

Functional Skills

ICT

09877: Level 2

Mark Scheme for B8

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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.

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 B8

Series	AUGUST 2011	Level	2
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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)	2.4	2.4.1	Evidence of appropriate search criteria (i.e. National Portrait Gallery) Evidence of inefficient search criteria provided (i.e. search string omits one key word (e.g. portrait gallery) – 2 marks only Evidence of an appropriate website (i.e. one that contains related data) – 1 mark only	3	8
	2.5	2.5.2	Map or diagram selected that shows precise location of National Portrait Gallery and showing Charing Cross Map or diagram selected but local streets, Gallery or Charing Cross not clear – 2 marks only Map or diagram selected of area but no indication of Gallery or Charing Cross 1 mark only	3	
1(ii)	2.5	2.5.2	Gallery opening times selected (1) Information about December closing dates included (1)	2	

Task	Skill Standard	Coverage and Range		Mark	Total
2a)	2.2	2.2.1	Appropriate software selected – evidence of using an application that can process numbers (e.g. a calculated value, screen dump of spreadsheet software) (1) Evidence seen of using ICT to process numbers (e.g. formulas seen) (1)	2	13
	2.1	2.1.1	Printouts seen show correct file selected, a total amount of charity donations (ignore accuracy) - candidate has calculated amount for each painting in some way and added together Printouts seen show correct file selected and the charity donation for each painting only calculated (ignore accuracy) – 2 marks only Printouts seen show an attempt at calculating a total value (e.g. Total Price) – 1 mark only	3	
	2.7	2.7.1	Formulas seen give a correct total amount (£236.11 – ignore formatting) (e.g. =(F2-100)*3.25% and =SUM(H2:H41)) Calculations used could have given a correct total amount but contain 1 error (e.g. an incorrect value used, incorrect cell reference/range, sequence of calculation) – 3 marks only Calculations used could have given a correct total amount but contain 2 errors (e.g. incorrect value used, incorrect cell reference/range, sequence of calculation) – 2 marks only Evidence seen of any attempt at a viable formula (i.e. one that returns a result) – 1 mark only	4	
			Any charity donation values calculated formatted appropriately (i.e. as sterling to 2 dp)	1	
			All values calculated are labelled with meaningful labels Some values calculated are labelled with meaningful labels – 1 mark only	2	
	2.9	2.9.2	Any labels entered are spelt accurately	1	

Task	Skill Standard	Coverage and Range		Mark	Total
2b)	2.2	2.2.1	Appropriate software selected – evidence of adding sold data to data file and/or filtering	1	13
	2.1	2.1.1	List that shows some evidence of sold details entered to original file and some filtering (i.e. less than 40 records) List that shows an indication of those paintings that were sold (e.g. by highlighting) and some filtering (i.e. less than 40 records) – 2 marks only An indication of those paintings sold <i>or</i> some filtering (i.e. less than 40 records) – 1 mark only	3	
	2.7	2.7.3	Efficient use made of software – new field/column added with details of paintings sold added consistently (ignore errors)	2	
			New field/column added with details of paintings sold added inconsistently (ignore errors) – 1 mark only	1	
	2.9	2.9.2	New field name is spelt accurately	1	
	2.6	2.6.1	Paintings sold are correctly identified (however indicated) (as seen in selection) Paintings sold contain no more than 1 error (however indicated) (as seen in selection) – 1 mark only	2	
	2.4	2.4.1	Correct artists for Aston and Howard rooms selected (11 records) Correct artists for Aston or Howard rooms selected (6 or 5 records) – 1 mark only	2	
	2.5	2.5.2	List shows details of artists, paintings and sold details only (ignore Room field)	1	

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	25
	2.2	2.2.2	All exhibition information sheet text provided has been inserted (file opened, use of copy and paste or entry of data) Any addition, omission or error in text (e.g. additional/missing word, heading) – 1 mark only	2	
	2.6	2.6.1	Information showing artists entered (1) Information about charity donations entered (1) Map or diagram about location of national portrait gallery entered (1) Opening times of gallery entered (1)	4	
	2.9	2.9.1	Information about artists has been inserted in an appropriate location (i.e. within section) (1) Details of each painting appears on a separate line (1)	2	
	2.7	2.7.4	Paintings have been sorted so that all paintings for each artist appear together (i.e. by ArtistLastname or ArtistFirstname) Paintings have been sorted by Painting Title or Room – 1 mark only	2	
	2.10	2.10.1	Paintings data has been presented so that meaning is clear (e.g. contains column headings/fieldnames, order of columns is logical etc.)	1	
	2.9	2.9.1	Total amount of charity donation has been inserted in appropriate location (i.e. anywhere after colon and before next paragraph)	1	
	2.6	2.6.1	Gallery map/diagram has been inserted in appropriate location(1) Opening times information has been entered in appropriate location (1) Image and opening times information are balanced (e.g. size of image, size of text etc.) (1)	3	
	2.5	2.5.2	Candidate has acknowledged source/copyright of map/diagram used	1	
	2.10	2.10.1	Candidate has evaluated the fitness for purpose of presentation: all information appears with consistent page margins (1) headings are formatted consistently (1) body text is formatted consistently (allow variation in list inserted and opening times data) (1) white space in information sheet is balanced (particularly line spacing – document may be fully left aligned) (1) information is balanced (e.g. relative sizes of information, screen dumps cropped so that only relevant information seen) (1) appropriate title ascribed to information sheet (e.g. Exhibition Information Sheet) (1) title is larger font that any other text on page (only award if new title text added) (1)	7	
2.9	2.9.2	Title entered is spelt accurately (only award if new title text added)	1		

Task	Skill Standard	Coverage and Range		Mark	Total
2d(i)	2.8	2.8.1	Evidence seen of setting up distribution list (1) List named effectively (e.g. marketing team) (1)	2	11
			Distribution list contains accurate email addresses provided Distribution list contains at least one accurate email address provided – 1 mark only	2	
	2.8	2.8.1	Evidence of a relevant email having been prepared (1) Email includes the information sheet as attachment (ignore filename) (1) Subject field is appropriate for email (e.g. exhibition information sheet) (1)	3	
			Email uses distribution list name (f/t) Email uses all correct email addresses – 1 mark only	2	
	2.3	2.3.1	Information sheet file has been saved with a meaningful filename (not exhibition information sheet text ,) Information sheet saved with recognisable filename related to this test – 1 mark only	2	

SAMPLE SCREEN DUMP OF SEARCHING CARRIED OUT

national portrait gallery - Google Search - Windows Internet Explorer

http://www.google.co.uk/search?q=national+portrait+gallery&rls=com.microsoft:en-gb:IE-Search

Norton Phishing Protection on Identity Safe Log-ins

national portrait gallery - Google Search

Web Images Videos Maps News Shopping Gmail more

Google national portrait gallery Search

About 1,220,000 results (0.14 seconds) Advanced search

National Portrait Gallery - Home
Opened in 1896. Features portraits of the most famous people in British history.
www.npg.org.uk/ - Cached - Similar


What's On About us
Collections Shop
Visit Find out more
Search Directions

Search npg.org.uk

National Portrait Gallery - What's On
Photographic Portrait Prize From an open submission, this annual competition showcases the work of the some of the most talented young photographers ...
www.npg.org.uk/whatson.php - Cached - Similar

National Portrait Gallery - Collections
NPG x132588 - © National Portrait Gallery, London Discover more by taking another look at the people and artists in our Collection, from Lily Allen to Mary, ...
www.npg.org.uk/collections.php - Cached - Similar

Local business results for national portrait gallery

 **National Portrait Gallery** - www.npg.org.uk
Saint Martin's Place, London - 020 7306 0055
"I actually liked this better than the adjacent ..."
★★★★★ 245 reviews, directions, and more »

SAMPLE PRINTOUT OF INFORMATION FOUND

Open daily 10:00-18:00

Open until 21:00

Thursday and Friday.

Closing commences at 17.50 and 20.50.

Mondays – first and second floors open at 11:00.

Last admission to paying exhibitions is 45 minutes or 1 hour before Gallery closes.

The Gallery is closed 24-26 December.

source – www.npg.org.uk



SAMPLE PRINTOUT OF CHARITY DONATIONS

IDNumber	PaintingTitle	ArtistFirstname	ArtistLastname	Medium	Price	Room	Charity Donation
P101	Spring Begins	Steve	Gainford	Acrylic	£245	Tudor	£4.71
P102	Greve at night	Charlotte	Benson	Pastel	£145	Aston	£1.46
P103	Leaves	Steve	Gainford	Acrylic	£150	Aston	£1.63
P104	Skyscrape	Rosco	Lloyd	Oil	£175	Howard	£2.44
P105	Blue Light	Julio	Montanes	Acrylic	£295	Tudor	£6.34
P106	Red Light	Julio	Montanes	Acrylic	£255	Tudor	£5.04
P107	High Rise	Julio	Montanes	Acrylic	£455	Tudor	£11.54
P108	Bare Trees	Howard	Everton	Oil	£390	Tudor	£9.43
P109	Tower	Rosco	Lloyd	Oil	£175	Howard	£2.44
P110	Sun Setting	Andrew	Macey	Acrylic	£195	Tudor	£3.09
P111	The Sparrow	Rosco	Lloyd	Oil	£245	Tudor	£4.71
P112	Amazing	David	Papcun	Oil	£245	Tudor	£4.71
P113	Autumn	Erik	Stecklein	Oil	£395	Tudor	£9.59
P114	Small Steps	David	Brown	Pastel	£325	Tudor	£7.31
P115	Spring	Erik	Stecklein	Oil	£195	Howard	£3.09
P116	Summer	Erik	Stecklein	Oil	£220	Howard	£3.90
P117	Remorse	Ludivina	Benak	Oil	£375	Tudor	£8.94
P118	Joy	Ludivina	Benak	Oil	£375	Tudor	£8.94
P119	Tuscany	Charlotte	Benson	Pastel	£145	Aston	£1.46
P120	Child playing	Steve	Gainford	Acrylic	£110	Aston	£0.33
P121	Joy	Charlotte	Benson	Pastel	£145	Aston	£1.46
P122	Daffodils	David	Brown	Pastel	£495	Tudor	£12.84
P123	The Wave	David	Brown	Pastel	£325	Tudor	£7.31
P124	Winter	Erik	Stecklein	Oil	£180	Howard	£2.60
P125	Tulips	Ravinder	Patel	Pastel	£185	Tudor	£2.76
P126	The Return	Ravinder	Patel	Pastel	£185	Tudor	£2.76
P127	Distant Light	Josie	Jones	Watercolour	£455	Tudor	£11.54
P128	Untitled	Joan	Wilkins	Pastel	£225	Tudor	£4.06
P129	Rust	Jason	Atkins	Watercolour	£245	Tudor	£4.71
P130	The Woods	Charlotte	Benson	Watercolour	£245	Aston	£4.71
P131	Beach Walk	Debbie	Conlin	Watercolour	£275	Tudor	£5.69
P132	Cross Over	Howard	Everton	Watercolour	£175	Tudor	£2.44
P133	The Show	Josie	Jones	Watercolour	£285	Tudor	£6.01
P134	Bathers	Josie	Jones	Watercolour	£285	Tudor	£6.01
P135	Moon	Ravinder	Patel	Pastel	£125	Tudor	£0.81
P136	In Line	Sarah	Mills	Watercolour	£245	Tudor	£4.71
P137	Primary	Sarah	Mills	Watercolour	£195	Tudor	£3.09
P138	Dispair	Sarah	Mills	Watercolour	£195	Tudor	£3.09
P139	Gathering	Ahmed	Rasheed	Watercolour	£845	Tudor	£24.21
P140	Lost	Ahmed	Rasheed	Watercolour	£845	Tudor	£24.21
						Total	£236.11

SAMPLE PRINTOUT SHOWING HOW ICT USED FOR CALCULATIONS

IDNumber	PaintingTitle	ArtistFirstname	ArtistLastname	Medium	Price	Room	Charity Donation
P101	Spring Begins	Steve	Gainford	Acrylic	245	Tudor	=(F2-100)*3.25%
P102	Greve at night	Charlotte	Benson	Pastel	145	Aston	=(F3-100)*3.25%
P103	Leaves	Steve	Gainford	Acrylic	150	Aston	=(F4-100)*3.25%
P104	Skyscrape	Rosco	Lloyd	Oil	175	Howard	=(F5-100)*3.25%
P105	Blue Light	Julio	Montanes	Acrylic	295	Tudor	=(F6-100)*3.25%
P106	Red Light	Julio	Montanes	Acrylic	255	Tudor	=(F7-100)*3.25%
P107	High Rise	Julio	Montanes	Acrylic	455	Tudor	=(F8-100)*3.25%
P108	Bare Trees	Howard	Everton	Oil	390	Tudor	=(F9-100)*3.25%
P109	Tower	Rosco	Lloyd	Oil	175	Howard	=(F10-100)*3.25%
P110	Sun Setting	Andrew	Macey	Acrylic	195	Tudor	=(F11-100)*3.25%
P111	The Sparrow	Rosco	Lloyd	Oil	245	Tudor	=(F12-100)*3.25%
P112	Amazing	David	Papcun	Oil	245	Tudor	=(F13-100)*3.25%
P113	Autumn	Erik	Stecklein	Oil	395	Tudor	=(F14-100)*3.25%
P114	Small Steps	David	Brown	Pastel	325	Tudor	=(F15-100)*3.25%
P115	Spring	Erik	Stecklein	Oil	195	Howard	=(F16-100)*3.25%
P116	Summer	Erik	Stecklein	Oil	220	Howard	=(F17-100)*3.25%
P117	Remorse	Ludivina	Benak	Oil	375	Tudor	=(F18-100)*3.25%
P118	Joy	Ludivina	Benak	Oil	375	Tudor	=(F19-100)*3.25%
P119	Tuscany	Charlotte	Benson	Pastel	145	Aston	=(F20-100)*3.25%
P120	Child playing	Steve	Gainford	Acrylic	110	Aston	=(F21-100)*3.25%
P121	Joy	Charlotte	Benson	Pastel	145	Aston	=(F22-100)*3.25%
P122	Daffodils	David	Brown	Pastel	495	Tudor	=(F23-100)*3.25%
P123	The Wave	David	Brown	Pastel	325	Tudor	=(F24-100)*3.25%
P124	Winter	Erik	Stecklein	Oil	180	Howard	=(F25-100)*3.25%
P125	Tulips	Ravinder	Patel	Pastel	185	Tudor	=(F26-100)*3.25%
P126	The Return	Ravinder	Patel	Pastel	185	Tudor	=(F27-100)*3.25%
P127	Distant Light	Josie	Jones	Watercolour	455	Tudor	=(F28-100)*3.25%
P128	Untitled	Joan	Wilkins	Pastel	225	Tudor	=(F29-100)*3.25%
P129	Rust	Jason	Atkins	Watercolour	245	Tudor	=(F30-100)*3.25%
P130	The Woods	Charlotte	Benson	Watercolour	245	Aston	=(F31-100)*3.25%
P131	Beach Walk	Debbie	Conlin	Watercolour	275	Tudor	=(F32-100)*3.25%
P132	Cross Over	Howard	Everton	Watercolour	175	Tudor	=(F33-100)*3.25%
P133	The Show	Josie	Jones	Watercolour	285	Tudor	=(F34-100)*3.25%
P134	Bathers	Josie	Jones	Watercolour	285	Tudor	=(F35-100)*3.25%
P135	Moon	Ravinder	Patel	Pastel	125	Tudor	=(F36-100)*3.25%
P136	In Line	Sarah	Mills	Watercolour	245	Tudor	=(F37-100)*3.25%
P137	Primary	Sarah	Mills	Watercolour	195	Tudor	=(F38-100)*3.25%
P138	Dispair	Sarah	Mills	Watercolour	195	Tudor	=(F39-100)*3.25%
P139	Gathering	Ahmed	Rasheed	Watercolour	845	Tudor	=(F40-100)*3.25%
P140	Lost	Ahmed	Rasheed	Watercolour	845	Tudor	=(F41-100)*3.25%
						Total	=SUM(H2:H41)

SAMPLE PRINTOUT OF PAINTINGS IN ASTON AND HOWARD ROOMS
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Painting Title	ArtistFirstname	ArtistLastname	Sold
Greve at night	Charlotte	Benson	y
Leaves	Steve	Gainford	
Skyscape	Rosco	Lloyd	
Tower	Rosco	Lloyd	y
Spring	Erik	Stecklein	
Summer	Erik	Stecklein	y
Tuscany	Charlotte	Benson	
Child playing	Steve	Gainford	
Joy	Charlotte	Benson	y
Winter	Erik	Stecklein	
The Woods	Charlotte	Benson	

Exhibition Information Sheet

Treasures in the Aston and Howard Rooms

We are pleased to introduce the work of some artists who have, up until now, never exhibited any of their paintings. We have scoured the local art clubs and have invited a number of artists who we believe have got talent. Although some of their paintings are in the main exhibition much of their work is exhibited in the Aston and Howard rooms. We would encourage you to take the time to visit these rooms.

The artists and the paintings being exhibited in these rooms are as listed. As you can see a number of the paintings are already sold. You need to hurry before all of these gems are snatched up.

Artist	Painting	Sold
Charlotte Benson	Tuscany	
	Greve at night	y
	Joy	y
Steve Gainford	The Woods	
	Child playing	
	Leaves Swirling	
Rosco Lloyd	Sky scrape	
	Tower	y
Erik Stecklein	Spring	
	Summer	y
	Winter	

Charity Donation

The latest disaster in Africa has struck a chord in many of our hearts. Many of the artists exhibiting contacted us and suggested that some of the money they made on paintings sold should be donated to charity. As a result we have decided to support the Red Cross in their valuable relief work. All the artists exhibiting have agreed to donate a percentage of the money they receive for paintings sold.

The total amount we can potentially raise for charity is: £236.11

Visit the National Portrait Gallery

The National Portrait Gallery is a fascinating place. The Gallery was founded in 1856 to collect portraits of famous British men and women. Explore over 160,000 portraits from the 16th Century to the present day.

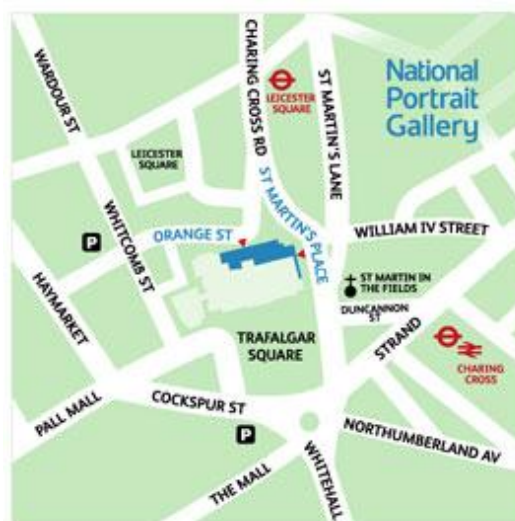
December Opening Times

Open daily 10:00-18:00

Open until 21:00 Thursday and Friday.

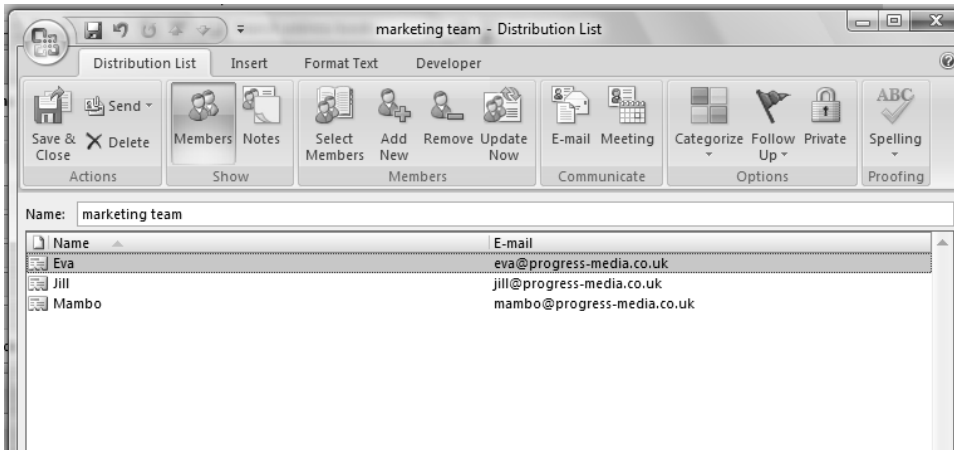
Last admission to paying exhibitions is 45 minutes or 1 hour before Gallery closes.

The Gallery is closed 24-26 December

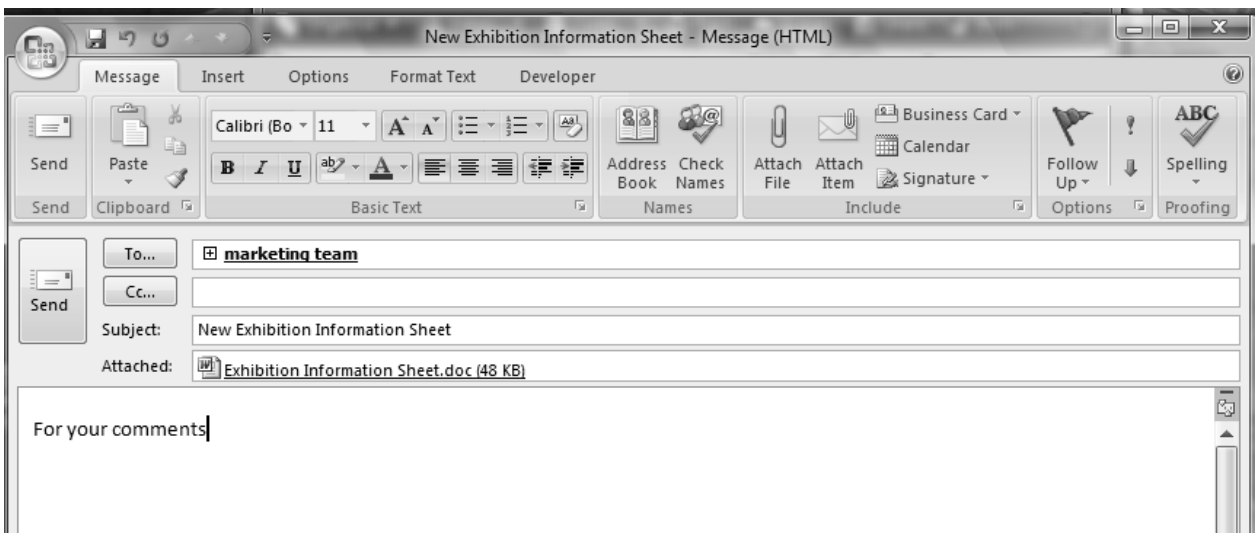


source: www.npg.org.uk

SAMPLE SCREEN DUMP OF DISTRIBUTION LIST



SAMPLE SCREEN DUMP OF EMAIL TO MARKETING TEAM



OCR (Oxford Cambridge and RSA Examinations)
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Coventry
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