

Mark Scheme for August 2011

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of pupils of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, OCR Nationals, Functional Skills, Key Skills, Entry Level qualifications, NVQs and vocational qualifications in areas such as IT, business, languages, teaching/training, administration and secretarial skills.

It is also responsible for developing new specifications to meet national requirements and the needs of students and teachers. OCR is a not-for-profit organisation; any surplus made is invested back into the establishment to help towards the development of qualifications and support which keep pace with the changing needs of today's society.

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 functional skills Report for centres.

OCR will not enter into any discussion or correspondence in connection with this mark scheme.

© OCR 2011



ICT LEVEL 1 FUNCTIONAL SKILLS – AUGUST 2011 MARK SCHEME

Series	AUGUST 2011	Level	1
---------------	-------------	--------------	---

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.

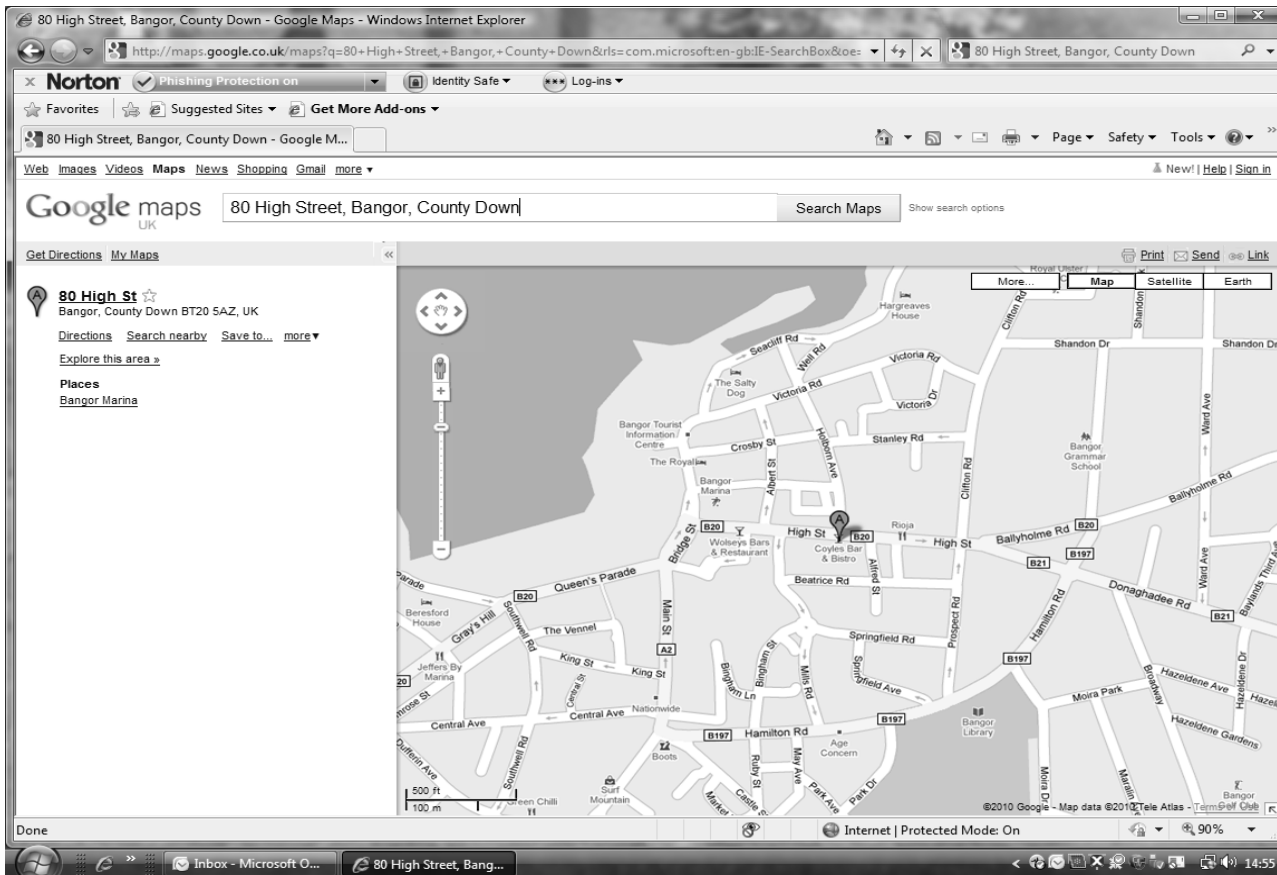
Task	Skill Standard	Coverage and Range		Mark	Total
1(i)	1.5	1.5.1	Evidence of appropriate search criteria used on internet e.g. 80 High Street Bangor County Down Evidence of partial, correct, search criteria on internet e.g. High Street, Bangor - 2 marks only Evidence of use of an appropriate website – 1 mark only	3	8
	1.6	1.6.1	Map has been selected that shows location with main roads clearly seen Map has been selected that shows location but main roads not clearly seen – 1 mark only	2	
1(ii)	1.9	1.9.1	Evidence seen of map being sent in some format by email (e.g. in body of email, attached, link)	1	
			Appropriate entry in subject field (e.g. Directions to 80 High Street)	1	
			Email has been addressed correctly (tom@progress-media.co.uk)	1	

Task	Skill Standard	Coverage and Range		Mark	Total
2(i)	1.1	1.1.1	Candidate has planned how to use ICT to carry out the task - poster produced contains coffee shop opening hours text (any text from file), any image (provided or otherwise) and some indication of the winter opening hours.	1	22
	1.2	1.2.2	All coffee shop opening hours text appears on the poster (e.g. opening file, use of copy and paste or entering information) Minor omission, addition, repetition or error (e.g. one word or piece of punctuation missing/added, one word spelt incorrectly) – 1 mark only	2	
	1.6	1.6.1	A suitable image from those provided selected (i.e. coffee cup image, clock image or both) Any other provided image also included – 1 mark only	2	
	1.7	1.7.1	All the opening hours data entered (headings, 7 days and times) At least 5 days data entered – 2 marks only Any of the opening hours data entered – 1 mark only	3	
	1.10	1.10.2	Opening hours data entered accurately Opening hours data entered with no more than 1 error – 2 marks only Opening hours data entered with no more than 3 errors – 1 mark only	3	
	1.7	1.7.1	Opening hours data formatted so that it can be clearly read (i.e. headings and data match, each day with its corresponding opening times are on separate lines, all day information is aligned consistently, all opening times information is aligned consistently) Opening hours data formatted as above but with 1 error in alignment – 2 marks only Each day and times appear on a separate line with no effort made at horizontal alignment of data OR Opening hours data formatted as above but with 2 errors in alignment – 1 mark only	3	
2(ii)	1.7	1.7.1	Image selected has been cropped as appropriate (i.e. text removed)	1	
2(iii)	1.10	1.10.1	Information in poster fills the page (1) All information is within consistent page margins (1) Information in poster is balanced (relative sizes of image, text provided, text added) (1) White space on poster is balanced (i.e. no large spaces between different types of information) (1)	4	
			1.11	1.11.1	Candidate has made sure that all text is in a suitable font size (i.e. approx 24 point) for viewing as a poster on a shop door (1) Heading text has been emphasised (e.g. emboldened, larger font size) (1)
	1.7	1.7.1	Poster on 1 A4 page	1	

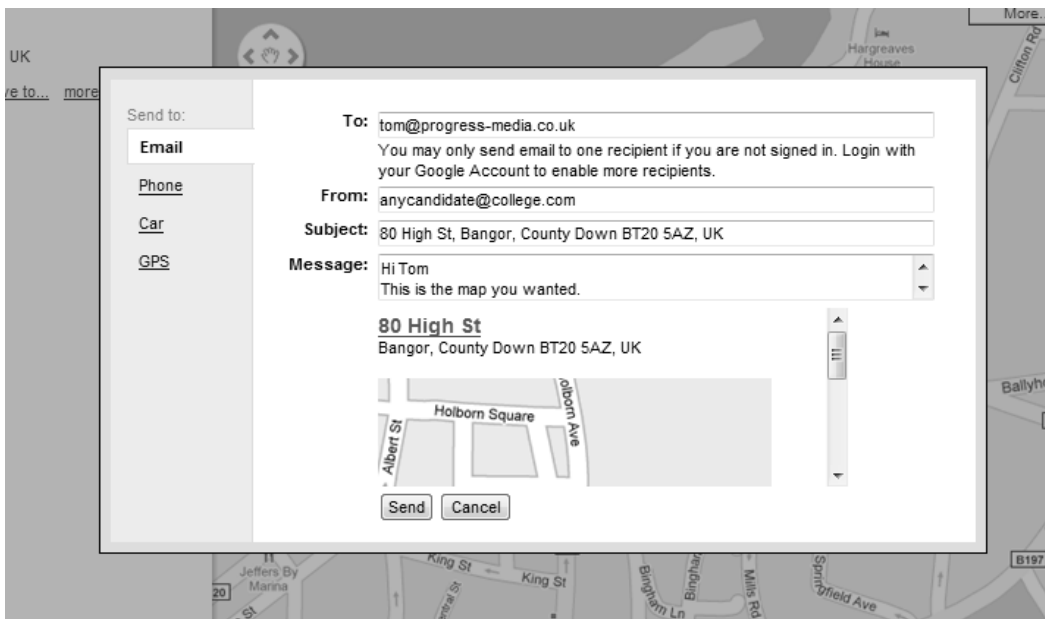
Task	Skill Standard	Coverage and Range		Mark	Total
3(i)	1.2	1.2.1	Appropriate software selected – (e.g. evidence seen of data file within an application that can process numbers, evidence seen of any calculated value (ignore accuracy))	1	14
	1.2	1.2.2	All muffin sales data has been copied and pasted/entered accurately (40 sales) Incomplete set of data/or errors introduced – 1 mark only	2	
	1.1	1.1.1	Candidate has shown use of ICT to carry out any calculation (e.g. use of formulas seen or screen dump seen of some other use of ICT to carry out the calculations) (1) Candidate has shown use of ICT to calculate a total income value (ignore accuracy) (1)	2	
	1.8	1.8.1	Formula(s) used are effective – give correct total income for muffin sales (£3,744.66) (e.g. =SUM(C4:C43) and =C44*1.39, =SUM(C4:C43)*1.39) Formula(s) contains one error in logic (cell reference, operator, cell order, value) – 3 marks only Formula(s) contains two errors in logic (cell reference, operator, cell order, value) – 2 marks only Formula(s) contains more than two errors in logic (cell reference, operator, cell order, value) – 1 mark only	4	
3(ii)	1.10	1.10.2	Total Income value formatted as sterling currency (1) Total Income value formatted to 2 decimal places (to ensure meaning clear) (1) New value(s) has suitable label(s) (1) Label(s) in suitable location(s) (new cell, placed relative to value) (1) Label(s) spelt accurately (1)	5	

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 or spreadsheet software used	1	13
	1.8	1.8.2	Any style of bar chart produced Any other type of chart produced – 1 mark only	2	
		1.8.2	Correct data has been charted Sub-set of correct data charted – 2 marks only All muffin data charted – 1 mark only	3	
4(ii)	1.8	1.8.2	Chart title entered (1) Chart title is meaningful for chart produced (e.g. Skinny Muffin Sales) (1)	2	
			Bar Chart used x- axis title is suitable (e.g. Flavour) (1) y-axis title is suitable (e.g. Quantity sold) (1) x-axis labels are meaningful (1) Legend has been removed or is meaningful (1)	4	
			Pie Chart used Numeric data labels added to sections Percentage data labels added to sections – 1 mark only	2	
			Legend or section labels included in chart (1) Legend or section labels are meaningful for chart produced (1)	2	
			1.10	1.10.2	Titles/labels are spelt accurately (ignore case)
5	1.4	1.4.1	Evidence seen of accessing file password facility (1) Evidence seen of entering a password to protect muffin sales data file (1)	2	2
6	1.3	1.3.1	Any file for any of tasks 2, 3 or 4 saved with a meaningful filename (e.g. winter opening hours poster) or saved with original filename but in an appropriate format (e.g. muffin sales data.xls)	1	1

Screen dump showing search carried out and map found



Screen dump showing emailing map to Tom





WINTER OPENING HOURS

We would ask all customers to take note that, until further notice, our opening hours are as shown below.

Day	Opening Times
Mon	10 am – 7 pm
Tue	10 am – 7 pm
Wed	10 am – 7 pm
Thu	10 am – 8 pm
Fri	10 am – 8 pm
Sat	9 am – 9 pm
Sun	9 am – 9 pm

We look forward to welcoming you during these times.

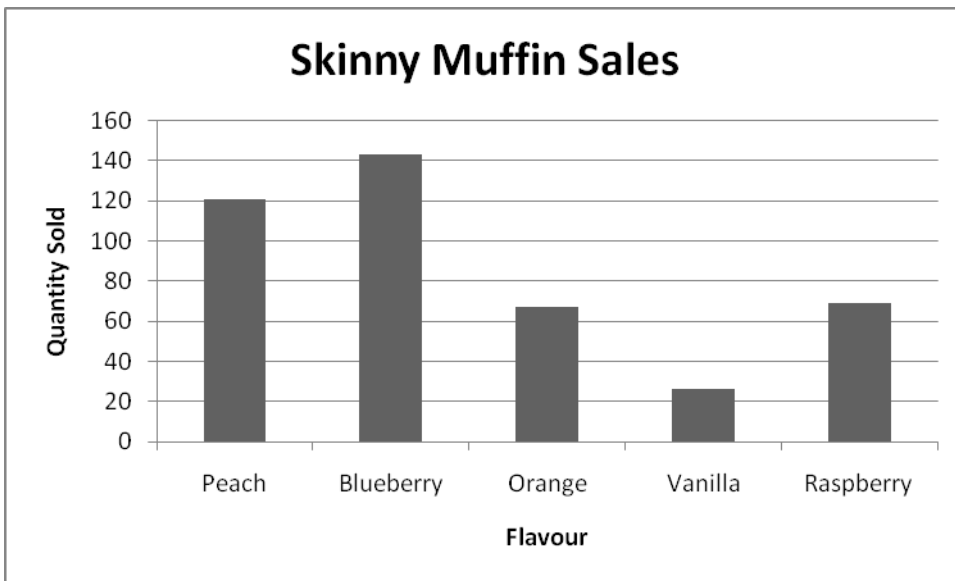
Sample printout of muffin sales data showing values

Muffin Sales		
Muffin type	Flavour	Quantity Sold
Classic	Blueberry	107
Classic	Apple	56
Classic	Apple Oat	62
Classic	Chocolate	125
Classic	Ginger	54
Classic	Raisin Bran	27
Classic	Carrot	78
Classic	Banana	65
Classic	Lemon	89
Classic	Peanut Butter	27
Classic	Pineapple	18
Classic	Honey	24
Classic	Banana Chip	43
Classic	Rhubarb and Ginger	34
Classic	Bran	19
Cafe style	Blueberry Oat	79
Cafe style	Applesauce	84
Cafe style	Cranberry	92
Cafe style	Double Choc	130
Cafe style	Cappuccino	88
Cafe style	Banana Choc	45
Cafe style	Irish Coffee	67
Cafe style	Banana and Toffee	55
Cafe style	Lemon and Poppy seed	72
Cafe style	Chocolate Chunk	110
Cafe style	Cinnamon	43
Skinny	Peach	121
Skinny	Blueberry	143
Skinny	Orange	67
Skinny	Vanilla	26
Skinny	Raspberry	69
Mini assortment	All Chocolate	99
Mini assortment	Peach Delights	67
Mini assortment	Iced Delights	82
Mini assortment	Blueberry Treats	106
Mini assortment	Spiced	77
Mini assortment	Seeded Toppings	28
Mini assortment	Nuts and Seeds	54
Mini assortment	Raisin Surprises	29
Mini assortment	Oatmeal Wonders	33
	Total sold	2694
	Income	£3,744.66

Sample printout of muffin sales data showing formulas

Muffin Sales		
Muffin type	Flavour	Quantity Sold
Classic	Blueberry	107
Classic	Apple	56
Classic	Apple Oat	62
Classic	Chocolate	125
Classic	Ginger	54
Classic	Raisin Bran	27
Classic	Carrot	78
Classic	Banana	65
Classic	Lemon	89
Classic	Peanut Butter	27
Classic	Pineapple	18
Classic	Honey	24
Classic	Banana Chip	43
Classic	Rhubarb and Ginger	34
Classic	Bran	19
Cafe style	Blueberry Oat	79
Cafe style	Applesauce	84
Cafe style	Cranberry	92
Cafe style	Double Choc	130
Cafe style	Cappuccino	88
Cafe style	Banana Choc	45
Cafe style	Irish Coffee	67
Cafe style	Banana and Toffee	55
Cafe style	Lemon and Poppy seed	72
Cafe style	Chocolate Chunk	110
Cafe style	Cinnamon	43
Skinny	Peach	121
Skinny	Blueberry	143
Skinny	Orange	67
Skinny	Vanilla	26
Skinny	Raspberry	69
Mini assortment	All Chocolate	99
Mini assortment	Peach Delights	67
Mini assortment	Iced Delights	82
Mini assortment	Blueberry Treats	106
Mini assortment	Spiced	77
Mini assortment	Seeded Toppings	28
Mini assortment	Nuts and Seeds	54
Mini assortment	Raisin Surprises	29
Mini assortment	Oatmeal Wonders	33
	Total sold	=SUM(C4:C43)
	Income	=C44*1.39

Sample printout of bar chart



Sample printout of applying password

The screenshot shows the Microsoft Excel interface with a spreadsheet. A dialog box titled "Confirm Password" is open, prompting the user to "Encrypt the contents of this file" and to "Reenter password:". The dialog box includes a caution: "Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)". The spreadsheet in the background lists various muffin flavours and their quantities sold.

Flavour	Quantity Sold
ubarb and Ginger	34
in	19
eberry Oat	79
lesauce	84
anberry	
uble Choc	
ppuccino	
nana Choc	
h Coffee	
nana and Toffee	
non and Poppy see	
ocolate Chunk	
inamon	
ach	
eberry	
ange	
illa	

Sample printout of filenames

The screenshot shows a file explorer window with a list of files. The files are listed with their names, dates taken, and tags. The files include images, documents, and spreadsheets.

Name	Date taken	Tags
clock image.jpg		
coffee cup image.jpg		
coffee shop opening hours text.doc		
coffee table image.jpg		
fruit image.jpg		
muffin sales data.doc		
muffin sales data.xls		
summer sun image.jpg		
winter opening hours notice.doc		

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

OCR Customer Contact Centre

Skills and Employment

Telephone: 024 76 851509

Fax: 024 76 851633

Email: general.qualifications@ocr.org.uk

www.ocr.org.uk

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored

Oxford Cambridge and RSA Examinations
is a Company Limited by Guarantee
Registered in England
Registered Office; 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity



OCR (Oxford Cambridge and RSA Examinations)
Head office
Telephone: 01223 552552
Facsimile: 01223 552553