

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 2

Set 1

General guidance on the use of the mark scheme

If the answer is in words accept any understandable spelling.

Units can be ignored unless explicitly required by the mark scheme.

The information in brackets is optional; it is not required for the award of marks.

The assessor must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 2.

The assessor must use this mark scheme to award marks for learner work.

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

GETTING READY		Marks	CR
1	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)	2.1
	The learner has demonstrated that they can work safely by following relevant health and safety or personal safety guidelines.	(1)	2.3
2	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)	2.2
DURING THE TASK			
1	The learner has used a computer system.	(1)	1.1
	By undertaking the advert or email activities, the learner has used software applications for a purpose.	(1)	1.2
	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)	1.3

FINISH THE ADVERT			
1	By successfully entering any information from the message on to the advert, the learner has:		
	• received the message	(1)	3.0
	• read the message	(1)	7.1
	• used ICT-based sources of information.	(1)	7.1
2	The assessor will have received an email or text 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 or text message.	(1)	7.1
3	The learner has changed the ages from 12-16 to 13-18 in the correct place in the sentence 'Musicians should be years old'.	(1)	6.2
	The learner has added the time 7.30 pm or 7.30 p.m., adjacent to or below 'The concert... will start at'.	(1)	6.2
	The learner has added the telephone number 01998 45612 adjacent to or below: 'Telephone number:'	(1)	6.2
	Minor errors in case, spelling and spacing should be disregarded.		

FINISH THE ADVERT (cont)			
4	By adding an image from either of the files, Heading15E2Set1 or Image15E2Set1 , the learner has used simple search facilities to find an image.	(1)	4.1
	(a) By adding the heading that is suitable for the purpose of the advert, the learner has brought together two given types of information.	(1)	6.1
	(b) By adding the chosen image that is suitable for the purpose of the advert, the learner has brought together two types of information.	(1)	6.1
5	The advert is formatted and includes the appropriate use of features, such as: <ul style="list-style-type: none">• alignment (e.g. left, centre, right)• colours• different fonts (e.g. Times New Roman, Arial, Comic Sans)• font styles (e.g. bold, italic, underline)• font sizes.	(1)	5.1
	Accept any other appropriate formatting features.	(1)	5.1
		(1)	5.1
		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)
Total Marks		20	
Pass Mark		15	

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
Finish the advert														
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%

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Musicians wanted

Heading inserted



Music Concert

Different font used.
Colour could also be used

We are organising a concert. The concert will raise money for World Music Aid.

Page border used

We want young musicians and bands to play in the concert.

Musicians should be 13-18 years old.

Bold used as a
font style to
highlight text

Show everyone what you can do.

Text is
centre
aligned



Image
inserted

The concert will be in the Community Centre on
Saturday 25 July and will start at 7.30 pm

Italics used as
a font style to
highlight text

*Please contact Rob at World Music Aid
Telephone number: 01998 45612*

Different
font size
used

For more information go online: www.worldmusic15aid.org