

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 1

Set 2

## **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.

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 1.

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.

<b>GETTING READY</b>		<b>Marks</b>	<b>CR</b>
1	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)	2.1
2	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)	2.2
<b>DURING THE TASK</b>			
1	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)	1.1
<b>FINISH THE FLYER</b>			
1	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)	5.2
	<ul style="list-style-type: none"> <li>opened the email or text message.</li> </ul>	(1)	5.2
2	By entering/adding any information from the email or text message into the flyer, the learner has found the given information.	(1)	3.1
	The learner has changed the day to Saturday 18 July.	(1)	4.1
	The learner has added the text Kinebrook Post Office after "You can buy tickets from". Minor errors in case, spelling and spacing should be disregarded.	(1)	4.1
3	The learner has added a label to the image.	(1)	5.1
	The label is appropriate in that it relates to the image (e.g. rocking horse, wooden rocking horse, wooden horse, the prize, this is what the winner will get). Minor errors in case, spelling and spacing should be disregarded.	(1)	5.1
<b>Total Marks</b>		<b>10</b>	
<b>Pass Mark</b>		<b>7</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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## Kinebrook Playgroup Fund Raising Raffle

# WIN A ROCKING HORSE

Tickets cost £1 each

Text from the email  
has been added

You can buy tickets from Kinebrook Post Office

The first prize is this wonderful wooden rocking horse

There are also lots of other great prizes to be won



The Rocking Horse

The day has been  
changed

The raffle will be drawn on

**Saturday 18 July**

Label added that refers  
to rocking horse/prize

A list of winners will be put on the notice board in the Post Office