

Mark Scheme

September 2013 to August 2014

Functional Skills ICT at Entry 3

Set 3

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 3.

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	Task Make sure you are sitting comfortably. Make sure you work safely at all times during the task.	
	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
	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)
	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 and tone.	(1)
2	Task Start the computer system.	
	Coverage and range 1.1 use correct procedures to start and shut down an ICT system	Marks
	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)
DURING THE TASK		
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
	Mark scheme By completing the task, the learner has: <ul style="list-style-type: none"> • selected and used appropriate software applications 	(1)
	<ul style="list-style-type: none"> • recognised and used interface features when using software applications 	(1)
	<ul style="list-style-type: none"> • opened files 	(1)
	<ul style="list-style-type: none"> • saved files. 	(1)

WORK OUT THE TOTAL MONEY RAISED IN 2013		
1	Task Open the file FundRaising14E3Set3 stored on the USB memory stick. Enter your name in cell A1	
	Coverage and range 1.2 use input and output devices 2.2 know how to insert and remove media	Marks Achieved
	Mark scheme The learner has opened the file FundRaising14E3Set3	(1) <input type="checkbox"/>
	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1) <input type="checkbox"/>
2	Task Sam Roach raised £68 (a) Change the Money Raised by Sam Roach in the spreadsheet.	
	Coverage and range 6.1 enter, edit and format information including text, graphics, numbers or other digital content, to achieve the required outcome	Marks Achieved
	Mark scheme (a) The learner has replaced £53 with £68 in cell B8 Allow-follow through if original value 53 was in a different cell.	(1) <input type="checkbox"/>
	Task (b) Enter a formula in cell B16 to calculate the total of the money raised in cells B6 to B15 .	
	Coverage and range 6.3 process numbers to meet need	
3	Task Save the spreadsheet. Print the spreadsheet in portrait format.	
	Coverage and range 7.1 for print and viewing on screen 1.5 change simple software settings	Marks Achieved
	Mark scheme The learner has printed the spreadsheet.	(1) <input type="checkbox"/>
	The learner used the software settings to change the orientation to portrait.	(1) <input type="checkbox"/>

DESIGN THE ENTRY FORM		
1	Task Open the file Memo14E3Set3 stored on the USB memory stick. This file contains information for the entry form. Open the file EntryForm14E3Set3 stored on the USB memory stick. (a) Use the information given in Memo14E3Set3 to complete the text for the entry form. Find and insert in EntryForm14E3Set3 : <ul style="list-style-type: none"> the target for 2014 the name of the person organising the fund raising in 2014 the telephone number. Make sure that all this information is in a suitable place on the entry form.	
	Coverage and range 4.1 search stored information 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks Achieved
	Mark scheme (a) The presence of any of: <ul style="list-style-type: none"> £850 (the target for 2014) Kylie Harris (the name of the person organising the fund raising in 2014) 4218 (the telephone number) on the entry form implies that a search of Memo13E3Set3 has been achieved.	(1) <input type="checkbox"/>
	'£850' positioned below or adjacent to 'This year we want to raise' (accept with or without £ sign)	(1) <input type="checkbox"/>
	'Kylie Harris' positioned below or adjacent to 'The person organising the fund raising in 2014 is'	(1) <input type="checkbox"/>
	'4218' positioned below or adjacent to 'Telephone:'	(1) <input type="checkbox"/>
	Task (b) Find the JWR logo in Memo14E3Set3 Insert this logo in a suitable place on the entry form.	
	Coverage and range 6.2 insert and position graphics or other digital content to achieve a purpose	Marks Achieved
	Mark scheme (b) JWR logo inserted on the entry form.	(1) <input type="checkbox"/>
	JWR logo positioned appropriately, (e.g. near the top of the form, not obscuring any other images or text).	(1) <input type="checkbox"/>

DESIGN THE ENTRY FORM (cont)		
1 (cont)	Task (c) Use the internet to find a suitable image of a wheelchair . Insert the image in a suitable place on the entry form.	
	Coverage and range 5.1 search web-based sources of information 6.2 insert and position graphics or other digital content to achieve a purpose	Marks Achieved
	Mark scheme (c) The learner has used a simple web-based search to find an image.	(1) <input type="checkbox"/>
	The learner has selected an image of a wheelchair from the internet. Do not award if image from Memo14E3Set3 is used.	(1) <input type="checkbox"/>
	The learner has placed a copy of their chosen image on the entry form.	(1) <input type="checkbox"/>
2	Task You worked out the Total Money Raised in 2013 in your spreadsheet. Enter the Total Money Raised in 2013 in a suitable place on the entry form.	
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks Achieved
	Mark scheme (£)602 entered after 'The total money raised in 2013 was £'. Allow a different value if this is the total cost shown in the spreadsheet.	(1) <input type="checkbox"/>
3	Task (a) Format the layout of the entry form so that it looks good. You could use: <ul style="list-style-type: none"> • alignment • borders • colours • fonts • font styles • font sizes • any other formatting. 	
	Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Marks Achieved

DESIGN THE ENTRY FORM (cont)			
3 (cont)	Mark scheme (a) The entry form is formatted by using appropriate features such as: <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. Accept any other appropriate formatting features. 1 mark awarded for each feature or variation such as bold, italic, and underline, up to a maximum of 4 marks. Multiple marks may be awarded for an item using more than one feature (e.g. <u>example</u> underline and italic font styles = 2 marks) but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark).	(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
		(1)	<input type="checkbox"/>
	Task (b) Check the entry form for accuracy and meaning. Coverage and range 7.2 check for accuracy and meaning		
	Mark scheme (b) If the information is accurate and meaningful there is implied evidence of checking.	(1)	<input type="checkbox"/>
	Task (c) Check that the entry form is suitable for use. Enter your name at the bottom of the entry form. Coverage and range 7.3 check suitability of information		
	Mark scheme (c) The entry form is fit for purpose.	(1)	<input type="checkbox"/>
4	Task Save the entry form. Print the entry form. Coverage and range 7.1 for print and viewing on-screen		
	Mark scheme The learner has printed the entry form.	(1)	<input type="checkbox"/>

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 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		
	Mark scheme The learner has opened the email message.	Marks	Achieved
		(1)	<input type="checkbox"/>
2	Task Use the password in the message to open the file Contacts14E3Set3 stored on the USB memory stick. Coverage and range 3.1 use and change passwords		
	Mark scheme The learner has successfully entered the password.	Marks	Achieved
		(1)	<input type="checkbox"/>
3	Task Open the file Email14E3Set3 stored on the USB memory stick. (a) Copy the information and paste it into a new email. You worked out the Total Money Raised in 2013 in your spreadsheet. Enter that total in a suitable place in the email. Coverage and range 6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome		
	Mark scheme (a) The learner has successfully entered the information in the email.	Marks	Achieved
		(1)	<input type="checkbox"/>
	Task (b) Use the list of contacts in the file Contacts14E3Set3 to find the email address of the Finance Manager. Coverage and range 4.1 search stored information 8.2 use contacts		
	Mark scheme (b) The learner has addressed the email to someone on the list of contacts implies that the list of contacts has been used.	Marks	Achieved
		(1)	<input type="checkbox"/>
	The learner has addressed the email to the Finance Manager implies that a search has been achieved.	Marks	Achieved
		(1)	<input type="checkbox"/>
	Task (c) Send the email to the Finance Manager. Coverage and range 8.1 read, send and receive electronic messages		
Mark scheme (c) The learner has sent the email message.	Marks	Achieved	
	(1)	<input type="checkbox"/>	

SEND A MESSAGE (cont)		
4	Task You will receive a reply to your email. Print your sent message and the reply. Coverage and range 8.1 read, send and receive electronic messages	
		Marks Achieved
	Mark scheme The learner has printed the email reply, proving that they received and opened it.	(1) <input type="checkbox"/>
5	Task Close all the files and remove the USB memory stick safely. Use the correct procedures to shut down your computer. Coverage and range 2.2 know how to insert and remove media 1.1 use correct procedures to start and shut down an ICT system	
		Marks Achieved
	Mark scheme The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1) <input type="checkbox"/>
	The learner has shut down the computer system using the correct procedures.	(1) <input type="checkbox"/>
Total Marks		40
Pass Mark		30
Marks Achieved		

Task coverage grid


	Using ICT									Finding and selecting information		Developing, presenting and communicating information									
	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																					
1									1											1	2
2	1																				1
During the task																					
1			1	1		2															4
Work out the total money raised in 2013																					
1		1					1														2
2a												1									1
2b														1							1
3					1										1						2
Design the entry form																					
1a										1		3									4
1b													2								2
1c											2		2								4
2												1									1
3a												4									4
3b																1					1
3c																	1				1
4															1						1
Send a message																					
1																		1			1
2								1													1
3a												1									1
3b										1									1		2
3c																		1			1
4																		1			1
5	1						1														2

	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
Total	2	1	1	1	1	2	2	1	1	2	2	10	4	1	2	1	1	3	1	1	40

Assessment weightings	Marks	%
Using ICT	12	30%
Finding and selecting information	4	10%
Developing, presenting and communicating information	24	60%
	40	100%

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JWR Fund Raising 2014

2013 total added from the spreadsheet

The total money raised in 2013 was £602

2014 target added from the memo

The target for 2014 is to raise £850
This will buy a wheelchair for a hospital in Ethiopia.

Logo added from the memo and positioned in a suitable place

Evidence of the use of fonts / font styles / alignment to improve the appearance

The person organising the fund raising in 2014 is:
Kylie Harris


Contact name added from the memo

Telephone:
4218

Phone number added from the memo

To help raise money this year:
Please fill out this form and send it to:
JWR Fund Raising Organiser
fundraising@jwr.web

Image added, with appropriate size and position (not obscuring other information)



Entry Form

Your Name:	
Department:	
Telephone:	
E-mail:	
I hope to raise at least:	£