

Functional Skills

ICT

09877: Level 2

Mark Scheme for B2

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This mark scheme is published as an aid to teachers and students, to indicate the requirements of the examination. It shows the basis on which marks were awarded by examiners. It does not indicate the details of the discussions which took place at an examiners' meeting before marking commenced.

All examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes should be read in conjunction with the published question papers and the report on the examination.

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ICT LEVEL 2 FUNCTIONAL SKILLS – MARK SCHEME B2

Series	February 2013	Level	2
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Notes to Examiners:

- 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)	2.4	2.4.1	Evidence of appropriate search criteria (eg Shugborough Hall visitor map) Evidence of inefficient search criteria provided (eg one key word used (eg Shugborough) – 2 marks only Evidence of an appropriate website – 1 mark only	3	8
	2.5	2.5.2	Visitor map of Shugborough Hall Estate selected Location map of Shugborough Hall Estate in local area (eg major roads seen, nearby towns seen) – 2 marks only A map indicating Shugborough Hall Estate – 1 mark only	3 FR1	
(ii)	2.5	2.5.2	Only correct prices of Adult and Concession Day Tickets selected (eg £XX £YY – check at point of exam) Correct information plus additional prices selected – 1 mark only	2 FR	

(3 mark points)

2a)	2.2	2.2.1	Appropriate software selected - Evidence of processing numbers (eg of calculated values) (1) Evidence provided of using ICT to process numbers (eg formulas, on-screen calculator) (1)	2	14
	2.1	2.1.1	Evidence seen showing that the candidate has calculated a value for each piece of furniture and added it together to show a total amount (ignore accuracy) Evidence seen showing that the candidate has calculated a value for each piece of furniture only (ignore accuracy) – 2 marks only Evidence seen showing an attempt at calculating any total value (eg Total Price) – 1 mark only	3	
	2.7	2.7.1	Formula(s) for each item is correct (eg =(E2-200)*2.25%) Formula(s) for each item contains one error in logic (eg cell reference, parenthesis, value) – 2 marks only Formula(s) for each item contains more than one error in logic (eg cell reference, parenthesis, value) – 1 mark only	3	
			Formula for total donation uses SUM function (eg =SUM(F2:F41)) (1) Formula for total donation cell reference is correct (1)	2	
			All charity donation values calculated formatted appropriately (ie as sterling to 2 dp)	1	
			Evidence seen of the use of replication for all visible records	1	
			All values calculated are labelled with meaningful labels	1	
	2.9	2.9.2	Any labels entered are spelt accurately (ignore capitalisation)	1	

(8 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
2b) (i)	2.1	2.1.1	Candidate has added a field, selected sold data to enter (ignore accuracy) Candidate has attempted to indicate items that were sold (eg highlighted those that have been sold (ignore accuracy)– 2 marks only List seen that shows candidate used the information in the Resource Booklet (eg entered the list of items sold) (ignore accuracy) – 1 mark only	3	13
	2.7	2.7.3	Efficient use made of software – new field/column added with details of furniture that was sold added consistently (ignore errors) New field/column added with details of furniture sold added inconsistently (ignore errors) – 1 mark only	2	
			New field added has an appropriate field name (eg Sold)	1	
	2.9	2.9.2	New field name is spelt accurately	1	
	2.7	2.7.1	Sold data indicated accurately	1 FR	
(ii)	2.4	2.4.1	One list showing correct Edwardian dining tables selected (4 records S1008/12/13/40) Two lists showing correct Edwardian and dining tables selected (9 records in each) – 2 marks only List showing correct Edwardian or dining tables selected (9 records) – 1 mark only	3	
	2.5	2.5.2	List shows details of ID, wood, price, (ignore sold) List shows appropriate details and additional fields (ignore sold) – 1 mark only	2 FR1	

(7 mark points)

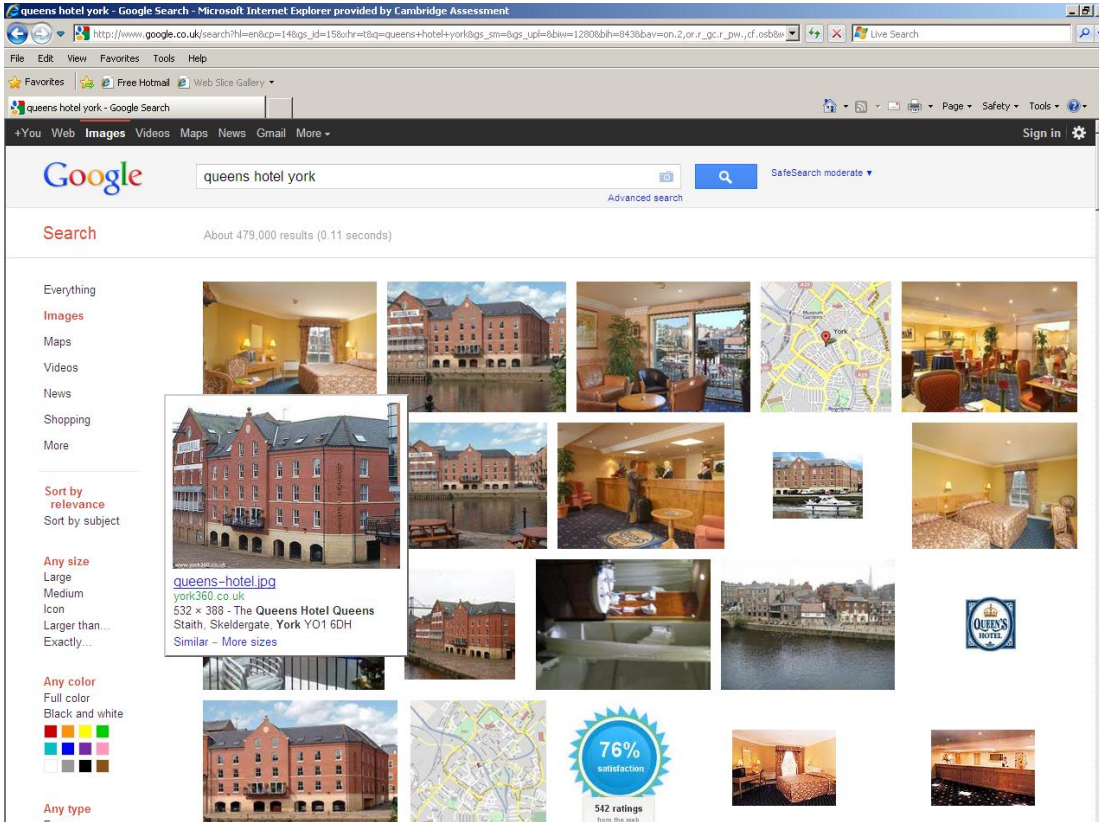
Task	Skill Standard	Coverage and Range		Mark	Total
2c)	2.2	2.2.1	Appropriate software selected – evidence seen of combination of information from different tasks	1	24
	2.2	2.2.2	Candidate has used interface features effectively: All information sheet text provided has been inserted (file opened, use of copy and paste or entry of data) Addition, omission or error in text – 1 mark only	2	
	2.6	2.6.1	Map or diagram about Shugborough Hall Estate found in Task 1 entered (1) Day Ticket prices entered (1) Information about charity donations entered (1) List from Task 2b)(ii) entered (1)	FR 4	
	2.9	2.9.1	Map inserted in an appropriate location (ie within Shugborough Hall Estate section) (1) Day Ticket prices inserted in an appropriate location (ie does not split text inappropriately) (1) Day Ticket prices inserted so it relates to what category (1) Day Ticket prices inserted are accurate (1)	4	
	2.9	2.9.1	Total amount of charity donation (£1688.94) has been inserted in appropriate location	1	
	2.9	2.9.1	Furniture list is inserted in an appropriate location (ie within the Edwardian Dining Tables Promotion section) (ignore if sold item data is not present) (1) Details for each item are on a single line (1) Details for each item are clearly associated (1)	3	
	2.10	2.10.1	Furniture data has been presented so that meaning is clear (eg contains column headings/fieldnames)	1	
	2.5	2.5.2	Candidate has acknowledged source/copyright of map used	1	
	2.10	2.10.1	All information appears with consistent page margins (1) Headings provided are emphasised consistently (1) White space in information sheet is balanced (eg line spacing, cropping on images) (1) All components entered are balanced (eg relative sizes) (1) Appropriate title ascribed to information sheet (eg Antiques Fair Information Sheet) (1) Title has been emphasised (1)	6	
	2.9	2.9.2	Title entered is spelt accurately (only award if new title text added)	1	

(10 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
2d(i)	2.8	2.8.1	Evidence seen of setting up distribution list (1) List named effectively (eg the delivery team) (1)	2	11
			Distribution list contains accurate email addresses provided Distribution list contains at least one accurate email address provided – 1 mark only	FR 2	
(ii)	2.8	2.8.1	Evidence of email having been prepared to Pauline(1) Subject field is appropriate for email (eg antique fair Information Sheet) (1) Email includes the information sheet as attachment (1)	3	
			Email to Pauline includes deliver team using distribution list Email. to Pauline uses correct email addresses for deliver team – 2 marks only Separate email(s) sent to delivery team – 1 mark only	3	
	2.3	2.3.1	Information sheet file has been saved with a meaningful filename (not antiques fair information sheet text .)	1	

(5 mark points)

SAMPLE SCREEN DUMP OF SEARCHING CARRIED OUT



SAMPLE PRINTOUT OF INFORMATION FOUND



Rooms available from £101.50 per night Dinner, Bed and Breakfast.

10:00 - 17:50

source – <http://www.queenshotel-york.com/location.htm>

SAMPLE PRINTOUT OF CHARITY DONATIONS

Lot Number	Furniture Type	Period	Price	Charity Donation
S1001	Oak Dining Table	Georgian	£1,245	£23.51
S1002	Walnut Bookcase	Victorian	£1,450	£28.13
S1003	Walnut Sideboard	Edwardian	£1,500	£29.25
S1004	Mahogany Dining Chairs	Regency	£1,175	£21.94
S1005	Oak Wardrobe	Victorian	£1,295	£24.64
S1006	Oak Mirror	Edwardian	£1,255	£23.74
S1007	Oak Chests	Victorian	£1,455	£28.24
S1008	Walnut Dining Table	Edwardian	£2,390	£49.28
S1009	Walnut Bookcase	Georgian	£2,175	£44.44
S1010	Mahogany Sideboard	Regency	£3,195	£67.39
S1011	Mahogany Wardrobe	Regency	£2,045	£41.51
S1012	Mahogany Dining Table	Edwardian	£2,405	£49.61
S1013	Mahogany Dining Table	Edwardian	£3,395	£71.89
S1014	Oak Dining Chairs	Regency	£2,325	£47.81
S1015	Walnut Wardrobe	Victorian	£1,195	£22.39
S1016	Mahogany Mirror	Regency	£820	£13.95
S1017	Oak Dining Table	Georgian	£2,375	£48.94
S1018	Walnut Sideboard	Georgian	£2,375	£48.94
S1019	Mahogany Dining Table	Victorian	£1,045	£19.01
S1020	Mahogany Sideboard	Regency	£1,100	£20.25
S1021	Oak Bookcase	Victorian	£1,245	£23.51
S1022	Oak Wardrobe	Edwardian	£4,095	£87.64
S1023	Mahogany Chests	Georgian	£3,025	£63.56
S1024	Mahogany Wardrobe	Victorian	£1,180	£22.05
S1025	Oak Dining Table	Victorian	£1,850	£37.13
S1026	Oak Wardrobe	Victorian	£1,805	£36.11
S1027	Oak Chests	Regency	£1,455	£28.24
S1028	Walnut Dining Chairs	Victorian	£2,025	£41.06
S1029	Mahogany Mirror	Regency	£465	£5.96
S1030	Mahogany Sideboard	Georgian	£3,245	£68.51
S1031	Oak Bookcase	Edwardian	£1,275	£24.19
S1032	Walnut Dining Chairs	Edwardian	£1,275	£24.19
S1033	Walnut Wardrobe	Victorian	£1,285	£24.41
S1034	Oak Chests	Victorian	£2,985	£62.66
S1035	Oak Bookcase	Regency	£1,025	£18.56
S1036	Mahogany Dining Table	Regency	£2,345	£48.26
S1037	Oak Wardrobe	Georgian	£1,195	£22.39
S1038	Mahogany Dining Chairs	Victorian	£1,295	£24.64
S1039	Mahogany Sideboard	Victorian	£4,845	£104.51
S1040	Oak Dining Table	Edwardian	£8,045	£176.51
			Total Donated	£1,668.94

SAMPLE PRINTOUT SHOWING HOW ICT USED FOR CALCULATIONS

Lot Number	Furniture Type	Period	Price	Charity Donation
S1001	Oak Dining Table	Georgian	1245	=(E3-200)*2.25%
S1002	Walnut Bookcase	Victorian	1450	=(E4-200)*2.25%
S1003	Walnut Sideboard	Edwardian	1500	=(E5-200)*2.25%
S1004	Mahogany Dining Chairs	Regency	1175	=(E6-200)*2.25%
S1005	Oak Wardrobe	Victorian	1295	=(E7-200)*2.25%
S1006	Oak Mirror	Edwardian	1255	=(E8-200)*2.25%
S1007	Oak Chests	Victorian	1455	=(E9-200)*2.25%
S1008	Walnut Dining Table	Edwardian	2390	=(E10-200)*2.25%
S1009	Walnut Bookcase	Georgian	2175	=(E11-200)*2.25%
S1010	Mahogany Sideboard	Regency	3195	=(E12-200)*2.25%
S1011	Mahogany Wardrobe	Regency	2045	=(E13-200)*2.25%
S1012	Mahogany Dining Table	Edwardian	2405	=(E14-200)*2.25%
S1013	Mahogany Dining Table	Edwardian	3395	=(E15-200)*2.25%
S1014	Oak Dining Chairs	Regency	2325	=(E16-200)*2.25%
S1015	Walnut Wardrobe	Victorian	1195	=(E17-200)*2.25%
S1016	Mahogany Mirror	Regency	820	=(E18-200)*2.25%
S1017	Oak Dining Table	Georgian	2375	=(E19-200)*2.25%
S1018	Walnut Sideboard	Georgian	2375	=(E20-200)*2.25%
S1019	Mahogany Dining Table	Victorian	1045	=(E21-200)*2.25%
S1020	Mahogany Sideboard	Regency	1100	=(E22-200)*2.25%
S1021	Oak Bookcase	Victorian	1245	=(E23-200)*2.25%
S1022	Oak Wardrobe	Edwardian	4095	=(E24-200)*2.25%
S1023	Mahogany Chests	Georgian	3025	=(E25-200)*2.25%
S1024	Mahogany Wardrobe	Victorian	1180	=(E26-200)*2.25%
S1025	Oak Dining Table	Victorian	1850	=(E27-200)*2.25%
S1026	Oak Wardrobe	Victorian	1805	=(E28-200)*2.25%
S1027	Oak Chests	Regency	1455	=(E29-200)*2.25%
S1028	Walnut Dining Chairs	Victorian	2025	=(E30-200)*2.25%
S1029	Mahogany Mirror	Regency	465	=(E31-200)*2.25%
S1030	Mahogany Sideboard	Georgian	3245	=(E32-200)*2.25%
S1031	Oak Bookcase	Edwardian	1275	=(E33-200)*2.25%
S1032	Walnut Dining Chairs	Edwardian	1275	=(E34-200)*2.25%
S1033	Walnut Wardrobe	Victorian	1285	=(E35-200)*2.25%
S1034	Oak Chests	Victorian	2985	=(E36-200)*2.25%
S1035	Oak Bookcase	Regency	1025	=(E37-200)*2.25%
S1036	Mahogany Dining Table	Regency	2345	=(E38-200)*2.25%
S1037	Oak Wardrobe	Georgian	1195	=(E39-200)*2.25%
S1038	Mahogany Dining Chairs	Victorian	1295	=(E40-200)*2.25%
S1039	Mahogany Sideboard	Victorian	4845	=(E41-200)*2.25%
S1040	Oak Dining Table	Edwardian	8045	=(E42-200)*2.25%
			Total Donated	=SUM(F3:F42)

SAMPLE PRINTOUT OF Edwardian Furniture

Lot Number	Furniture Type	Price	Sold
S1003	Walnut Sideboard	£1,500	SOLD
S1006	Oak Mirror	£1,255	SOLD
S1022	Oak Wardrobe	£4,095	SOLD
S1040	Oak Dining Table	£8,045	SOLD
S1008	Walnut Dining Table	£2,390	
S1012	Mahogany Dining Table	£2,405	
S1013	Mahogany Dining Table	£3,395	
S1031	Oak Bookcase	£1,275	
S1032	Walnut Dining Chairs	£1,275	

Charity Event Information Sheet

Queens Hotel, York

Next month's charity event will be taking place at the Queens Hotel, York. Rooms are available if you would like to stop over in the beautiful city of York. You can see from the image what a beautiful hotel it is and I have also included the price for a room.



Rooms available from £105.50 per night Dinner, Bed and Breakfast.

Bargain Priced Furniture

We are pleased to introduce furniture at bargain prices. We have scoured the country to find the best in antique furniture at a price which is good for you. All items we have acquired are in pristine condition and delivery costs are included.

Some of the furniture has already gone. The list below shows that most of the Edwardian furniture has already been sold. Come along to the Queens Hotel before all of this antique furniture is snatched up.

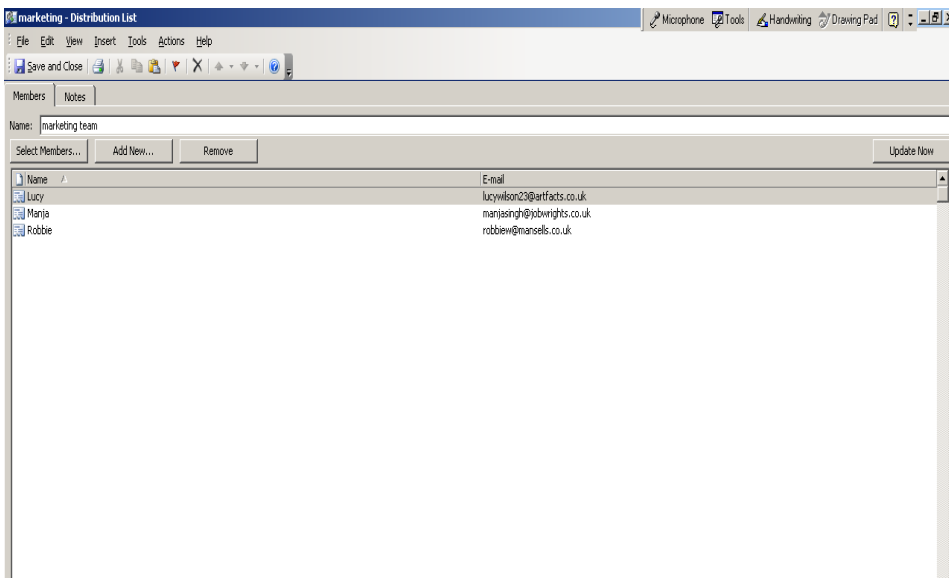
Lot Number	Furniture Type	Price	Sold
S1003	Walnut Sideboard	£1,500	SOLD
S1006	Oak Mirror	£1,255	SOLD
S1022	Oak Wardrobe	£4,095	SOLD
S1040	Oak Dining Table	£8,045	SOLD
S1008	Walnut Dining Table	£2,390	
S1012	Mahogany Dining Table	£2,405	
S1013	Mahogany Dining Table	£3,395	
S1031	Oak Bookcase	£1,275	
S1032	Walnut Dining Chairs	£1,275	

Charity Donation

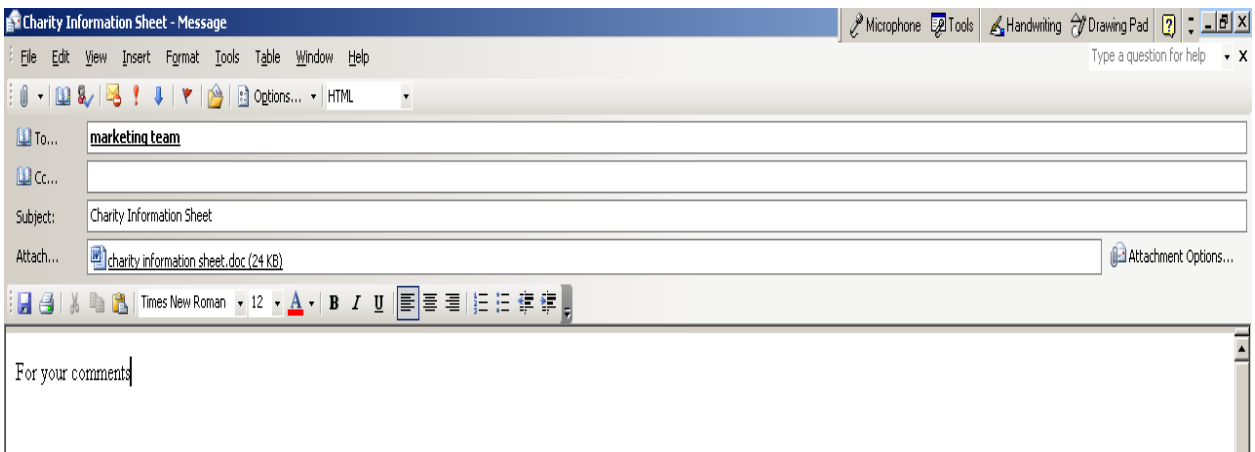
The latest disaster in South America has struck a chord in many of our hearts. Many of the sellers contacted us and suggested that some of the money they made on the furniture sold should be donated to charity. As a result we have decided to support the Red Cross in their valuable relief work. All the sellers have agreed to donate a percentage of the money they receive for furniture sold.

The total amount we can potentially raise for charity is: £1668.94

SAMPLE SCREEN DUMP OF DISTRIBUTION LIST



SAMPLE SCREEN DUMP OF EMAIL TO MARKETING TEAM



OCR (Oxford Cambridge and RSA Examinations)
Coventry Office
Westwood Way
Coventry
CV4 8JQ

OCR Customer Contact Centre

Skills and Employment

Telephone: 024 76 851509

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