

ICT LEVEL 1 FUNCTIONAL SKILLS – DECEMBER 2011 MARK SCHEME

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 (e.g. Highway Code Rule 59) Evidence of partial, correct, search criteria on internet (e.g. UK Highway Code or Rule 59) - 2 marks only Evidence of appropriate website – 1 mark only	3	8
	1.6	1.6.1	Evidence seen of all correct information found (e.g. all 4 bullet points or help yourself to be seen or image) Evidence seen of some of correct information found – 1 mark only	FR 2	
1(ii)	1.9	1.9.1	Evidence seen of information being sent in some format by email (e.g. attached, in body of email)	1	
			Appropriate entry in subject field (e.g. Highway Code Rule 59)	1	
			Email has been addressed correctly (ali@progress-media.co.uk)	FR 1	

5 mark points

Task	Skill Standard	Coverage and Range		Mark	Total
2(i)	1.8	1.8.4	Evidence seen of correct records selected (Mini Rod, Hawaii, Townie, Royal, Toulouse) Evidence seen of subset children's bicycles only selected – 2 marks only Evidence seen of all data file selected – 1 mark only	3 (FR 2)	20
2(ii)	1.2	1.2.1	Appropriate software has been selected – award for any evidence of combination of any of different types of information (i.e. special offer text, image, record information)	1	
	1.1	1.1.1	Candidate has planned how to use ICT to carry out the task - flyer produced contains special flyer text (any text from file) and any image (provided or otherwise) and some evidence of any data from the cruiser bicycles data file.	1	
	1.2	1.2.2	All special offer flyer text appears on the flyer (e.g. opening file, use of copy and paste or entering information. Do not penalise additional purposeful heading) Minor omission, addition or error (e.g. one word missing, one appropriate piece of punctuation missing, one word spelt incorrectly) – 1 mark only	2	
	1.7	1.7.1	Cruiser bicycles details inserted into flyer in a suitable location (i.e. within body of flyer and does not split text inappropriately)	1	
			Records data formatted so that it can be clearly read (e.g. each record on a separate line, column widths (if used) are appropriate, column headings or data labels included to explain data) Records data formatted so that it can be clearly read but one aspect of presentation is poor (e.g. may be in a table but no column headings) – 2 marks only Records data appear on a separate line but presentation of data is not clear – 1 mark only	3	
	1.6	1.6.1	A suitable image selected for the flyer (i.e. either cycling helmet or logo or both) Any other provided image also included – 1 mark only	2	
1.7	1.7.1	Image(s) added in a suitable location (i.e. helmet clearly related to text about free helmet, or logo positioned at top of flyer or with shop details at end, or background image)	1		
2(iii)	1.10	1.10.1	All information is positioned within page margins (1) Information in flyer is balanced (relative sizes of image(s), text provided, records added) (1) White space on flyer is balanced (e.g. no large spaces between different types of information) (1)	3	
	1.11	1.11.1	Information in flyer fills one page (1) Body text font size(s) is appropriate for paper size (1) Special Offer heading text has been emphasised (e.g. emboldened, larger font size) (1)	3	

10 mark points

Task	Skill Standard	Coverage and Range		Mark	Total
3(i)	1.2	1.2.1	Appropriate software selected – (e.g. evidence seen of data file within an application that can process numbers, evidence seen of a calculated value (ignore accuracy))	1	14
	1.2	1.2.2	All BMX bicycle prices have been copied and pasted/entered accurately (40 bicycles) Incomplete set of data/or errors introduced – 1 mark only	2	
	1.1	1.1.1	Candidate has shown that they used ICT to carry out calculations (e.g. use of formulas seen or screen dump seen of some other use of ICT to carry out the calculations)	1	
	1.8	1.8.1	Formula(s) used are effective – give correct new price values (i.e. £215.13, 148.55 etc) (ignore formatting and decimalisation) e.g. C2*102.45% or C2*1.0245 Formula(s) contains one error in logic (cell reference, operator, cell order, value) – 2 marks only Formula(s) attempted contains more than one error in logic but still a viable formula (i.e. one that returns a result) – 1 mark only	3	
			Efficient use of software seen by replication of formula(s)	1	
3(ii)	1.10	1.10.1	New value(s) formatted as sterling currency to 2 decimal places (to ensure meaning clear) (1) New value(s) has a suitable label (e.g. New Price (not Price)) (1) Label(s) in suitable location(s) (relative to value(s)) (1) Label(s) spelt accurately (1)	4	
			1.11	1.11.1	Price list has appropriate heading/title e.g. New Price List (1) Price list produced has appropriate column widths (all data can be clearly seen) (1)

7 mark points

Task	Skill Standard	Coverage and Range		Mark	Total
4	1.2	1.2.1	Appropriate software selected – document produced that is clearly a form (of some sort)	1	11
		1.2.2	All customer details text appears in document (e.g. file opened, text copied and pasted, data entered) Any error, addition or omission in text – 1 mark only	2	
	1.7	1.7.1	All data labels (first name, last name, address, town, county, postcode, phone (number) and email (address)) entered into document Up to two data labels missing – 2 marks only At least one data label entered – 1 mark only	FR 3	
			Labels appear in an appropriate location (i.e. do not split text inappropriately) and Data labels are horizontally aligned consistently (will depend on design of form)	1	
	1.10	1.10.2	All data labels are spelt accurately and have consistent capitalisation	1	
	1.11	1.11.1	Document layout makes it clear where each piece of data is to be entered (e.g. table cell, line provided) (1) Document layout provides sufficient space for data to be entered (1) Final document is balanced (i.e. relative sizes of text provided, text added, space provided) (1)	3	

6 mark points

5	1.3	1.3.1	New folder created (1) Folder has a meaningful folder name (e.g. Bike Shop, Ali) (1)	2 (FR 1)	5
			Any two files created seen with meaningful filenames flyer document e.g. Special Offer Customer Details document e.g. Customer Details Form BMX new price list e.g. saved as new price list or saved as price list in a different file format Any one of the above only seen – 1 mark only	2	
			Any file produced for Ali (flyer or customer details document or BMX price list) in new folder (1)	FR 1	

3 mark points

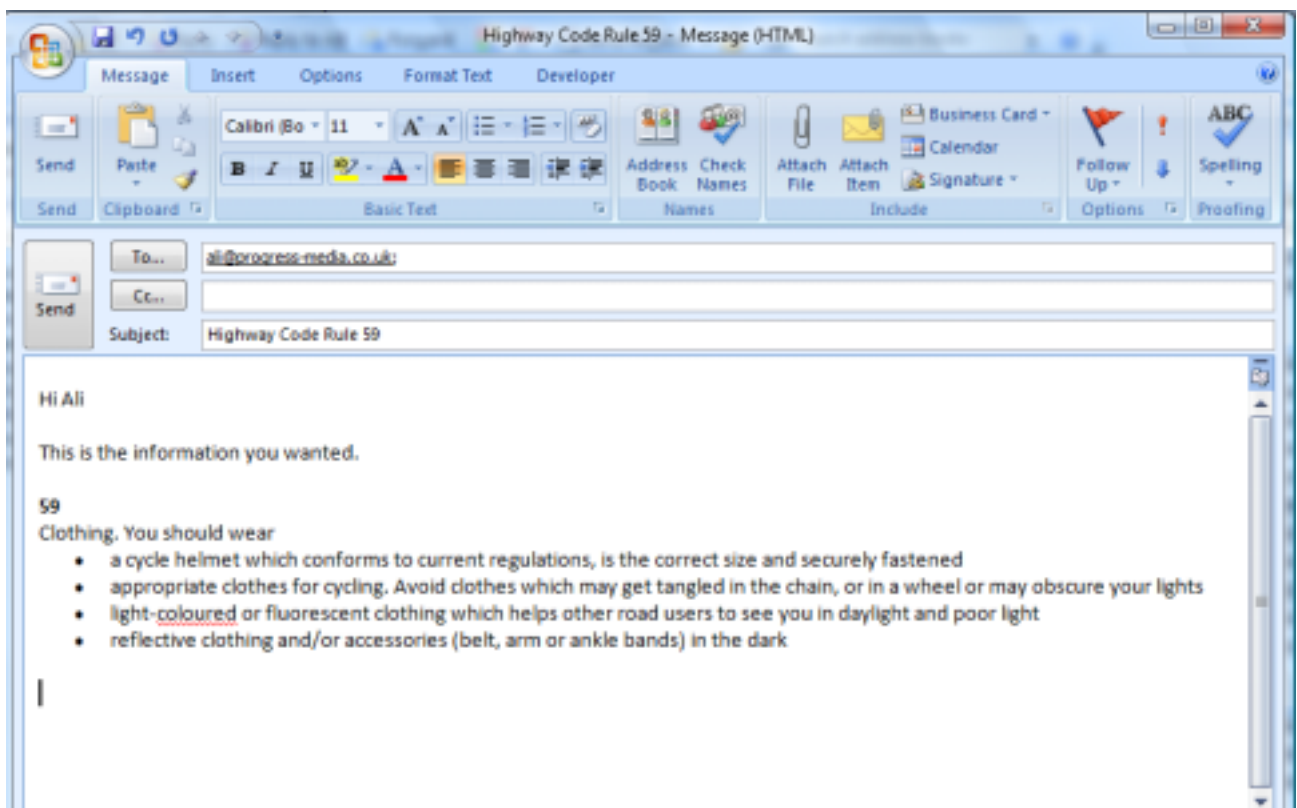
6	1.2	1.2.3	Evidence seen of accessing file password facility (1) Evidence seen of having entered a password to protect the cruiser bicycles data file (ignore file format) (1)	FR 2	2
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Clothing. You should wear

- a cycle helmet which conforms to current regulations, is the correct size and securely fastened
- appropriate clothes for cycling. Avoid clothes which may get tangled in the chain, or in a wheel or may obscure your lights
- light-coloured or fluorescent clothing which helps other road users to see you in daylight and poor light
- reflective clothing and/or accessories (belt, arm or ankle bands) in the dark

OR



SPECIAL OFFER

During the month of June we are reducing the price of our children's cruiser bikes by 10%.

We have a number of models available. 10% will come off our normal price.

Model	Gears	Normal Price
Mini Rod	0	£195
Hawaii	1	£220
Townie	0	£186
Royal	0	£220
Toulouse	1	£230

Not only that, but with every bike sold, we are throwing in a child's helmet free of charge.



**Ali's Bicycles, 6 Church Lane,
Newtown, NN1 9LL**

Product Code	Model	New Price
B1001	Verde Eon	£215.13
B1002	Street	£148.55
B1003	Brava 5	£165.97
B1004	Grind	£164.43
B1005	Scarab	£204.90
B1006	Roam	£195.67
B1007	Triple Threat	£245.87
B1008	Ruption Impact	£306.84
B1009	R1.1	£173.40
B1010	R2.1	£148.91
B1011	R3.1	£194.63
B1012	Ruption Force	£368.46
B1013	Shackle	£214.36
B1014	Voyeur	£332.60
B1015	Sunday Funday	£323.49
B1016	Cobra	£211.03
B1017	Luxstar	£479.93
B1018	Night Prowler	£634.41
B1019	Romp 3	£280.91
B1020	Electra	£409.79
B1021	Flast	£151.83
B1022	Curb	£212.33
B1023	Shovelhead	£459.34
B1024	Raid	£347.01
B1025	Proline	£818.45
B1026	Prism	£266.36
B1027	Elite	£313.49
B1028	Flite	£199.99
B1029	MX20	£384.52
B1030	LX20	£210.59
B1031	Rival	£325.04
B1032	Dirt	£220.26
B1033	Fivestar	£767.35
B1034	Laserlite Pro	£715.10
B1035	Laserlite 5	£420.03
B1036	Laserlite 3	£322.97
B1037	Scyhe	£428.43
B1038	Flight Pro	£770.42
B1039	Reaper	£428.79
B1040	Reaper Pro	£794.25

Product Code	Model	New Price
B1001	Verde Eon	=C2*102.45%
B1002	Street	=C3*102.45%
B1003	Brava 5	=C4*102.45%
B1004	Grind	=C5*102.45%
B1005	Scarab	=C6*102.45%
B1006	Roam	=C7*102.45%
B1007	Triple Threat	=C8*102.45%
B1008	Ruption Impact	=C9*102.45%
B1009	R1.1	=C10*102.45%
B1010	R2.1	=C11*102.45%
B1011	R3.1	=C12*102.45%
B1012	Ruption Force	=C13*102.45%
B1013	Shackle	=C14*102.45%
B1014	Voyeur	=C15*102.45%
B1015	Sunday Funday	=C16*102.45%
B1016	Cobra	=C17*102.45%
B1017	Luxstar	=C18*102.45%
B1018	Night Prowler	=C19*102.45%
B1019	Romp 3	=C20*102.45%
B1020	Electra	=C21*102.45%
B1021	Flast	=C22*102.45%
B1022	Curb	=C23*102.45%
B1023	Shovelhead	=C24*102.45%
B1024	Raid	=C25*102.45%
B1025	Proline	=C26*102.45%
B1026	Prism	=C27*102.45%
B1027	Elite	=C28*102.45%
B1028	Flite	=C29*102.45%
B1029	MX20	=C30*102.45%
B1030	LX20	=C31*102.45%
B1031	Rival	=C32*102.45%
B1032	Dirt	=C33*102.45%
B1033	Fivestar	=C34*102.45%
B1034	Laserlite Pro	=C35*102.45%
B1035	Laserlite 5	=C36*102.45%
B1036	Laserlite 3	=C37*102.45%
B1037	Scyhe	=C38*102.45%
B1038	Flight Pro	=C39*102.45%
B1039	Reaper	=C40*102.45%
B1040	Reaper Pro	=C41*102.45%

CUSTOMER DETAILS

I would be grateful if you would complete this form and return it to me. I will use the information you provide to contact you with information about special offers and promotions that we will have in the future.

Thank you for your assistance.

(You can hand the form into the shop or you can post it to Ali's Bicycles, 6 Church Lane, Newtown, NN1 9LL.

First name	
Last name	
Address	
Town	
County	
Postcode	
Phone number	
Email address	

Product Code	Model	Gears	Type	Normal Price
C1004	Mini-Road	0	Childrens	£195
C1008	Hawaii	1	Childrens	£220
C1026	Town			£186
C1031	Royal			£220
C1040	Toul			£230
C1002	Haw			£407
C1006	Bas			£269
C1007	Strai			£609
C1010	Tow			£519
C1011	Gho			£198
C1015	Rat			£168
C1016	Delu			£407
C1018	Tow			£290
C1019	Vince	8	Mens	£483
C1021	Amsterdam Sporty	3	Mens	£312
C1024	Renew Finn	3	Mens	£360

