

Mark Scheme (Results)

March 2013

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	Screenshot of search engine used to find results	Allow any search engine Must be search engine	1	5.1
	2	Keywords in search criteria must include 'Chelsea flower' or 'Chelsea show'	Must be able to read keywords	1	5.1
	3	Royal Hospital, Chelsea, London SW3 4SR ResponsesMar13L1		1	6.1
	4	Website address copied in full	Full website address does not have to include http:// or www. Do not accept Google, Bing or derivatives	1	6.1
Total for Task 1				4	

Section B

Question Number		Answer	Additional Guidance	Mark	Standards reference
2 (a)	1	GardenL1 opened from folder structure		1	3.1
	2	Cost per Cut changed to 14.5 and Visits per Month changed to 2 for McDonald		1	8.4
Total for Task 2 (a)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(b)	1	Formula for Cost per Visit for any customer Eg =B4+C4	Award from data view for any correct value in column D Kirkby £14.00 Burne £21.25 Philpot £29.25 Alexander £21.25 Turner £32.50 Scott £21.25 McDonald £25.25 <i>(allow FT from 2a)</i> Holroyd £14.00 Lawrence £25.25 Chen £20.00 May not show currency symbol or 2dp	1	8.1
	2	Formula is replicated from D4 to D13	Must be formula view	1	8.1
Total for Task 2(b)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(c)	1	Formula for Monthly Charge for any customer Eg =D4*E4	Must be formula view Do not allow =SUM(D4*E4)	1	8.1
	2	Formula is replicated from F4 to F13	Must be formula view	1	8.1
Total for Task 2(c)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(d)	1	Customer Name sorted in ascending order Alexander to Turner		1	8.4
	2	All data sorted in order of customer name Alexander £63.75 to Turner £130.00	£12.00 £9.25 £21.25 3 £63.75	1	8.4
Total for Task 2(d)				2	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(e)	1	Award 2 marks for Column B,C,D and F formatted to currency with 2 decimal places Award 1 mark for any one of columns B,C,D and F formatted to currency with 2 decimal places	Award 1 mark if all 5 columns formatted to currency	2	8.3
	2				
	3	No truncation of data	Must be Data view Columns widened or text wrap where appropriate	1	7.1
	4	1 mark for use of formatting to improve clarity. Any of: <ul style="list-style-type: none"> • Heading/title • Borders and/or shading • Font size • Font style 		1	7.1
Total for Task 2 (e)				4	

Question Number		Answer	Additional Guidance	Mark	Standards reference
2(f)	1	Column or bar chart created	Do not award for pie or line chart	1	8.2
	2	Correct data range selected Must include columns A and F (Customer Name and Monthly Charge)	Award for pie chart if chart shows names and monthly charge values	1	8.2
	3	Chart title must include Monthly Charge	Ignore spelling and caps. Award for pie chart	1	7.1
	4	X axis correctly labelled eg Customer or Name	Ignore spelling and caps	1	8.2
	5	Y axis correctly labelled eg Charge or Amount	Ignore spelling and caps	1	8.2
	6	Legend removed	Allow for pie chart if correct	1	10.2
	7	Chart printed on separate A4 sheet	May be awarded for pie or line chart. Do not award if table of data included	1	7.1
	8	Chart fit for purpose	Must have MP1 to MP7 Correct spelling and sensible capitalisation of title No full stop at end of title Category labels not truncated No additional information	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	Evidence of suitable software application for creating a flyer eg .doc, .pub, .rtf	Can be seen from evidence in task 3b or 4 Do not accept PowerPoint	1	2.1
	2	Flyer fits to 1 page A4 portrait without truncation	Do not award for landscape	1	1.1
	3	'Summer Garden Services - for all your garden needs' inserted as given	Must not include Title:	1	3.1
	4	Appropriate font style and size for title	Must be above body text Must clearly be a title larger than most of the body text Do not accept WordArt	1	7.1
	5	Relevant text inserted Must include contact details and discount offer as a minimum	Do not award if 'Carpets and curtains steam cleaned' included	1	6.1
	6	SGS Logo inserted	Anywhere on flyer	1	3.1
	7 8	Award 2 marks for 3 correct images from ImagesMar13L1 inserted into flyer Award 1 mark for 2 correct images or more than 3 images		2	6.1
	9	All images, including logo are appropriate size (no larger than credit card) with proportions maintained/no distortion/no truncation	Allow follow through for incorrect images (sailing and horses)	1	2.2
	10	Logo inserted sensible position top or bottom		1	7.1
	11	Royal Hospital, Chelsea, London SW3 4SR entered in correct location, brackets removed	Allow follow through from task 1	1	10.1
	12	Font and style for body text used appropriately with key information (e.g. discount, flower show) formatted to stand out	Font is suitable for a flyer and is easy to read ie not stylised font No more than 3 different fonts No WordArt	1	7.1
	13	Font size for body text used appropriately		1	7.1
	14	Additional formatting techniques used to good effect to attract attention	eg page border autoshapes alignment	1	7.1

			text wrapping around images		
	15	Flyer fit for purpose	Must have MP 2-13 plus Balanced layout and good use of white space No hyphenation No spelling errors Only 1 logo	1	11.1
	16	Flyer saved with meaningful filename e.g. SGS flyer, flyer	Do not accept 'Doc1' etc	1	3.1
Total for Task 3 (a)				16	

Question Number		Answer	Additional Guidance	Mark	Standards reference
3(b)	1	Folder called SGS created	Must be capitals	1	2.2
	2	Screenshot shows that flyer is in SGS folder		1	3.1
Total for Task 3 (b)				2	
Total for Task 3				18	

Question Number		Answer	Additional Guidance	Mark	Standards reference
4	1	Evidence of selection of a suitable software application for sending an email	Must be screen shot	1	2.1
	2	To: joelwild12@sgs2013.com		1	9.1
	3	Email subject includes 'flyer'		1	9.1
	4	Candidate's flyer attached	Allow follow through on name	1	9.1
	5	Message content asks Joel if all necessary information is included		1	9.2
	6	Message uses appropriate business salutation and tone and is fit for purpose	Do not accept 'Hi' Or 'Joel Wild' or 'Dear Joel Wild' Accept 'Hallo/Dear Joel' or 'Dear Mr Wild' Name must have capital J or W Do not accept text speak Allow minor spelling errors if meaning not affected	1	9.2
Total for Task 4				6	

Question Number		Answer	Additional Guidance	Mark	Standards reference
5	1	Concern identified eg damage to data or computer (system), loss of security		1	4.2
	2	Way to minimise identified eg antivirus software, don't download material from unreliable sources		1	4.2
Total for Task 5				2	
TOTAL FOR SECTION B				46	
TOTAL FOR TEST				50	

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