

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 2

Set 3

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 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 replaced 28 June with 21 July The position of the date does not have to be identical to the original, but must be positioned so that the advert is fit for purpose.	(1)	6.2
	The learner has replaced 15% with 10% The position of the discount % does not have to be identical to the original, but must be positioned so that the advert is fit for purpose.	(1)	6.2
	The learner has added the information about where the pizza shop is located. The information must appear alongside or below 'Our address is:' Minor errors in case, spelling and spacing should be disregarded.	(1)	6.2

FINISH THE ADVERT (cont)			
4	By adding an image from either of the files, Heading15E2Set3 or Image15E2Set3 , 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. 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		
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					

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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Relevant heading
inserted – position may
be at top or another
suitable position

Special Offer

Alignment used to
centre heading

Come to F & T Pizza for the best pizza in town

Alignment used
to centre text

Use of font/styles to
make key information
stand out



Relevant image inserted
in suitable place

Use of colour to make
key information stand
out

Buy 1 pizza and get 1 free

Bring this advert to get a discount of 10%

Discount %
changed

Special offer ends on 21 July

Eat in or take away

Date changed

Our address is:

F & T Pizza
25 Station Road
The Causeway

Address added

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