

Functional Skills

ICT

09876: Level 1

Mark Scheme for A5

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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.

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ICT LEVEL 1 FUNCTIONAL SKILLS – MARK SCHEME A5

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 Map of Eden Project, St Austell) Evidence of partial, correct, search criteria on internet (eg Eden Project) - 2 marks only Evidence of an appropriate website – 1 mark only	3	8
	1.6	1.6.1	Map has been found that clearly shows where the Eden Project is (must show at least one nearby A road) Directions to Eden Project or site map of Eden Project have been found – 1 mark only	2	
1(ii)	1.9	1.9.1	Email has been addressed correctly (gemma@progress-media.co.uk)	FR 1	
			Appropriate entry in subject field (eg Map of Eden Project)	1	
			Evidence seen of map being sent in some format by email (eg link or attachment, ignore name)	1	

(5 mark points)

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 flower shop opening hours text (any text from file) and any image (provided or otherwise) and some indication of opening hours.	1	22
	1.2	1.2.1	All flower shop opening hours text appears on the poster (eg opening file, use of copy and paste or entering information) Minor addition, omission, repetition or error (eg one word missing, one piece of punctuation missing, one word spelt incorrectly) (if Flower Shop put in as heading = minor addition) – 1 mark only	2	
	1.6	1.6.1	Suitable image(s) selected from those provided for the poster (ie daffodil image and/or clock image) Any other image provided also included – 1 mark only	2	
	1.7	1.7.1	All the opening hours data entered (7 days and times) At least 5 days data entered – 2 marks only Any of the opening hours data entered – 1 mark only	FR 3	
	1.10	1.10.2	Opening hours data entered accurately (accept days abbreviated) (penalise lack of initial capitals in days headings as one error) (ignore spacing errors – penalised below) 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	FR 3	
	1.7	1.7.1	Opening hours data formatted so that it can be clearly read (ie has headings, consistently aligned, consistent spacing used after dashes and times) Opening hours data formatted as above but with 1 error in formatting – 2 marks only Opening hours data formatted as above but with 2 errors in formatting – 1 mark only	3	
2(ii)	1.7	1.7.1	Image(s) selected cropped as appropriate (ie text removed without cropping any of image)	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 (eg no large spaces between different types of information, line spacing, column widths) (1)	4	
	1.11	1.11.1	Candidate has made sure that all text is in a suitable font size (ie approx 18-24 point) for viewing as a poster on a shop door) (1) Heading text has been emphasised (eg emboldened, larger font size) (apply follow through) (1)	2	
	1.7	1.7.1	Poster on one A4 page	FR 1	

(10 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
3(i)	1.2	1.2.1	Appropriate software selected (eg any new value calculated, spreadsheet file, screenshot of software)	1	13
	1.2	1.2.2	All flower 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 that they used ICT to carry out calculations (eg use of formulas seen or screen dump seen of some other use of ICT to carry out the calculations) (1)	1	
	1.8	1.8.1	Income formula is effective – give correct values (ie £212.93, £140 etc. eg =C4*D4) Formula contains one error in logic (eg cell reference, operator) – 1mark only	2	
			Efficient use of software seen by replication of formula for all visible records	1	
3(ii)	1.8	1.8.1	Total formula is effective to give correct value (eg Total £7,397.23 =SUM(E4:E43) Cell range correct (1) SUM function used appropriately (1)	2	
3(iii)	1.10	1.10.2	Income has a suitable label (1) Total income has suitable label (1) All labels added are in a suitable location (relative to value) (1) All labels added are spelt accurately (1)	4	

(7 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	12
	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 (9 roses) All flower data charted or identifiable additional data charted – 2 marks only Sub-set of correct data charted – 1 mark only		3	
4(ii)	1.8	1.8.2	Chart title entered (1) Chart title is meaningful (eg Rose Sales) (1)		2	
			x- axis and y-axis titles are suitable (eg Rose type, Quantity sold) (1) x-axis labels are correct (1) Legend has been removed or is meaningful (1)		3	
	1.10	1.10.2	Titles/labels entered or selected are spelt accurately (ignore capitalisation) (do not award for default labels)		1	

(6 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total	
5	1.4	1.4.1	Evidence of only accessing file password facility (1) Evidence of flower shop data file having been protected eg password entered, dialogue box (1)		FR 2	2

(1 mark point)

6	1.3	1.3.1	Folder created (1) Folder names appropriately (must include Flower Shop) (1) Any file associated with this test in new folder (1)		3	3
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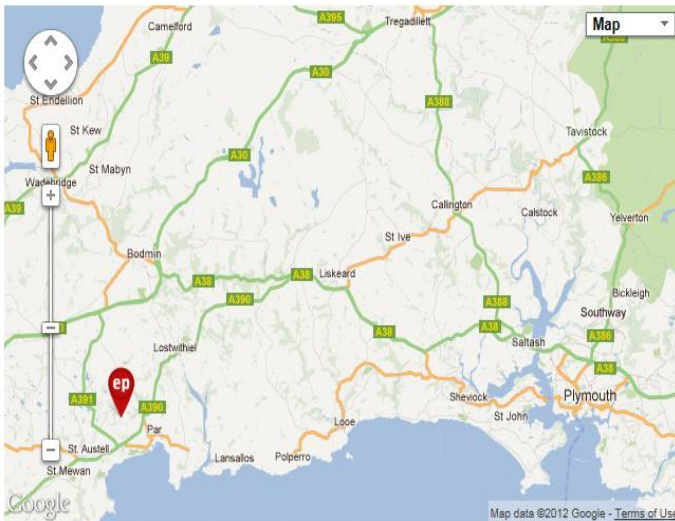
(1 mark point)

Task 1 – Sample Printouts

The screenshot shows a Google search page with the following elements:

- Browser address bar: http://www.google.co.uk/#hl=en&gs_nf=1&cp=32&igs_id=5a&xhr=t&q=m
- Search bar: map Eden project near St Austell
- Search results: About 103,000 results (0.30 seconds)
- Left sidebar: Navigation menu (Everything, Images, Maps, Videos, News, Shopping, More) and location settings (Glasgow, UK; The web).
- Main content area: Advertisements for Eden Project, Wagtail Inns, and Camelot Castle Hotel, followed by directions and local places.
- Local places list:
 - A** Bodelva Par, 01726 811911
 - B** White River Place Saint Austell, 01726 338114

Cornwall in South West England. Our full address is Eden Project, Bodelva, St Austell, Cornwall, PL24 2SG, UK.



The screenshot shows an email composition window with the following details:

- Message menu: Send, Paste, Copy, Format Painter, Clipboard.
- To: gemma@progress-media.co.uk
- Subject: Map showing where Eden Project is
- Attached: map of Eden Project.docx (10 KB)
- Message body: Map attached.

Screen dump showing search carried out

SUMMER 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	8.30 am – 6 pm
Tue	8.30 am – 6 pm
Wed	8.30 am – 6 pm
Thu	8 am – 6 pm
Fri	8 am – 6 pm
Sat	9 am – 5 pm
Sun	9 am – 12.30 pm

We look forward to welcoming you during these times.

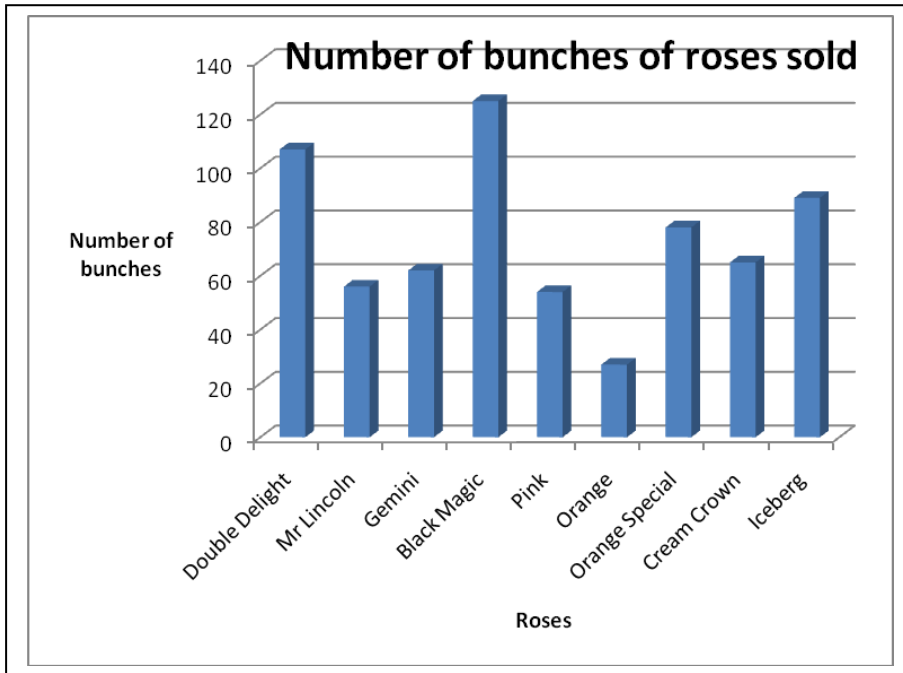
Flower sales

Flower	Type	Bunches sold	Price	Income
Rose	Double Delight	107	£1.99	£212.93
Rose	Mr Lincoln	56	£2.50	£140.00
Rose	Gemini	62	£2.50	£155.00
Rose	Black Magic	125	£2.50	£312.50
Rose	Pink	54	£2.50	£135.00
Rose	Orange	27	£3.99	£107.73
Rose	Orange Special	78	£2.50	£195.00
Rose	Cream Crown	65	£1.99	£129.35
Rose	Iceberg	89	£1.50	£133.50
Daffodil	Large Cupped	27	£2.50	£67.50
Daffodil	Small Cupped	18	£3.75	£67.50
Daffodil	Trumpet	24	£1.99	£47.76
Daffodil	Double	43	£1.99	£85.57
Daffodil	Jonquilla	34	£1.99	£67.66
Daffodil	Collar	19	£1.99	£37.81
Daffodil	Papillion	79	£2.50	£197.50
Daffodil	King Alfred	84	£2.50	£210.00
Daffodil	White	92	£2.50	£230.00
Alliums	Double Choc	130	£2.50	£325.00
Anemone	Cappuccino	88	£2.50	£220.00
Chrysanthemum	Banana Choc	45	£2.75	£123.75
Dahlia	Dark Red	67	£3.50	£234.50
Dahlia	Yellow	55	£2.50	£137.50
Dahlia	Pink	72	£2.50	£180.00
Dahlia	Double Heads	110	£2.50	£275.00
Mixed	Large	43	£4.75	£204.25
Mixed	Medium	121	£3.50	£423.50
Mixed	Small	143	£2.75	£393.25
Mixed	Posey	67	£2.50	£167.50
Wreath	Large	26	£10.00	£260.00
Wreath	Medium	39	£7.50	£292.50
Wreath	Small	99	£5.00	£495.00
Daisy	White	67	£2.50	£167.50
Carnation	Dark Red	82	£2.50	£205.00
Carnation	Pink	106	£1.50	£159.00
Carnation	White	77	£2.50	£192.50
Carnation	Mini Red	28	£2.50	£70.00
Carnation	Mini Pink	54	£2.50	£135.00
Carnation	Mini White	29	£2.50	£72.50
Lily	Large	33	£3.99	£131.67
			Total Income	£7,397.23

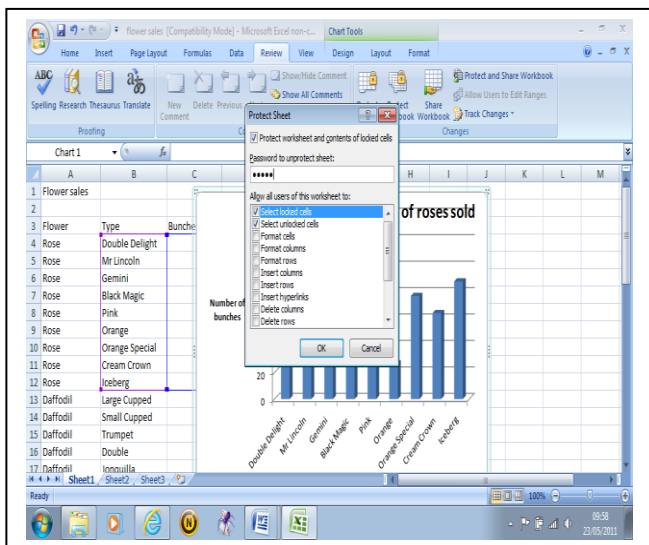
Flower sales

Flower	Type	Bunches sold	Price	Income
Rose	Double Delight	107	1.99	=C4*D4
Rose	Mr Lincoln	56	2.5	=C5*D5
Rose	Gemini	62	2.5	=C6*D6
Rose	Black Magic	125	2.5	=C7*D7
Rose	Pink	54	2.5	=C8*D8
Rose	Orange	27	3.99	=C9*D9
Rose	Orange Special	78	2.5	=C10*D10
Rose	Cream Crown	65	1.99	=C11*D11
Rose	Iceberg	89	1.5	=C12*D12
Daffodil	Large Cupped	27	2.5	=C13*D13
Daffodil	Small Cupped	18	3.75	=C14*D14
Daffodil	Trumpet	24	1.99	=C15*D15
Daffodil	Double	43	1.99	=C16*D16
Daffodil	Jonquilla	34	1.99	=C17*D17
Daffodil	Collar	19	1.99	=C18*D18
Daffodil	Papillion	79	2.5	=C19*D19
Daffodil	King Alfred	84	2.5	=C20*D20
Daffodil	White	92	2.5	=C21*D21
Alliums	Double Choc	130	2.5	=C22*D22
Anemone	Cappuccino	88	2.5	=C23*D23
Chrysanthemum	Banana Choc	45	2.75	=C24*D24
Dahlia	Dark Red	67	3.5	=C25*D25
Dahlia	Yellow	55	2.5	=C26*D26
Dahlia	Pink	72	2.5	=C27*D27
Dahlia	Double Heads	110	2.5	=C28*D28
Mixed	Large	43	4.75	=C29*D29
Mixed	Medium	121	3.5	=C30*D30
Mixed	Small	143	2.75	=C31*D31
Mixed	Posey	67	2.5	=C32*D32
Wreath	Large	26	10	=C33*D33
Wreath	Medium	39	7.5	=C34*D34
Wreath	Small	99	5	=C35*D35
Daisy	White	67	2.5	=C36*D36
Carnation	Dark Red	82	2.5	=C37*D37
Carnation	Pink	106	1.5	=C38*D38
Carnation	White	77	2.5	=C39*D39
Carnation	Mini Red	28	2.5	=C40*D40
Carnation	Mini Pink	54	2.5	=C41*D41
Carnation	Mini White	29	2.5	=C42*D42
Lily	Large	33	3.99	=C43*D43
			Total income	=SUM(E4:E43)

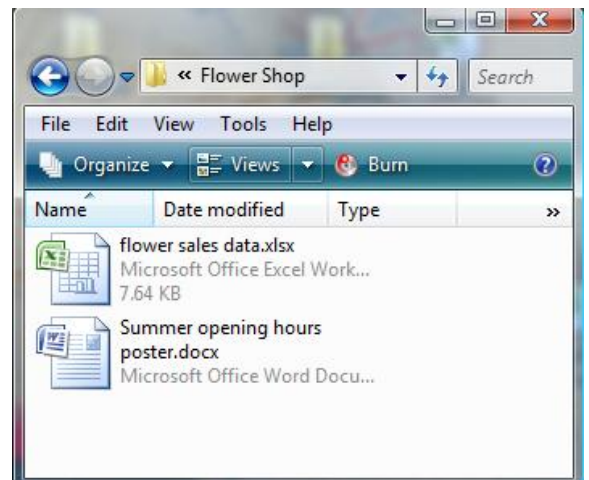
Sample printout of bar chart



Sample printout of applying password



Sample printout of new folder



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