

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 3

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 3.

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 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)	3.2
	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)	8.3
2	The learner has demonstrated that they can access a computer system using correct procedures (either as access to a standalone or network system).	(1)	1.1
<b>DURING THE TASK</b>			
1	By completing the task, the learner has: <ul style="list-style-type: none"> <li>selected and used appropriate software applications</li> </ul>	(1)	1.3
	<ul style="list-style-type: none"> <li>recognised and used interface features when using software applications</li> </ul>	(1)	1.4
	<ul style="list-style-type: none"> <li>opened files</li> </ul>	(1)	2.1
	<ul style="list-style-type: none"> <li>saved files.</li> </ul>	(1)	2.1
<b>WORK OUT THE COST OF MAKING ONE PIZZA</b>			
1	The learner has opened the file <b>Costs15E3Set2</b>	(1)	1.2
	The learner has inserted the USB memory stick. Opening the file implies that the USB memory stick has been used.	(1)	2.2
2	(a) The learner has replaced 6 with <b>10</b> in cell <b>B9</b>	(1)	6.1
	(b) The learner has entered the formula =SUM(B6:B11) OR =B6+B7+B8+B9+B10+B11 in cell <b>B12</b> . Award for a correct formula in a different cell.	(1)	6.3
3	The learner has printed the spreadsheet.	(1)	7.1
	The learner has changed software settings to add gridlines before printing (accept cell borders).	(1)	1.5

DESIGN THE FACT SHEET				
1	(a)	Use of any of the cooking time, type of flour or amount of cheese in the worksheet implies that a search of the file <b>Recipe15E3Set2</b> has been achieved.	(1)	4.1
	(a)	8 minutes, positioned after 'Cooking time:' Accept 8 mins	(1)	6.1
	(a)	Strong Bread Flour, positioned in the table in the cell above 'Cheddar cheese' Accept 'bread flour' or 'strong flour' Minor errors in case or spelling should be disregarded.	(1)	6.1
	(a)	80 grams, positioned in the table adjacent to 'Cheddar cheese' Accept 80g, 80gm or 80gms.	(1)	6.1
	(b)	Logo (KCC) inserted on the fact sheet.	(1)	6.2
	(b)	Logo (KCC) positioned appropriately (e.g. not obscuring any other images or text).	(1)	6.2
1 (Cont.)	(c)	The learner has used a simple web-based search to find an image.	(1)	5.1
	(c)	The learner has selected an image of a pizza from the internet.	(1)	5.1
	(c)	The learner has placed a copy of their chosen image on the fact sheet.	(1)	6.2
	(c)	The image is suitably positioned on the fact sheet (e.g. not obscuring any other information).	(1)	6.2
2		<b>97</b> (pence) (the value from cell <b>B12</b> ) is positioned after 'The cost of making one pizza will be:' on the fact sheet. Allow follow through from <b>B12</b> Accept £0.97 or 97p	(1)	6.1

<b>DESIGN THE FACT SHEET (cont)</b>				
3	(a)	The fact sheet is formatted by using appropriate features such as: <ul style="list-style-type: none"> <li>• alignment (e.g. left, centre, right)</li> <li>• borders</li> <li>• colours</li> <li>• 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)	6.1
			(1)	6.1
			(1)	6.1
		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. <i>example</i> underline and italic font styles = 2 marks) but not for repeated use of the same feature (e.g. 2 items underlined = 1 mark).	(1)	6.1
	(b)	If the information is accurate and meaningful there is implied evidence of checking.	(1)	7.2
	(c)	The fact sheet is fit for purpose.	(1)	7.3
4		The learner has printed the fact sheet.	(1)	7.1
<b>SEND A MESSAGE</b>				
1		The learner has opened the email message.	(1)	8.1
2		The learner has successfully entered the password.	(1)	3.1
3	(a)	The learner has successfully entered the information in the email.	(1)	6.1
	(b)	The learner has addressed the email to someone on the list of contacts (implies that the list of contacts has been used).	(1)	4.1
		The learner has addressed the email to the Quality Manager (implies that a search has been achieved).	(1)	8.2
3 (Cont)	(c)	The learner has sent the email message.	(1)	8.1
4		The learner has printed the email reply proving that they received and opened it.	(1)	8.1
5		The learner has closed all files and removed the USB memory stick safely using the correct procedures.	(1)	2.2
		The learner has shut down the computer using the correct procedures.	(1)	1.1
<b>Total Marks</b>			<b>40</b>	
<b>Pass Mark</b>			<b>30</b>	

Task coverage grid

	Using ICT									Finding and selecting information		Developing, presenting and communicating information									Total	
	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		
<b>Getting ready</b>																						
1									1												1	2
2	1																					1
<b>During the task</b>																						
1			1	1		2																4
<b>Work out the cost of one pizza</b>																						
1		1					1															2
2a												1										1
2b													1									1
3					1										1							2
<b>Design the fact sheet</b>																						
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
<b>Send a message</b>																						
1																			1			1
2								1														1
3a												1										1
3b										1									1			2
3c																		1				1
4																		1				1
5	1						1															2
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>40</b>	

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

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	A	B	C	D
1				
2				
3	<b>Cost of ingredients</b>			
4				
5	<b>Ingredients</b>	<b>Cost (pence)</b>		
6	Bread flour	20		
7	Dried yeast	5		
8	Salt	2		
9	Olive oil	10		
10	Tomato sauce	15		
11	Cheddar cheese	45		
12	<b>Cost of making one pizza</b>	<b>97 pence</b>		
13				

Cost of olive oil changed to 10

Cost of making one pizza achieved as a result of using an appropriate formula

# KCC

Excellence in Catering

Logo added from the recipe and positioned in a suitable place.

## Kinebrook Catering College – Fact Sheet

In our next class we are going to cook a

# Pizza



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

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

**The total cost of making one pizza will be: 97p**

**Preparation time: 30 minutes**

**Cooking time: 8 minutes**

**Clearing up time: 10 minutes**

Cost of making one pizza added from the spreadsheet

Cooking time added from the recipe

**You MUST bring these ingredients to the class:**

Ingredient	Amount
Strong bread flour	200 grams
Cheddar cheese	80 grams
Tomato sauce	30 grams

**We will give you all the other ingredients.**

Type of flour needed added from the recipe

Amount of cheddar cheese needed added from the recipe