

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 2

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 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 instruction sheet or email activities, the learner has used software applications for a purpose.	(1)	1.2
	By undertaking the instruction sheet 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 INSTRUCTION SHEET			
1	By successfully entering any information from the message on to the instruction sheet, 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 replaced 24 with <b>27</b> after '... Instruction Sheet'. The position of the number must be such that the document is fit for purpose.	(1)	6.2
	The learner has replaced 3 with <b>10</b> in the instruction 'Put the hot eggs... minutes'	(1)	6.2
	The learner has entered 'Always use oven gloves when handling hot pans' under the subheading 'Safety Tips:' Minor errors in case, spelling and spacing should be disregarded.	(1)	6.2

FINISH THE INSTRUCTION SHEET (cont)			
4	By adding an image from either of the files, <b>Heading15E2Set2</b> or <b>Image15E2Set2</b> 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 instruction sheet, 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 instruction sheet, the learner has brought together two types of information.	(1)	6.1
5	The instruction sheet 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, underline)</li><li>• font sizes.</li></ul> 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)	5.1
		(1)	5.1
		(1)	5.1
		(1)	5.1
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		
<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 instruction sheet</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>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>20</b>

<b>6</b>	<b>2</b>	<b>12</b>
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Assessment weightings	Marks	%
Using ICT	6	30%
Finding and selecting information	2	10%
Developing, presenting and communicating information	12	60%
<b>Total</b>	<b>20</b>	<b>100%</b>
Open response %		<b>100%</b>
Fixed response %		<b>0%</b>

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## EziCook - Instruction Sheet 27

Sheet number  
corrected

# How To Cook...

Use of font /styles to  
make key information  
stand out

## Perfect Hard Boiled Eggs

Relevant heading  
inserted in  
appropriate place



Relevant image  
inserted in  
appropriate place

### Cooking instructions:

Put the eggs in a pan of cold water

Make sure the water covers the eggs

Heat until the water boils

Turn off the heat and wait 12 minutes

Take the hot eggs out of the pan

Put the hot eggs into cold water for 10 minutes

Crack the eggs and peel off the shells

Time corrected

### Safety Tips:

Always use fresh eggs

Lift the hot eggs with a slotted spoon

Always use oven gloves when handling hot pans

Additional safety tip entered  
in appropriate place

Shading, colours and backgrounds may  
also be used if this is done without  
restricting the legibility of the other  
content