

ICT LEVEL 1 FUNCTIONAL SKILLS – FEBRUARY 2013 MARK SCHEME A8

Series	February 2013	Level	1
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Mark scheme analysis				
Skill area	Assessment Weightings	Marks out of 60	Actual Marks	Fixed response
Using ICT	20-30%	12-18	13	10
Finding and selecting information	10-20%	6-12	6	
Developing, presenting and communicating information	50-70%	30-42	41	

Notes to Examiners:					
<ul style="list-style-type: none"> • Every printout must have a name on it. Any printout without a name must be marked but an award of zero made. • Follow through must be applied. 					
Task	Skill Standard	Coverage and Range		Mark	Total
1(i)	1.5	1.5.1	Evidence of appropriate search criteria used on internet (eg Crufts magazine subscription) Evidence of partial, correct search criteria on internet (eg Crufts) – 2 marks only Evidence of accessing an appropriate website – 1 mark only	3	8
	1.6	1.6.1	Correct (annual) information has been found (eg £15.00 for the year/£12.00(+£3p+p) etc.) Evidence seen of some price pertaining to Crufts found eg single issue/entrance charge- 1 mark only	FR 2	
1(ii)	1.9	1.9.1	Email has been addressed correctly (james@progress-media.co.uk)	FR 1	
			Appropriate entry in subject field (eg Crufts magazine)	1	
			Evidence seen of information having been sent by email (eg as attachment, in body of email)	1	

(5 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
2(i)	1.2	1.2.1	Candidate has selected appropriate software - evidence seen of use of presentation software	1	21
	1.1	1.1.1	Text divided between a suitable number of slides (eg approx. 4–5 slides)	2	
			Text divided between a suitable number of slides but division not suitable (eg bullet points split inappropriately across slides, too much text on some slides) – 1 mark only		
	1.2	1.2.2	All the cat grooming text appears in slides (use of copy and paste or entering information) A minor omission, addition or error (eg one heading or one point or up to two errors in spelling) – 1 mark only	2	
	1.6	1.6.1	Only healthy cat image has been inserted into a slide	FR 1	
1.7	1.7.1	Image has been positioned appropriately (eg does not obscure text, split text inappropriately)(1) Image appropriately sized/balanced for location (1)	2		
(ii)	1.7	1.7.1	Points are clearly separate (1) Points are all formatted consistently (1) Headings provided are larger than body text (1) Headings on slides for part 2(i) are all formatted consistently and different to body text (1)	4	
			1.11	1.11.1	
(iii)	1.7	1.7.1	Heading has been entered into the slide (ie Cat Grooming Training Sessions) (1) Formatted consistently with headings on previous slides (ignore minor variations in font size) (1) Spelt accurately (consistent case with minimum of sentence case) (1)	3 (FR 2)	
			1.10	1.10.2	
(iv)	1.10	1.10.1	Session type and price data entered so that each session type and price are clearly associated (1) Session type and price data have been formatted so that the data appears clearly (eg alignment, column width, use of commas) (1)	2	

(10 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
3(i)	1.2	1.2.1	Appropriate software selected (eg evidence seen of calculated values, spreadsheet software)	1	15
	1.2	1.2.2	All pet items sales data has been copied and pasted/entered accurately (40 items) Incomplete set of data/or errors introduced – 1 mark only	2	
	1.1	1.1.1	Candidate has shown that they have used ICT to carry out any calculation (eg the use of formulas seen/ use of on-screen calculator)	1	
	1.8	1.8.1	Effective formula for item income value (6.93, 7.96, 27.10...) (eg =C2*D2) Formula(s) contain one error in logic (eg cell reference, operator) - 1 mark only	2	
	1.8	1.8.1	Evidence of use of replication for all visible records	1	
3(ii)	1.8	1.8.1	SUM function used for Total Income value (1714.45) (1) Correct cell references used for Total Income value (eg E2:E41, E2+E3+E4.....) (1)	2	
3(iii)	1.10	1.10.2	All new price values formatted or indicated as sterling currency (1) All new price values formatted to 2 dp (1) New value(s) have suitable label(s) (eg income, total) (1) Label(s) in suitable location(s) (1) Label(s) accurately spelt (ignore case) (1)	5	
			1.11	1.11.1	

(8 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total	
4(i)	1.2	1.2.1	Appropriate software selected – award for any evidence of a chart seen		1	13
	1.8	1.8.2	Any style of pie chart produced		2	
			Another chart type suitable for discrete data produced (eg bar chart, not line graph) – 1 mark only		3 (FR 1)	
4(ii)	1.8	1.8.2	Correct data has been charted (7 cat collars)		2	
			Subset of 40 records includes correct data (at least 8 data items) – 2 marks only			
	All data charted (40 records) – 1 mark only		Chart title entered (within chart area)(1) Chart title meaningful (eg Cat collar sales) (1)		4	
	1.10	1.10.2	Titles/labels/legend are spelt accurately (ignore case)		1	

(6 mark points)

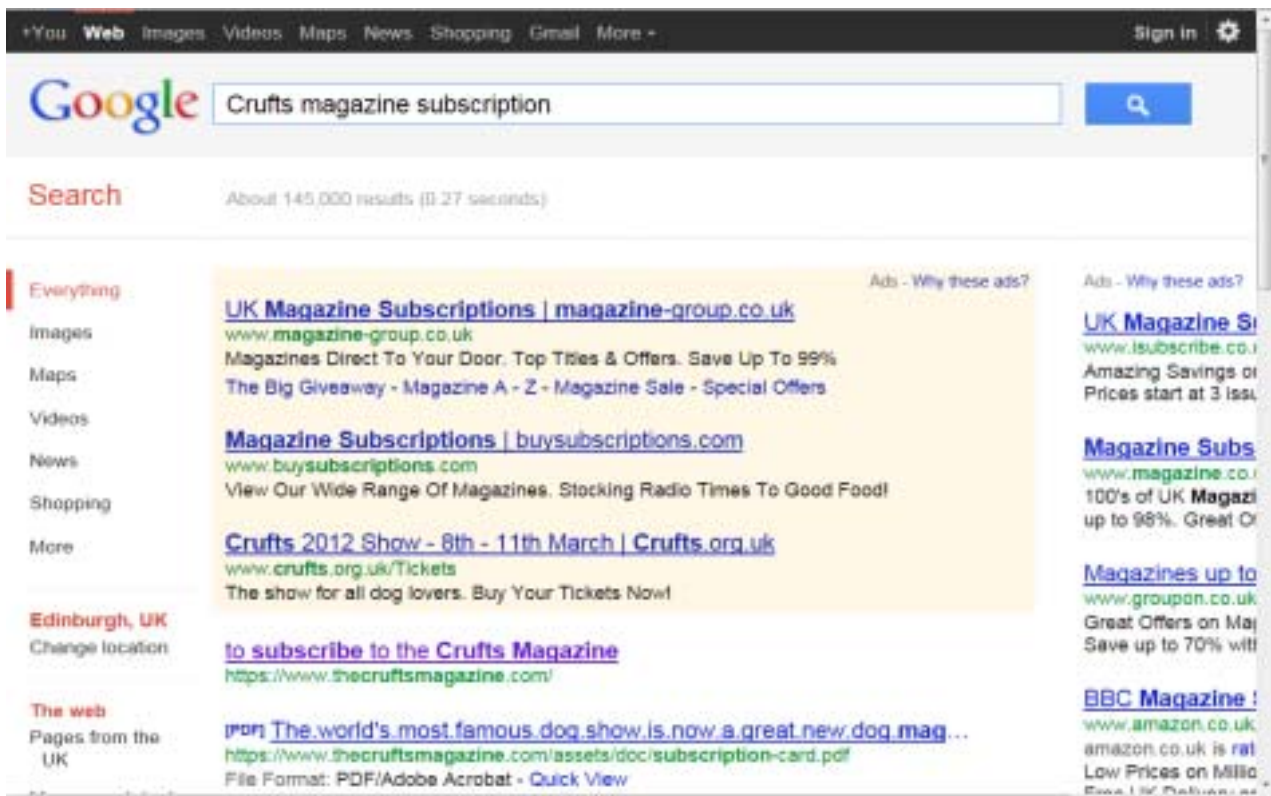
Task	Skill Standard	Coverage and Range		Mark	Total	
5	1.4	1.4.1	Evidence seen of accessing a file password facility (1) Evidence seen of having entered a password to protect the file (do not accept 'protect structure') (1)		2	2

(1 mark point)

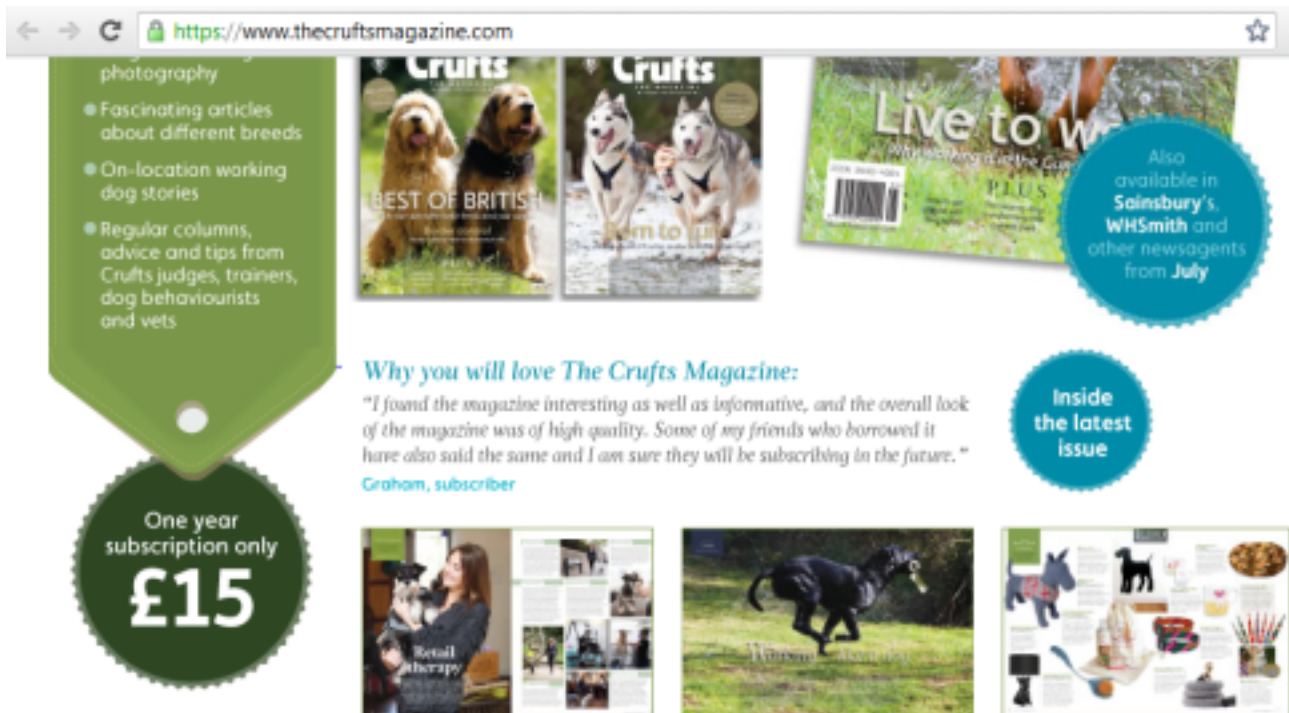
Task	Skill Standard	Coverage and Range		Mark	Total	
6	1.3	1.3.1	Evidence seen of files saved with meaningful filenames and in appropriate formats for all tasks attempted (ignore chart if spreadsheet attempted) (eg cat grooming.ppt, pet items sales data.xls)		1	1

(1 mark point)

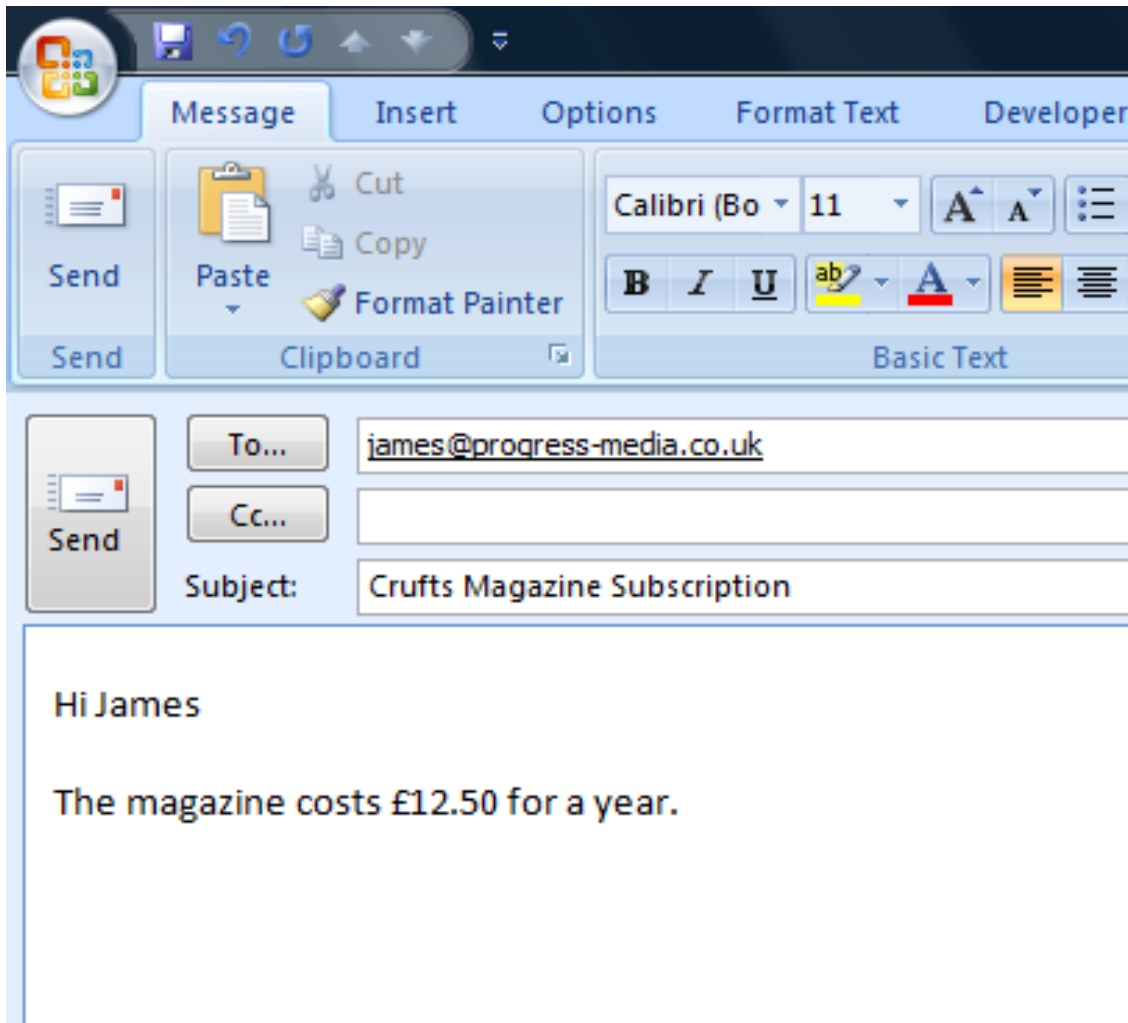
Task 1 – sample printout of searching



Task 1 – sample printout of information found



Task 1 – sample printout of email prepared



(Email to include value found in search/attachment/link)

Task 2 – Sample printout of slides

CAT GROOMING



Benefits of Grooming

- stimulates the circulation
- improves muscle tone
- minimises hairballs in the stomach
- smoothes the fur to insulate the body

How to Groom

- use a fine-toothed metal comb
- use gentle brush strokes
- stroke in the direction the hair grows

Starting to Groom

- offer food treats
- stroke and talk reassuringly
- start when cat is quiet

Cat Grooming Training Sessions

Session Type	Price
Introduction	£5.00
Group supervised grooming	£7.50
Home grooming	£20.00

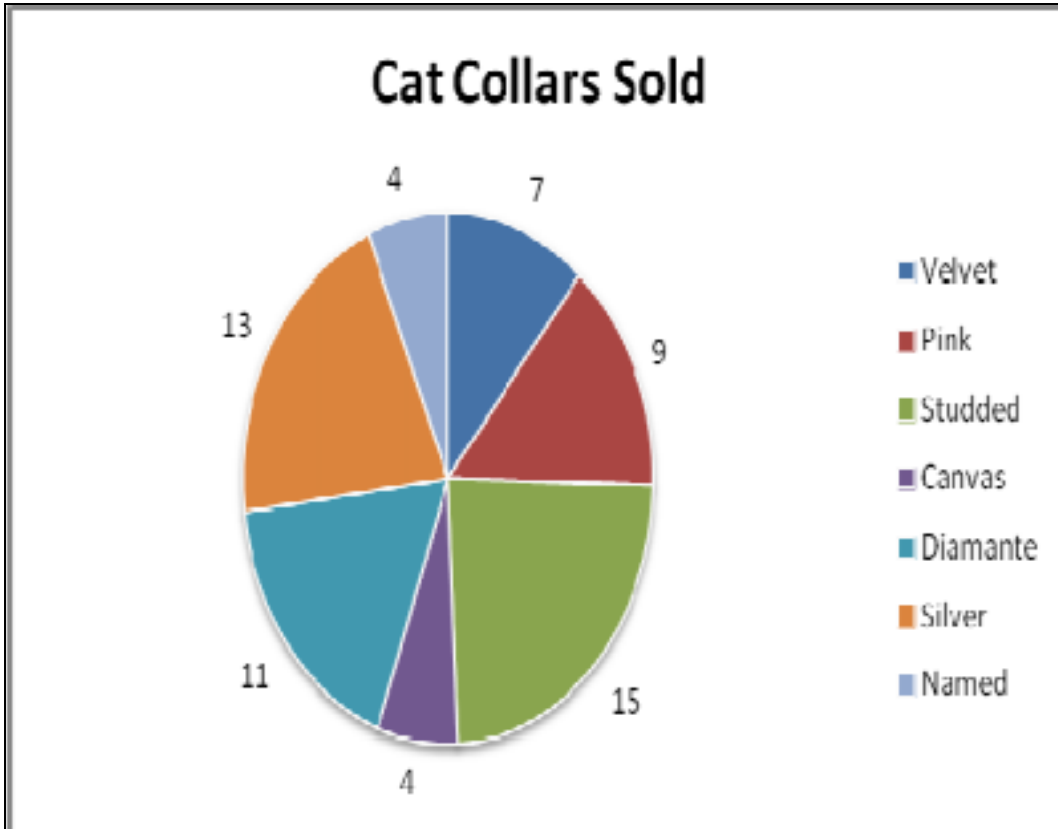
Task 3 – Sample printout of data file with Income values
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Item	Type	Number Sold	Item Price (£)	Income (£)
Ball	Red	7	0.99	6.93
Ball with bell	Blue	4	1.99	7.96
Cat basket	Lined	2	13.55	27.10
Cat collar	Velvet	7	5.59	39.13
Cat collar	Pink	9	5.59	50.31
Cat collar	Studded	15	5.59	83.85
Cat collar	Canvas	4	5.59	22.36
Cat collar	Diamante	11	5.59	61.49
Cat collar	Silver	13	5.59	72.67
Cat collar	Named	4	5.59	22.36
Cat flap	Small	3	9.99	29.97
Cat flap	Large	1	10.99	10.99
Cat litter tray	Small	2	2.99	5.98
Cat litter tray	Medium	3	3.45	10.35
Cat litter tray	Large	1	4.05	4.05
Cat litter tray	Extra large	1	4.15	4.15
Dog bowls	Medium	11	2.99	32.89
Dog bowls	Small	1	1.99	1.99
Dog bowls	Large	18	3.99	71.82
Dog collar	Leather	10	7.99	79.90
Dog collar	Plastic	20	7.99	159.80
Dog collar	Canvas	4	7.99	31.96
Dog collar	Chain	16	7.99	127.84
Dog collar	Studded	6	7.99	47.94
Dog collar	Named	6	7.99	47.94
Dog collar	Patterned	6	7.99	47.94
Dog comb	Red	13	1.55	20.15
Dog comb	Green	12	1.69	20.28
Dog lead	Short	9	7.99	71.91
Dog lead	Medium	18	8.99	161.82
Dog lead	Long	2	9.99	19.98
Dog lead	Extra long	9	12.15	109.35
Flavoured ball	Beef	3	1.99	5.97
Flea powder	Small	18	1.99	35.82
Flea powder	Large	12	1.75	21.00
Muzzle	Small	5	7.99	39.95
Muzzle	Medium	3	8.99	26.97
Muzzle	Large	2	9.99	19.98
Rubber bone	Brown	15	1.55	23.25
Toy mouse	Rubber	9	3.15	28.35
			Total	1714.45

Task 3 – Sample formula printout

Item	Type	Number Sold	Item Price (£)	Income (£)
Ball	Red	7	0.99	=C2*D2
Ball with bell	Blue	4	1.99	=C3*D3
Cat basket	Lined	2	13.55	=C4*D4
Cat collar	Velvet	7	5.59	=C5*D5
Cat collar	Pink	9	5.59	=C6*D6
Cat collar	Studded	15	5.59	=C7*D7
Cat collar	Canvas	4	5.59	=C8*D8
Cat collar	Diamante	11	5.59	=C9*D9
Cat collar	Silver	13	5.59	=C10*D10
Cat collar	Named	4	5.59	=C11*D11
Cat flap	Small	3	9.99	=C12*D12
Cat flap	Large	1	10.99	=C13*D13
Cat litter tray	Small	2	2.99	=C14*D14
Cat litter tray	Medium	3	3.45	=C15*D15
Cat litter tray	Large	1	4.05	=C16*D16
Cat litter tray	Extra large	1	4.15	=C17*D17
Dog bowls	Medium	11	2.99	=C18*D18
Dog bowls	Small	1	1.99	=C19*D19
Dog bowls	Large	18	3.99	=C20*D20
Dog collar	Leather	10	7.99	=C21*D21
Dog collar	Plastic	20	7.99	=C22*D22
Dog collar	Canvas	4	7.99	=C23*D23
Dog collar	Chain	16	7.99	=C24*D24
Dog collar	Studded	6	7.99	=C25*D25
Dog collar	Named	6	7.99	=C26*D26
Dog collar	Patterned	6	7.99	=C27*D27
Dog comb	Red	13	1.55	=C28*D28
Dog comb	Green	12	1.69	=C29*D29
Dog lead	Short	9	7.99	=C30*D30
Dog lead	Medium	18	8.99	=C31*D31
Dog lead	Long	2	9.99	=C32*D32
Dog lead	Extra long	9	12.15	=C33*D33
Flavoured ball	Beef	3	1.99	=C34*D34
Flea powder	Small	18	1.99	=C35*D35
Flea powder	Large	12	1.75	=C36*D36
Muzzle	Small	5	7.99	=C37*D37
Muzzle	Medium	3	8.99	=C38*D38
Muzzle	Large	2	9.99	=C39*D39
Rubber bone	Brown	15	1.55	=C40*D40
Toy mouse	Rubber	9	3.15	=C41*D41
			Total	=SUM(E2:E41)

Task 4 – Sample printout of chart



Task 5 – Sample printout of password protecting pet sales data file

Item	Type	Number Sold	Item Price (£)	Income (£)	
1	Ball	Red	7	0.99	6.93
2	Ball with bell	Blue	4	1.99	7.96
3	Cat basket	Lined	2	13.55	27.10
4	Cat collar	Velvet	7	5.59	39.13
5	Cat collar	Pink	9	5.59	50.31
6	Cat collar	Studded	15	5.59	83.85
7	Cat collar	Canvas	4	5.59	22.36
8	Cat collar	Diamante	11	5.59	61.49
9	Cat collar	Silver	13	5.59	72.67
10	Cat collar	Named	4	5.59	22.36
11	Cat flap	Small	3	1.00	3.00
12	Cat flap	Large	1	1.00	1.00
13	Cat litter tray	Small	2	1.00	2.00
14	Cat litter tray	Medium	3	1.00	3.00
15	Cat litter tray	Large	1	1.00	1.00
16	Cat litter tray	Extra large	1	1.00	1.00
17	Dog bowls	Medium	11	1.00	11.00
18	Dog bowls	Small	1	1.00	1.00
19	Dog bowls	Large	18	1.00	18.00
20	Dog collar	Leather	10	1.00	10.00
21	Dog collar	Plastic	20	1.00	20.00
22	Dog collar	Canvas	4	1.00	4.00
23	Dog collar	Chain	16	1.00	16.00
24	Dog collar	Studded	6	7.99	47.94
25	Dog collar	Named	6	7.99	47.94
26	Dog collar	Patterned	6	7.99	47.94
27	Dog collar	Patterned	6	7.99	47.94

An "Encrypt Document" dialog box is overlaid on the spreadsheet, prompting for a password. The dialog includes a text field for the password, a "Caution" message, and "OK" and "Cancel" buttons. A small pie chart is visible in the background behind the dialog.

Task 6 – sample printout of files created.

