edxLogo_RGB

Mark Scheme

September 2016 to August 2017

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.

The 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** | | | | |
| 1 | The learner has demonstrated the ability to minimise physical stress by adjusting the height and/or position of the 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 |
| **DURING THE TASK** | | | | |
| 1 | | The learner has used a computer system. | (1) | 1.1 |
| By undertaking the menu or email activities, the learner has used software applications for a purpose. | (1) | 1.2 |
| By undertaking the menu 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 MENU** | | | |
| 1 | By successfully entering any information from the message on to the menu, the learner has: |  |  |
| * received the message | (1) | 7.1 |
| * read the message | (1) | 7.1 |
| * used ICT-based sources of information. | (1) | 3.0 |
| 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 demonstrated that they can open a file using a password. | (1) | 2.2 |
| The learner has added ‘60p each’ after: ‘Add your own fillings at’.  Minor errors in case, spelling and spacing should be disregarded.  Ignore use of inverted commas. | (1) | 5.1 |
| The learner has added ‘Egg’ anywhere in the list of fillings.  Must be a separate filling/item.  Do not penalise the learner for minor spelling errors. Ignore use of inverted commas. | (1) | 5.1 |
| The learner has deleted the extra ‘and’ in ‘Salmon and cream cheese’. | (1) | 6.2 |

|  |  |  |  |
| --- | --- | --- | --- |
| **FINISH THE MENU (cont)** | | | |
| 4 | (a) By adding an image from either of the files, **Heading17E2Set3** or **Image17E2Set3,** the learner has used simple search facilities. | (1) | 4.1 |
| (a) By adding the heading that is suitable for the purpose of the menu, the learner has brought together two given types of information. | (1) | 6.1 |
| (b) By adding the image that is suitable for the purpose of the menu, the learner has brought together two given types of information. | (1) | 6.1 |
| 5 | The menu is formatted and includes the appropriate use of features, such as:   * fonts (e.g. Times New Roman, Arial, Comic Sans) * font sizes * font styles (e.g. bold, italic, underline) * alignment (e.g. left, centre, right) * colours.   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. *example* 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** |
| **During the task** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | **1** | **1** | **1** |  |  |  |  |  |  |  |  |  | **Open** | **3** |
| **Finish the menu** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  | **1** |  |  |  |  |  | **Open** | **1** |
| 1 |  |  |  |  |  |  |  |  |  |  |  | **2** | **Fixed** | **2** |
| 2 |  |  |  |  |  |  |  |  |  |  |  | **1** | **Open** | **1** |
| 3 |  |  |  |  | **1** |  |  |  |  |  |  |  | **Fixed** | **1** |
| 3 |  |  |  |  |  |  |  |  | **2** |  | **1** |  | **Open** | **3** |
| 4 |  |  |  |  |  |  |  | **1** |  | **2** |  |  | **Open** | **3** |
| 5 |  |  |  |  |  |  |  |  | **4** |  |  |  | **Open** | **4** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total** | **1** | **1** | **1** | **1** | **1** | **1** | **1** | **1** | **6** | **2** | **1** | **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 |  | **85%** |
| Fixed response |  | **15%** |

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Correct heading has been inserted

**Toasted sandwiches on brown or white bread**

Tomato, onion and cheese (v) £3.50

Salmon and cream cheese £3.50

Extra word ‘and’ has been deleted

Different font size and colour used

Tuna, mayo and cheese £3.70

Roasted vegetables and cheese (v) £3.90

Egg and cress (v) £3.90

Chicken and cheese £3.70

Text centred

Price of fillings has been added

**Add your own fillings at 60p each**

* Cheese
* Tomato
* Sundried tomato
* Red onion
* Roasted vegetables
* Onion
* Salmon
* Cucumber
* Cress
* Tuna
* Chicken

Bullets added

* Egg

Correct image has been added in an appropriate place.

Text wrap used

Border added

‘Egg’ has been added (anywhere in the list)