

Functional Skills

ICT

09876: Level 1

Mark Scheme for A8

OCR (Oxford Cambridge and RSA) is a leading UK awarding body, providing a wide range of qualifications to meet the needs of candidates of all ages and abilities. OCR qualifications include AS/A Levels, Diplomas, GCSEs, Cambridge Nationals, Cambridge Technicals, 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 report on the examination.

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

© OCR 2014

ICT LEVEL 1 FUNCTIONAL SKILLS –MARK SCHEME – A8

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) 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	2	
	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	Font(s) used suitably sized for onscreen viewing (eg 20 point)	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	Session types and Prices data all entered accurately (consistent case with minimum of sentence case) Session types and Prices data all entered with no more than 2 errors – 2 marks only Some of Session types and Prices data entered with no errors – 1 mark only	3 (FR 3)	
(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	
Pie Chart: Value labels added – 2 marks % labels added – 1 mark only		Bar chart/line graph: Meaningful x-axis labels added (1) y-axis title suitable (eg number sold) (1) x-axis title suitable (eg type) (1) legend removed or meaningful for chart produced (1)				
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)

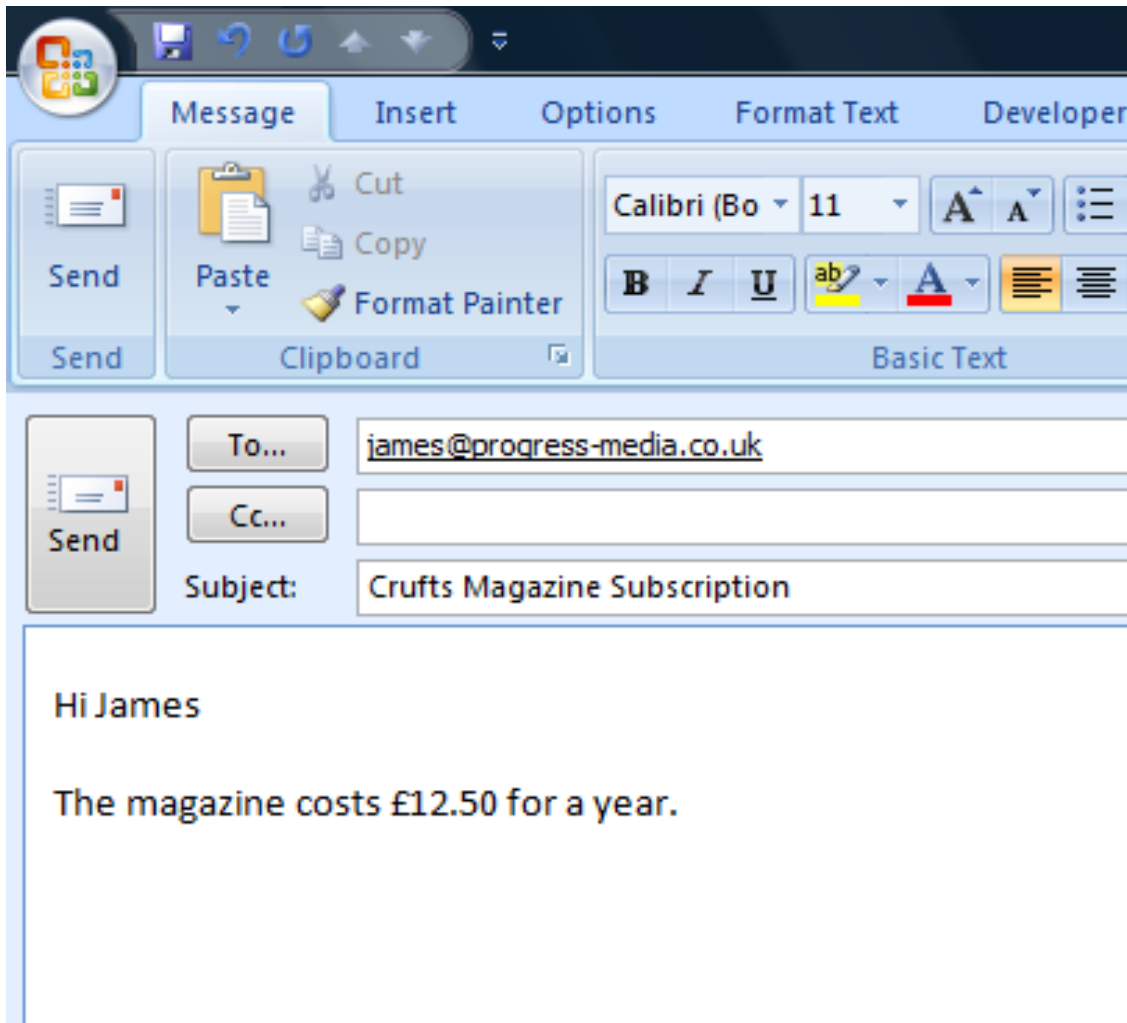
Task 1 – sample printout of searching

The screenshot shows a Google search interface. The search bar contains the text "Crufts magazine subscription". Below the search bar, it indicates "About 145,000 results (0.27 seconds)". On the left side, there is a navigation menu with options like "Everything", "Images", "Maps", "Videos", "News", "Shopping", and "More". Below this, there are location and language settings for "Edinburgh, UK" and "The web". The main search results area displays several advertisements. The first ad is for "UK Magazine Subscriptions | magazine-group.co.uk", which offers direct-to-door magazine subscriptions with a 99% discount and a giveaway. The second ad is for "Magazine Subscriptions | buysubscriptions.com", featuring a wide range of magazines. The third ad is for "Crufts 2012 Show - 8th - 11th March | Crufts.org.uk", promoting tickets for the dog show. On the right side, there are more ads, including one for "UK Magazine Subscription" from isubscribe.co.uk, another for "Magazine Subscriptions" from magazine.co.uk, and one for "Magazines up to 70% off" from groupo.co.uk. At the bottom right, there is an ad for "BBC Magazine" from amazon.co.uk.

Task 1 – sample printout of information found

The screenshot shows the homepage of the Crufts magazine website. The browser address bar displays "https://www.thecruftsmagazine.com". The page features a green sidebar on the left with the heading "photography" and a list of bullet points: "Fascinating articles about different breeds", "On-location working dog stories", and "Regular columns, advice and tips from Crufts judges, trainers, dog behaviourists and vets". Below this sidebar is a green circular badge that says "One year subscription only £15". The main content area displays three magazine covers. The first cover is titled "BEST OF BRITISH" and features two dogs. The second cover is titled "Live to work" and features a dog in a field. The third cover is titled "Why working is in the Gun" and features a dog in a field. To the right of the covers is a blue circular badge that says "Also available in Sainsbury's, WHSmith and other newsagents from July". Below the covers is a section titled "Why you will love The Crufts Magazine:" with a quote from a subscriber, "I found the magazine interesting as well as informative, and the overall look of the magazine was of high quality. Some of my friends who borrowed it have also said the same and I am sure they will be subscribing in the future." attributed to "Graham, subscriber". Below this quote are three smaller images: one showing a woman holding a dog, one showing a dog in a field, and one showing a dog in a field with a basket of food.

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

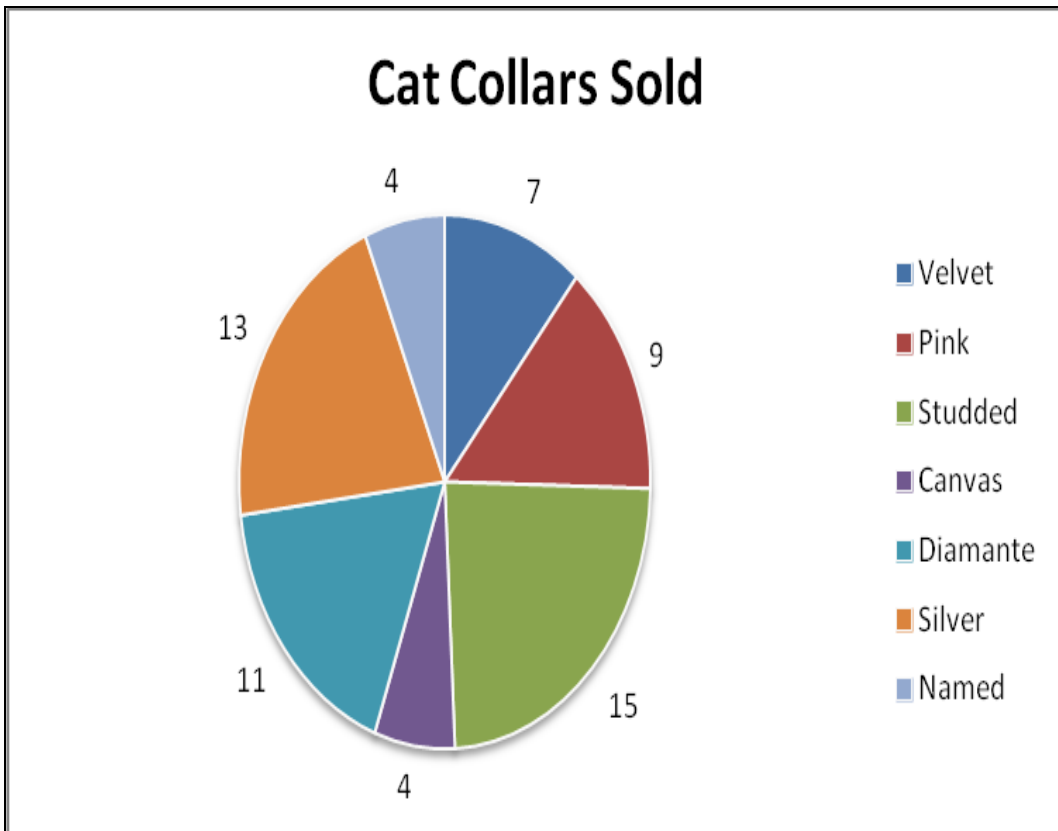
Task 3 – Sample printout of data file with Income values
--

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)

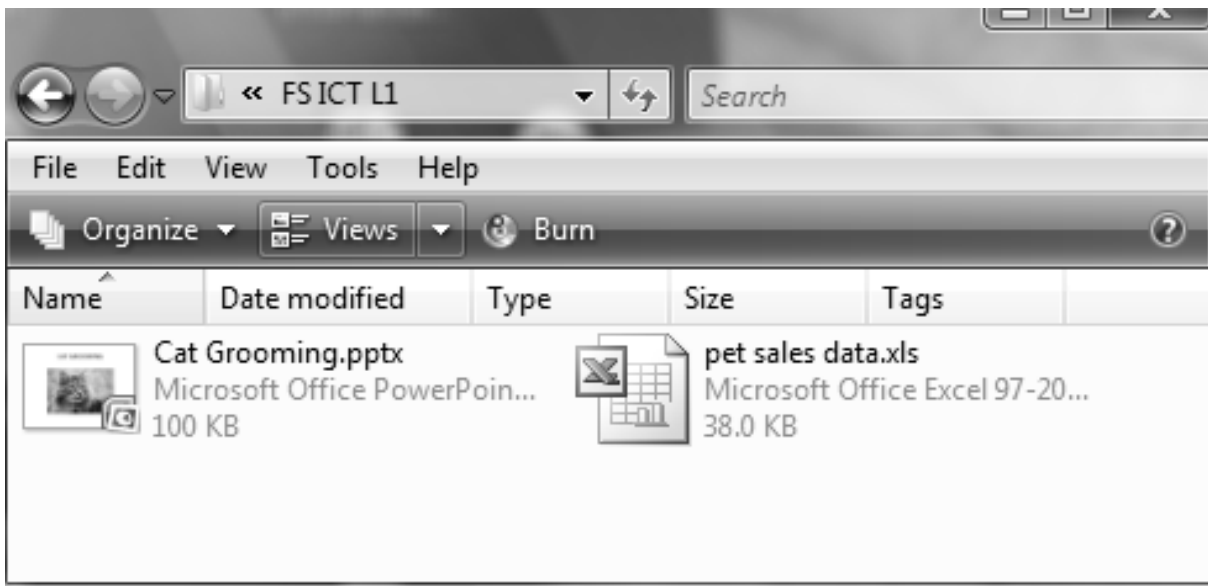
Task 4 – Sample printout of chart



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

	A	B	C	D	E	F	G	H	I	J
1	Item	Type	Number Sold	Item Price (£)	Income (£)					
2	Ball	Red	7	0.99	6.93					
3	Ball with bell	Blue	4	1.99	7.96					
4	Cat basket	Lined	2	13.55	27.10					
5	Cat collar	Velvet	7	5.59	39.13					
6	Cat collar	Pink	9	5.59	50.31					
7	Cat collar	Studded	15	5.59	83.85					
8	Cat collar	Canvas	4	5.59	22.36					
9	Cat collar	Diamante	11	5.59	61.49					
10	Cat collar	Silver	13	5.59	72.67					
11	Cat collar	Named	4	5.59	22.36					
12	Cat flap	Small	3							
13	Cat flap	Large	1							
14	Cat litter tray	Small	2							
15	Cat litter tray	Medium	3							
16	Cat litter tray	Large	1							
17	Cat litter tray	Extra large	1							
18	Dog bowls	Medium	11							
19	Dog bowls	Small	1							
20	Dog bowls	Large	18							
21	Dog collar	Leather	10							
22	Dog collar	Plastic	20							
23	Dog collar	Canvas	4							
24	Dog collar	Chain	16	7.99	127.84					
25	Dog collar	Studded	6	7.99	47.94					
26	Dog collar	Named	6	7.99	47.94					
27	Dog collar	Patterned	6	7.99	47.94					

Task 6 – sample printout of files created.



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: vocational.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

© OCR 2014

