Mark Scheme (Results)

January 2017

Pearson Edexcel Functional Skills
ICT Level 1 (FST01)

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General Marking Guidance

- This mark scheme gives you:

  1. An idea of the type of response expected / acceptable / not acceptable
  2. How individual marks are to be awarded
  3. Specific codes styles used in this marks scheme
  4. Information on how to apply this mark scheme

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.

- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.

- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.

- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.

- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.

- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.

- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.

Marking

- Only answers that make sense can be credited. Where candidates are required to describe or explain etc, words/phrases which are put together in a meaningless way cannot be credited.

- Do not award marks for a repeat of the stem of the question.

- The answers given in the mark scheme are exemplars and have been written in adult terminology. Credit must be given for answers which convey the same meaning as those detailed here as well as correct answers that are not shown.

Section A

Question Number		Answer	Additional Guidance	Mark	Standards reference
1	1	Screen shot of search engine used to find results	Allow any valid search engine	**1**	**5.1**
	2	Key words must include 'egg', 'weight' 'large'	Ignore spelling and/or capitalisation	**1**	**5.1**
	3	Accept any weight range within 63g to 73g **ResponsesJan17L1**	Do not accept single weight	**1**	**6.1**
	4	Website address in full in relevant cell in **ResponsesJan17L1**	Do not accept Google, Bing or derivatives	**1**	**6.1**
			Total for Task 1	**4**	
			TOTAL FOR SECTION A	**4**	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	**CardCostL1** opened and used		**1**	**3.1**
	2 3	**Award 2 marks** for: 112 in **B10**, 224 in **C10 and** 382 in **D10** **Award 1 mark** for any 2 values entered correctly		**2**	**8.4**
		Total for Task 2 (a)		**3**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	**Total Income** for **any** number of sets, e.g. =B4*B5 in B6	Accept =SUM(B4*B5) OR =PRODUCT(B4,B5) Do not award for =PRODUCT(B4:B5) Award for 3 correct values in **data view** – 1198, 1797, 2995	**1**	**8.1**
	2	Formula replicated from B6 to D6	Allow FT for incorrect formula	**1**	**8.1**
		Total for Task 2(b)		**2**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1 2	Award **2 marks** for =SUM(B9:B13) in B14 Award **1 mark** for =B9+B10+B11 etc	Accept for any number of sets	**2**	**8.1**
		Total for Task 2(c)		**2**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	=B6-B14 in B16	Do not accept =SUM	**1**	**8.1**
	2	Formula replicated from B16 to D16	Allow FT for incorrect formula	**1**	**8.1**
		Total for Task 2(d)		**2**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e)(i)	1	B5:D16 only formatted to £2dp		**1**	**8.3**
2(e)(ii)	1	Truncation removed		**1**	**7.1**
	2	1 mark for use of formatting to improve clarity, eg • Title enhanced • Borders and/or shading	Do not award for labels in **A4, 6, 8, 14, 16**	**1**	**7.1**
		Total for Task 2 (e)		**3**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Column or bar chart produced		**1**	**8.2**
	2 3	Correct data range selected (A9:D13) 5 costs with 3 columns each **OR** 3 groups of 5 columns	Award 1 mark if chart includes Total Cost	**2**	**8.3**
	4	Chart title includes 'costs' and 'number of sets' or similar	Ignore spelling and caps Award for pie chart	**1**	**7.1**
	5	X axis labelled, eg Cost or Item	Allow follow through for reversal of axes Ignore spelling and caps	**1**	**8.2**
	6	Y axis labelled, e.g. Amount or Cost	Allow follow through for reversal of axes Ignore spelling and caps	**1**	**8.2**
	7	Legend matches chart and shows either: 200, 300, 500 **OR** Categories of costs	Award for pie chart with correct legend or single series chart with no legend	**1**	**8.2**
	8	Chart fit for purpose	Must have mp 1 to 7 **and** Correct spelling and sensible capitalisation of title and axis labels All category labels shown in full No full stop at end of title/labels Chart saved on separate sheet, no data included	**1**	**10.2**
		Total for Task 2(f)		**8**	
		Total for Task 2		**20**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(a)	1	WP/DTP used		**1**	**2.1**
	2	Front and back are approximately the same size	Accept on separate pages	**1**	**2.2**
	3	Front and back are side by side on one A4 page **landscape**		**1**	**1.1**
	4	Body text **as given** on front **and** back	With or without 'Front' and 'Back' labels	**1**	**6.1**
	5	**Anytime Fruit Cake** formatted to stand out on front **and** back	Formatting need not be consistent but must stand out from sub-headings	**1**	**7.1**
	6	Candidate's Task 1 response inserted, brackets removed	Allow follow through	**1**	**10.1**
	7	(Cake Recipe Card) **17** inserted with correct label		**1**	**10.1**
	8	Logo inserted on both front and back		**1**	**3.1**
	9	**Two** suitable images **only** selected from **ImagesJan17L1**	Do not accept breakfast	**1**	**6.1**
	10	Images and logo suitable size, proportions maintained and no truncation	Logo no bigger than images	**1**	**2.2**
	11	Images and logo suitable position and do not obscure text		**1**	**7.1**
	12	**All 3** sub-headings *(Ingredients, Did you know?, Method)* stand out from body text eg bold, italic, larger/different font		**1**	**7.1**
	13	Appropriate and consistent font **size and style** for sub-headings and body text	Sub-headings must be consistent	**1**	**7.1**
	14 15	Award 1 mark each, up to a maximum of 2, for formatting techniques used to good effect to attract attention eg borders, autoshapes, bullets, numbers, alignment (not left)		**2**	**7.1**
	16	Recipe card meets criteria	Must have mp 2-10	**1**	**11.1**

		and is fit for purpose	**and** Balanced layout and good use of white space No hyphenation 'Front' and 'Back' removed		
			Total for Task 3 (a)	**16**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1 2	Award 1 mark each up to a maximum of 2 for any of: Password protect Read only Mark as final Restrict (disable) editing/permissions PDF	Do not award for 'Add a digital signature'	**2**	**4.1**
			Total for Task 3(b)	**2**	
			Total for Task 3	**18**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Screen shot of suitable software application for sending an email		**1**	**2.1**
	2	To: bthompson@lowlandps.ac.uk		**1**	**9.1**
	3	Subject line includes 'Cost(s)'	Ignore spelling and caps	**1**	**9.1**
	4	Spreadsheet attached		**1**	**9.1**
	5	Message asks Brian to check that he is **happy** with the **costs**		**1**	**9.2**
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do not accept 'Hi', 'Hey' OR 'To' Brian Accept 'Hello/Dear Brian', 'Brian' Correct capitalisation and spelling Do not accept text speak or i Ignore minor spelling errors that do not change meaning	**1**	**9.2**
			Total for Task 4	**6**	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Folder called **RCards 2017** created **as given**		**1**	**3.1**
	2	New folder contains spreadsheet and recipe card only	Ignore duplicate copies elsewhere in screen shot	**1**	**3.1**
		Total for Task 5		**2**	
		TOTAL FOR SECTION B		**46**	
		TOTAL FOR TEST		**50**	