

Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 1

Set 1

## **General guidance on the use of the mark scheme**

1. If the answer is in words accept any understandable spelling.
2. Units can be ignored unless explicitly required by the mark scheme.
3. Information in brackets is optional; it is not required for the award of marks.
4. Mark crossed out work, if it is legible and has not been replaced.

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 1.

Assessors must use this mark scheme to award marks for learner work. Assessors may use the 'Achieved' column to record attainment or mark the question paper for each learner.

The Assessment Record and Authentication Sheet must be completed for each learner.

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 the physical stress of seating, lighting and hazards	<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> The learner has demonstrated safe working by addressing any one of seating, lighting or any other hazards. For example, by adjusting the height and/or position of chair and monitor, using correct posture, keeping the work area clear (e.g. removing tripping hazards), keeping food and drink away, minimising glare.	(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	<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> 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	<b>Task</b> You will get a mark for using software.	
	<b>Coverage and range</b> 1.1 recognise and use interface features	<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> By undertaking the flyer or email activities, the learner has recognised and used interface features. For example, opening the data file, receiving and opening email messages, labelling an image, saving and printing, and using software.	(1) <input type="checkbox"/>
FINISH THE FLYER		
1	<b>Task</b> You have been sent an email or text message. It tells you about the car boot sale. Open the message.	
	<b>Coverage and range</b> 5.2 receive and open electronic messages	<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> By entering/adding any correct information from the email or text message into the flyer, the learner has:	
	<ul style="list-style-type: none"> <li>received the email or text message</li> </ul>	(1) <input type="checkbox"/>
	<ul style="list-style-type: none"> <li>opened the email or text message</li> </ul>	(1) <input type="checkbox"/>

FINISH THE FLYER (cont)		
2	<b>Task</b> Open the file <b>Boot14E1Set1</b> Use the information in the message to: <ul style="list-style-type: none"> <li>change the date of the car boot sale</li> <li>add the place where the car boot sale will be.</li> </ul> <b>Coverage and range</b> 3.1 text message, voicemail and on-screen information 4.1 identify and correct simple errors	
		<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> By entering/adding any information from the email or text message into the flyer, the learner has found the given information.	(1) <input type="checkbox"/>
	The learner has changed the date to <b>6</b>	(1) <input type="checkbox"/>
	The learner has added this information to the flyer: <b>The Animal Shelter</b> <b>Wood Lane</b> Minor errors in case, spelling and spacing should be disregarded.	(1) <input type="checkbox"/>
3	<b>Task</b> The flyer contains an image. Label the image so that people know what it shows.	
	<b>Coverage and range</b> 5.1 label an image	<b>Marks</b> <b>Achieved</b>
	<b>Mark scheme</b> The learner has added a label to the image.	(1) <input type="checkbox"/>
	The label is appropriate in that it relates to the image, e.g. dog, Bob, animal. Minor errors in case, spelling and spacing should be disregarded.	(1) <input type="checkbox"/>
<b>Total Marks</b>		<b>10</b>
<b>Pass Mark</b>		<b>7</b>
<b>Marks Achieved</b>		

## 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		
<b>Getting ready</b>										
1		<b>1</b>							<b>Open</b>	<b>1</b>
2			<b>1</b>						<b>Open</b>	<b>1</b>
<b>During the task</b>										
1	<b>1</b>								<b>Open</b>	<b>1</b>
<b>Finish the flyer</b>										
1								<b>2</b>	<b>Open</b>	<b>2</b>
2				<b>1</b>		<b>2</b>			<b>Open</b>	<b>3</b>
3							<b>2</b>		<b>Open</b>	<b>2</b>
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>2</b>	<b>2</b>	<b>2</b>		<b>10</b>

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

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# Car Boot Sale

In aid of the Animal Shelter

Help us to help animals like Bob



Label added that  
refers to animal in  
need of help

Bob

Date: Sunday 6 April

Start time: 2 pm

Date has been changed  
on the flyer

Place:  
The Animal Shelter  
Wood Lane

Text from message  
is added