

Mark Scheme

September 2014 to August 2015

Functional Skills ICT at Entry 1

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 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.

GETTING READY		Marks	CR
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
DURING THE TASK			
1	By undertaking the voucher 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
FINISH THE VOUCHER			
1	By entering/adding any correct information from the email or text message into the voucher, the learner has:		
	• received the email or text message	(1)	5.2
	• opened the email or text message	(1)	5.2
2	By entering/adding any information from the email or text message into the voucher, the learner has found the given information.	(1)	3.1
	The learner has changed the date to 29 June	(1)	4.1
	The learner has added this information to the voucher: 23 The Precinct Station Road 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. pizza. Minor errors in case, spelling and spacing should be disregarded.	(1)	5.1
Total Marks		10	
Pass Mark		7	

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		
Getting ready										
1		1							Open	1
2			1						Open	1
During the task										
1	1								Open	1
Finish the Voucher										
1								2	Open	2
2				1		2			Open	3
3							2		Open	2
Total	1	1	1	1		2	2	2		10

3	1	6
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Assessment weightings	Marks	%
Using ICT	3	30%
Finding and selecting information	1	10%
Developing, presenting and communicating information	6	60%
Total	10	100%
Open response %		100%
Fixed response %		0%

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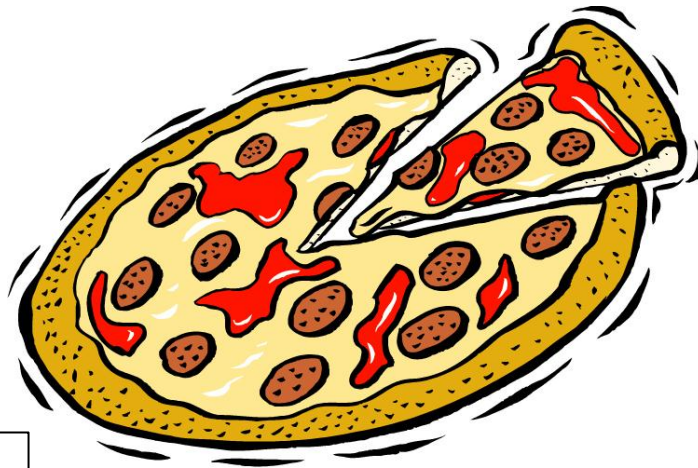
F & T Pizza

Special Offer

Buy one pizza and get one free
with this voucher

Offer Ends: 29 June

Date has been changed
on voucher



Label added that
refers to pizza

Pizza

Address:

23 The Precinct
Station Road

Text from message is
added