> 2.1 minimise physical stress 2.3 understand the need to stay safe		
		Marks	Achieved
1.	<b>Mark scheme</b> 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.	<b>Task</b> Start the computer system. <b>Coverage and range</b> 2.2 keep access information secure by using a password		
		Marks	Achieved
2.	<b>Mark scheme</b> 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 or email activities, the learner has used software applications for a purpose.	(1)	<input type="checkbox"/>
1.	By undertaking the advert or email activities, the learner has recognised and used interface features when using software applications to complete this task.  For example, opening data files, sending, receiving and opening email messages, saving, printing, and using software applications.	(1)	<input type="checkbox"/>

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FINISH THE ADVERT			
1.	<b>Task</b> You have received an email or text message. The message contains information to use in the advert. Open and read the message. <b>Coverage and range</b> 3 use ICT-based sources of information 7.1 read, send and receive electronic messages		
		Marks	Achieved
	<b>Mark scheme</b> By successfully entering any information from the message into the advert, the learner has:		
1.	<ul style="list-style-type: none"> <li>received the message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>read the message</li> </ul>	(1)	<input type="checkbox"/>
1.	<ul style="list-style-type: none"> <li>used ICT-based sources of information.</li> </ul>	(1)	<input type="checkbox"/>
2.	<b>Task</b> Send a reply 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> The assessor will have received an email or text message from the learner or seen printed evidence that the message was sent by the learner and received.  The learner has sent a reply to the email message.	(1)	<input type="checkbox"/>
3.	<b>Task</b> Open the file Games12E2 Use the information in the 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 different.</li> </ul>		
	<b>Coverage and range</b> 6.2 identify and correct simple errors	Marks	Achieved
3.	<b>Mark scheme</b> The learner has entered a list of computer game titles. The position of the list should be below or to the right of the text 'Examples of games for sale: '. The list must be positioned so that the document is fit for purpose. Do not penalise spelling errors.	(1)	<input type="checkbox"/>
3.	The learner has changed the price from £6 to £5. The value can be displayed as £5 or £5.00.	(1)	<input type="checkbox"/>
3.	The learner has changed the name from John to Jane.	(1)	<input type="checkbox"/>

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FINISH THE ADVERT			
4.	Task The advert needs two images. (a) Find a suitable heading from the file Heading12E2Set2 Put your chosen heading in the advert. (b) Find a suitable image from the file Image12E2Set2 Put your chosen image in the advert. Coverage and range 4.1 use simple search facilities 6.1 for print and viewing on screen		
		Marks	Achieved
4.	Mark scheme By adding a suitable image from either of the files, Heading12E2Set2 or Image12E2Set2, the learner has used simple search facilities to find an image.	(1)	<input type="checkbox"/>
4.(a)	By adding a heading to the advert, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>
4.(b)	By adding an image to the advert, the learner has brought together two given types of information.	(1)	<input type="checkbox"/>

5.	Task Make the advert look good. You could use some of the following: <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> Coverage and range 5.1 use simple editing and formatting techniques		
		Marks	Achieved
5.	Mark scheme The advert is formatted and includes the appropriate use of features, such as: <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> Accept any other appropriate formatting features.	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
	1 mark awarded for each feature up to a maximum of 4 marks. 1 mark awarded for each variation such as bold, italic, and underlined. Multiple marks may be awarded for an item using more than one feature e.g. <u>example</u> underlined and italic font styles = 2 marks but not for repeated use of the same (e.g. 2 items underlined = 1 mark)	(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	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

# 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	3.0	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	3
<b>Finish the advert</b>														
1							1					2	Open	3
2												1	Open	1
3											3		Open	3
4								1		2			Open	3
5									4				Open	4
<b>Total</b>	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%

# For Sale!

Relevant image  
inserted in  
appropriate  
place.



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

## Used PC games

Examples of games for sale:

*Space Wars*  
*Crypt Raider 2*  
*Ski Trail*  
*Desert Cloud*  
*Race Rage*

Use of fonts, font size,  
font styles to make key  
information stand out.

Alignment used to  
make key information  
stand out.

Price changed.

Price: £5

Telephone Number: 01998 45612

Ask for Jane.

Name changed.