

## **Functional Skills**

### **ICT**

**09877:** Level 2

## **Mark Scheme for B1**

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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 B1

<b>Series</b>	January 2013	<b>Level</b>	2		
<b>Mark scheme analysis</b>					
Skill area	Assessment Weightings		Marks out of 70	Actual Marks	Fixed response
Using ICT	20-30%		14-21	17	14=20%
Finding and selecting information	10-20%		7-14	8	
Developing, presenting and communicating information	50-70%		35-47	45	

### 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 used (eg national motorcycle museum map, national motorcycle museum admission price) Evidence of inefficient search criteria related to the task provided (eg search string includes keyword national motorcycle museum ) – 2 marks only Evidence of an appropriate website – 1 mark only	3	8
	2.5	2.5.2	Map showing National Motorcycle Museum location (award for any evidence of location such as a pin even if no key)(eg intersection of M42 and A45) Map showing National Motorcycle Museum location (award for any evidence of location such as a pin even if no key) but major road names unclear – 2 marks only Map showing National Motorcycle Museum location (award for any evidence of location such as a pin even if no key) within the British Isles– 1 mark only	3 (FR 2)	
	2.5	2.5.2	Only Adult admission price selected (£8.95) Adult and additional admission prices selected OR other adult price found (eg £6.95) - 1 mark only	2 (FR1)	

**(3 mark points)**

Task	Skill Standard	Coverage and Range		Mark	Total
2a)	2.2	2.2.1	Appropriate software application selected – evidence provided of processing numbers (eg calculated values, creating a chart, spreadsheet software) (1) Evidence provided of using ICT to process numbers (eg formulas, on screen calculator) (1)	2	19
	2.1	2.1.1	Candidate has calculated a value for at least one region (1) Candidate has sorted/filtered data (less than 40 records) (1) Candidate has produced a chart (1)	3	
	2.7	2.7.1	Effective formula used to give correct result (eg Avon is 1.53%, 0.0153) for percentage houses burgled (eg=B2/C2) (ignore formatting)	1	
			Evidence of use of replication seen for all visible records	1	
			Percentage houses burgled values displayed as percentage or percentage indicated in label (1) Percentage values formatted consistently (eg number of decimal places) (1)	2	
			Value(s) calculated labelled with meaningful label(s) (eg Burglary Rates, %Burgled)	1	
	2.9	2.9.2	Label(s) added spelt accurately	1	
	2.7	2.7.2	Bar/pie chart used Any other chart used – 1 mark only	2	
	2.6	2.6.1	Percentage values for regions with a percentage houses burgled of 1.5% or over charted (10 regions if calculated correctly) Percentage values for regions with percentage houses burgled of over 1.5% charted (9 regions if calculated correctly – Cornwall = 1.5%) – 1 mark only	2	
	2.6	2.6.1	Chart title entered (1) Chart title meaningful for chart produced (eg Regions With % Burglaries of 1.5% or over) (1)	2	
	2.6	2.6.1	All required titles/axis labels/legend are meaningful for the chart produced	1	
2.6	2.6.1	Any titles/axis labels/legend entered or selected are spelt accurately (ie no more than one error)	1		

(12 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
2b)	2.2	2.2.1	Appropriate software selected – evidence seen of any graphic object	1	11
	2.1	2.1.1	Graphic contains 3 objects (ignore shape and size ) (1) One object represents a house (1) Graphic contains 2 arrow heads (ignore position and direction) (1)	3	
	2.6	2.6.1	All objects labelled (1) Objects have used correct labels (ie Mobile Phone, Home Alarm and Police Station) (ignore spelling) (1) Text/information within objects is aligned consistently horizontally and vertically (only award if more than one object is labelled) (1)	3 FR1	
	2.7	2.7.2	All text is in an appropriate font size so that it can be clearly read (1) Arrowheads link objects correctly (1) Diagram is balanced (eg arrowheads are similar length, arrowheads positioned consistently, borders are used consistently) (1)	3	
	2.9	2.9.2	All spellings are accurate and case used consistently	FR 1	

**(5 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	23
	2.2	2.2.2	All <b>customer newsletter text</b> inserted (file opened, use of copy and paste or entry of data) Any minor omission, addition or error in text, punctuation or order of text (eg additional/missing word, one heading, additional punctuation, order changed) – 1 mark only <hr/> NOTE: - ignore correct address/phone number added after last paragraph, ignore introductory text added with insertions NOTE: - if additional information inserted = major (eg – adult price inserted correctly – but screen dump showing prices also inserted)	2	
	2.6	2.6.1	Map of Motorcycle Museum selected in Task 1 inserted (1) Admission price selected in Task 1 entered (1) Same chart created in Task 2a) inserted (ignore missing components) (1) Any element of graphic of alarm system created in Task 2b) entered (1)	FR 4	
	2.6	2.6.1	Chart inserted in appropriate location (within latest burglary statistics section) (1) All components of chart produced in Task 2a have been inserted and clearly displayed (ie all titles, labels and legend) (1)	2	
	2.9	2.9.1	Graphic inserted in appropriate location ( within automated alarm service section) (1) All components of graphic produced in Task 2b entered (1) All components in same positions (1) All components in same proportions (1)	4	
	2.6	2.6.1	Admission price inserted in appropriate location (and without a label) (i.e. after indicating text) (1) Map inserted in appropriate location (within Home Security Exhibition section) (1) Map clearly indicates museum location by label or by use of key (1)	3	
	2.10	2.10.1	Headings in file provided have been emphasised consistently (1) White space in information sheet is balanced (eg paragraph spacing, position of images) (1) Information is balanced (eg relative sizes of information, screen dumps cropped) (1) All information appears within consistent page margins (1) Appropriate title ascribed to information sheet (eg Progress House Security) (1) Title has been emphasised (1) (apply follow through) Current month/year entered (1)	7	

(7 mark points)

Task	Skill Standard	Coverage and Range		Mark	Total
2d)	2.3	2.3.1	Evidence seen of folders(s) created (1) Evidence seen of folder(s) with appropriate name(s) (eg newsletter, newsletter files, newsletter folder) (1) Evidence of at least one file from this test placed in folder(s) created (1) Evidence of use of files for all tasks attempted saved with meaningful filenames and in appropriate formats (eg burglary data.xls, home alarm/newsletter graphic, customer newsletter) (1)	4 FR2	4

(1 mark point)

Task	Skill Standard	Coverage and Range		Mark	Total
2e)	2.8	2.8.1	Evidence of correctly prepared email to Jo (jokelly@progress-media.co.uk) (1) Daphne correctly included as To or CC (daphneshort@progress-media.co.uk) (1) Appropriate subject heading (eg newsletter, newsletter files/folder)- apply follow through from folder name (1)	3 FR 1	5
			Compressed folder attached Files for task 2 tasks attempted (chart, graphic, newsletter) attached – apply follow through – 1 mark only	2	

(2 mark points)

SAMPLE PRINTOUT OF SEARCH CARRIED OUT AND INFORMATION FOUND

+You **Search** Images Videos Maps News Shopping Gmail More ▾ Sign in ⚙

Google map National Motorcycle museum 🔍

**Search** About 1,220,000 results (0.33 seconds)

**Everything**

Images

Maps

Videos

News

Shopping

More

**Edinburgh, UK**  
Change location

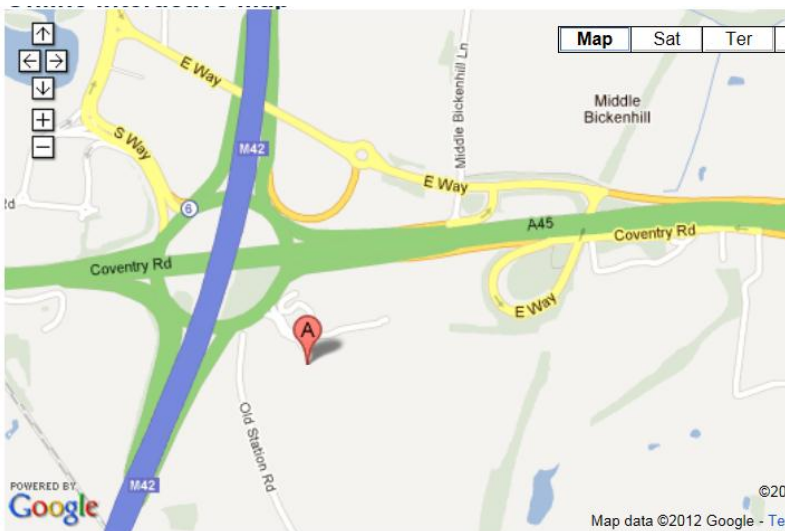
**The web**  
Pages from the UK

[How to find us - The National Motorcycle Museum](#)  
www.nationalmotorcyclemuseum.co.uk › Museum  
**Maps** and travel directions for The **National Motorcycle Museum**. ... The **National Motorcycle Museum** is located directly on the J6 island of the M42, directly ...

[\[PDF\] Download directions - National Motorcycle Museum](#)  
www.nationalmotorcyclemuseum.co.uk/pdf/pdf-map.pdf  
File Format: PDF/Adobe Acrobat - [Quick View](#)  
**NATIONAL**. EXHIBITION. CENTRE. A45 TO. COVENTRY & TO. WINDMILL VILLAGE HOTEL. MANOR HOTEL MERIDEN. M42 TO. M40. A45 TO. BIRMINGHAM ...

[Contact Information - The National Motorcycle Museum](#)  
www.nationalmotorcyclemuseum.co.uk › Museum  
The **National Motorcycle Museum** Coventry Road Solihull West Midlands England. ... Us · Environment · Home » Museum » Contact ... Google **Maps**. Address: ...

[Map of National Motorcycle Museum on AboutBritain.com](#)  
www.aboutbritain.com/maps/nationalmotorcyclemuseum-map.asp  
Here is a **map** of **National Motorcycle Museum**. This **National Motorcycle Museum** **map** is ideal for those wanting directions to **National Motorcycle Museum**. ...



**Admission Prices**

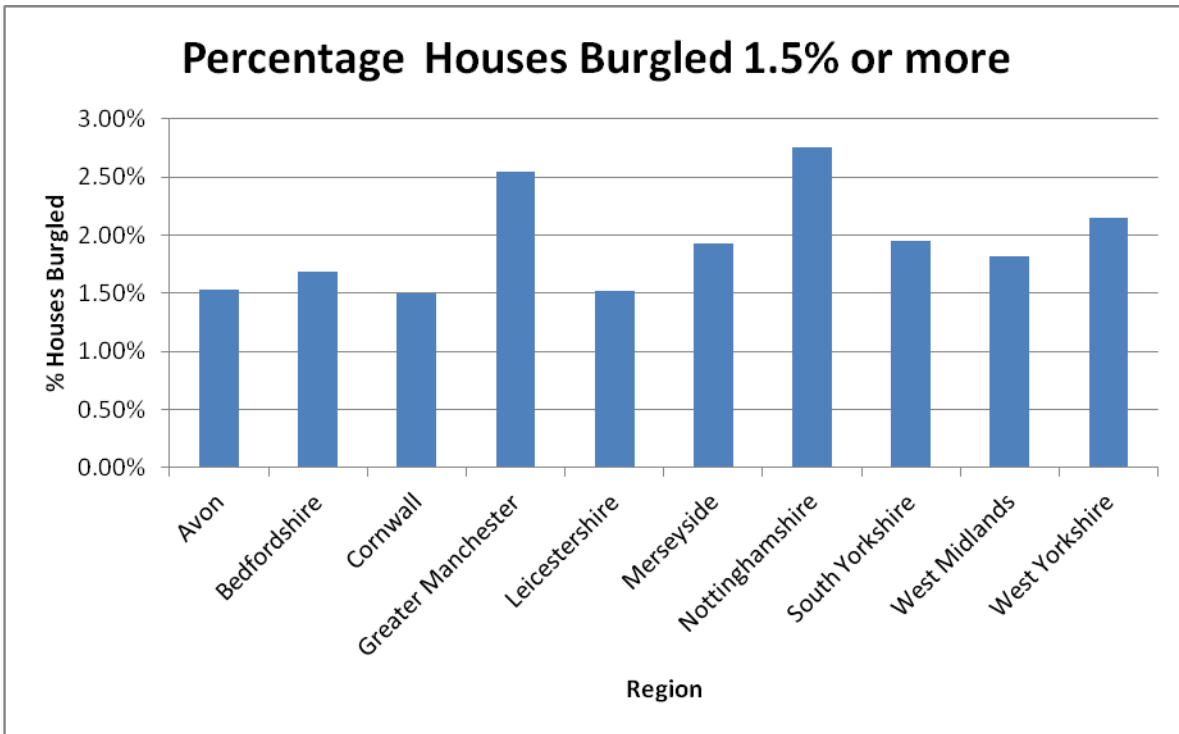
Adults



**£8.95**



Task 2a) -SAMPLE PRINTOUT OF CHART CREATED

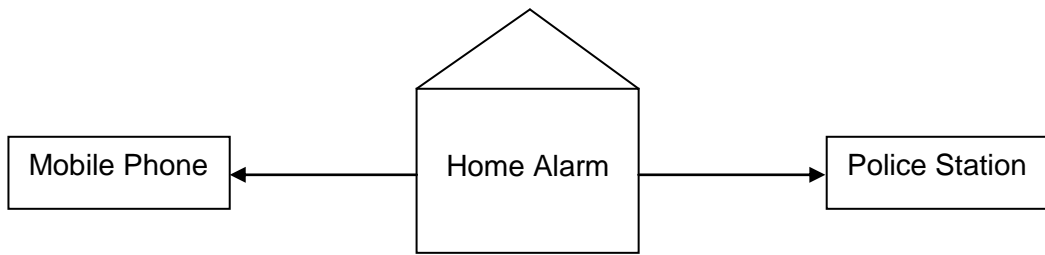


SAMPLE PRINTOUT OF USE OF ICT TO CARRY OUT CALCULATIONS
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Region	Houses Burgled	Total Houses	% Houses Burgled
Avon	4600	300000	1.53%
Bedfordshire	4000	237000	1.69%
Berkshire	3200	238000	1.34%
Cambridgeshire	3000	303000	0.99%
Cheshire	4200	415000	1.01%
Cleveland	2500	232000	1.08%
Cornwall	4500	300000	1.50%
Cumbria	1500	214000	0.70%
Derbyshire	5100	411000	1.24%
Devon	2500	387000	0.65%
Dorset	2600	308000	0.84%
Durham	2500	252000	0.99%
Essex	6000	691000	0.87%
Gloucestershire	2700	240000	1.13%
Greater Manchester	27200	1071000	2.54%
Hampshire	5400	752000	0.72%
Hertfordshire	5400	434000	1.24%
Humberside	4100	375000	1.09%
Kent	6800	662000	1.03%
Lancashire	6700	598000	1.12%
Leicestershire	5800	382000	1.52%
Lincolnshire	2700	280000	0.96%
Merseyside	11000	570000	1.93%
Norfolk	2100	353000	0.59%
North Yorkshire	3000	319000	0.94%
Northamptonshire	3900	266000	1.47%
Northumbria	7900	607000	1.30%
Nottinghamshire	12000	436000	2.75%
Somerset	4200	329000	1.28%
South Yorkshire	10500	538000	1.95%
Staffordshire	5000	432000	1.16%
Suffolk	1800	288000	0.63%
Surrey	3800	445000	0.85%
Sussex	6800	670000	1.01%
Thames Valley	11800	871000	1.35%
Warwickshire	2700	219000	1.23%
West Mercia	4800	493000	0.97%
West Midlands	19100	1049000	1.82%
West Yorkshire	19000	883000	2.15%
Wiltshire	2200	259000	0.85%

Region	Houses Burgled	Total Houses	% Houses Burgled
Avon	4600	300000	=B2/C2
Bedfordshire	4000	237000	=B3/C3
Berkshire	3200	238000	=B4/C4
Cambridgeshire	3000	303000	=B5/C5
Cheshire	4200	415000	=B6/C6
Cleveland	2500	232000	=B7/C7
Cornwall	4500	300000	=B8/C8
Cumbria	1500	214000	=B9/C9
Derbyshire	5100	411000	=B10/C10
Devon	2500	387000	=B11/C11
Dorset	2600	308000	=B12/C12
Durham	2500	252000	=B13/C13
Essex	6000	691000	=B14/C14
Gloucestershire	2700	240000	=B15/C15
Greater Manchester	27200	1071000	=B16/C16
Hampshire	5400	752000	=B17/C17
Hertfordshire	5400	434000	=B18/C18
Humberside	4100	375000	=B19/C19
Kent	6800	662000	=B20/C20
Lancashire	6700	598000	=B21/C21
Leicestershire	5800	382000	=B22/C22
Lincolnshire	2700	280000	=B23/C23
Merseyside	11000	570000	=B24/C24
Norfolk	2100	353000	=B25/C25
North Yorkshire	3000	319000	=B26/C26
Northamptonshire	3900	266000	=B27/C27
Northumbria	7900	607000	=B28/C28
Nottinghamshire	12000	436000	=B29/C29
Somerset	4200	329000	=B30/C30
South Yorkshire	10500	538000	=B31/C31
Staffordshire	5000	432000	=B32/C32
Suffolk	1800	288000	=B33/C33
Surrey	3800	445000	=B34/C34
Sussex	6800	670000	=B35/C35
Thames Valley	11800	871000	=B36/C36
Warwickshire	2700	219000	=B37/C37
West Mercia	4800	493000	=B38/C38
West Midlands	19100	1049000	=B39/C39
West Yorkshire	19000	883000	=B40/C40
Wiltshire	2200	259000	=B41/C41

Task 2b) - SAMPLE PRINTOUT OF DIAGRAM

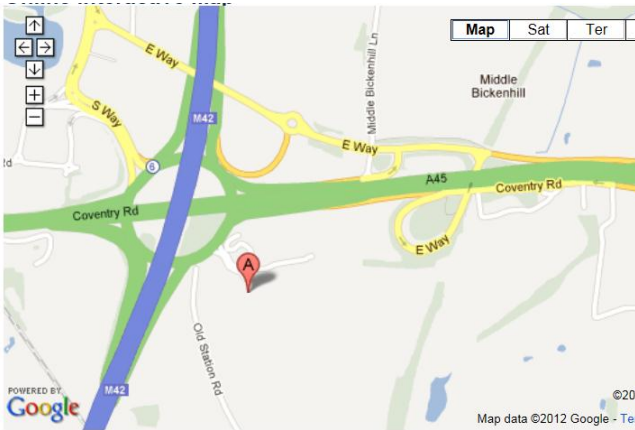


# Progress House Security

## May 2012

### Home Security Exhibition

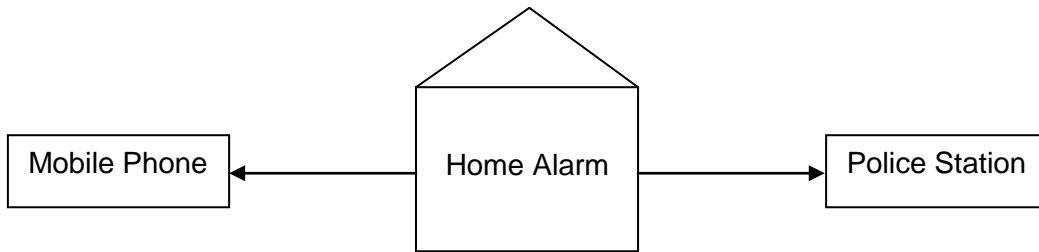
We have already reserved our stall for the upcoming Home Security Exhibition at the National Motorcycle Museum, West Midlands on the 27th of next month. As you can see from the map the venue is close to the M42.



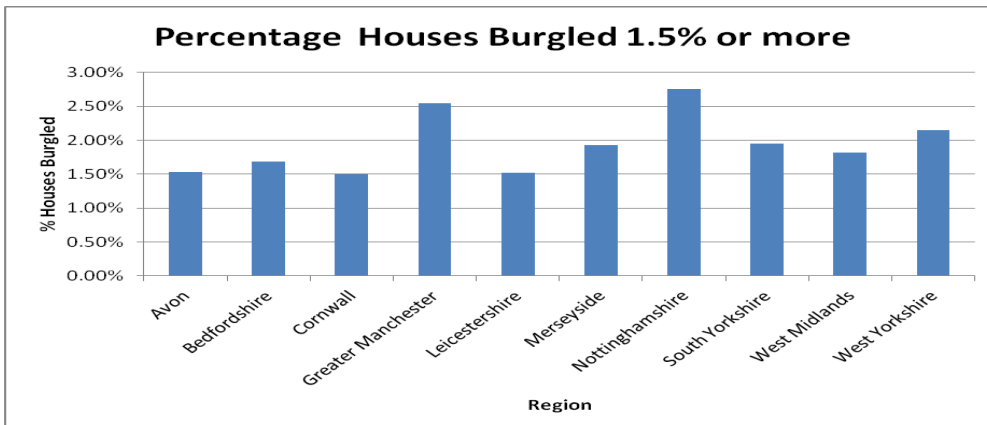
The National Motorcycle Museum is extremely interesting and would be worth a visit when you are at the exhibition. The current admission price for an adult is: £8.95.

### Automated Alarm Service

We will have plentiful stocks of our new alarms that use the latest alarm technology, for sale at the exhibition. As you can see from the simple graphic, our new alarms automatically send a signal to the police station and your mobile phone when activated.

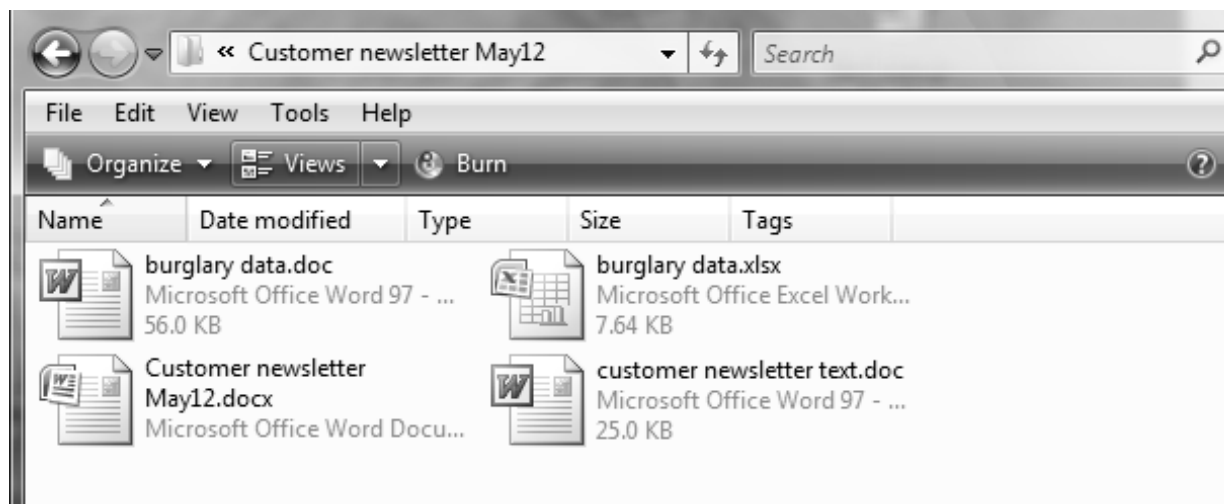


### Latest Burglary Statistics



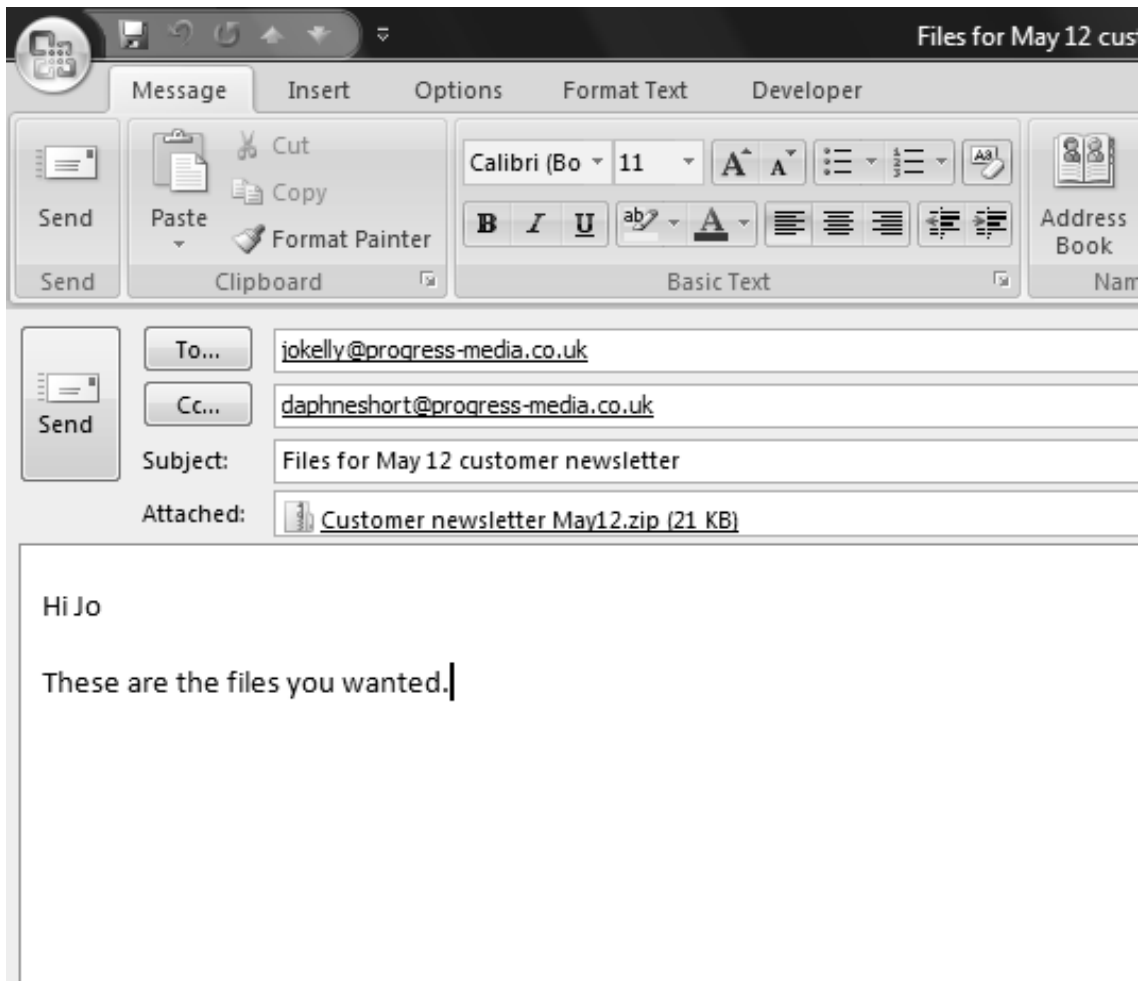
You can see from the chart that there a number of regions with a high percentage of house burglaries. Our security systems can help protect your home. Contact us to find out how we can help you.

Task 2d) - SAMPLE PRINTOUT OF FOLDER AND FILES



Note – should also include a file containing home alarm graphic

Task 2e) - SAMPLE PRINTOUT OF EMAIL



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**Westwood Way**  
**Coventry**  
**CV4 8JQ**

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