

Marking Guidance for Assessors

OCR FUNCTIONAL SKILLS QUALIFICATION IN ICT AT ENTRY LEVEL 1

1 General

- i. The maximum mark for this assessment is 30. The pass mark is 70%.
- ii. Amplification of Coverage and Range are detailed in the Deliverers' Handbook.
- iii. Candidates completing Entry Level 1 may require support. Therefore the majority of marks are allocated by applying the following:

Achieved after guidance – 1 mark

Achieved after prompting – 2 marks

Achieved independently – 3 marks

Examples of guidance and prompting relating to the standards are given throughout the mark scheme.

- iv. Assessor feedback should be completed on the Assessment Record Form. Feedback should include comments specific to the candidate and not general statements. Use Assessment Record Form provided with the assessment.
- v. Printed evidence may be cross-referenced to meet coverage and range over several skills standards.
- vi. All printed evidence should be clear, eg a screen print of websites where the information is too small and therefore illegible is not sufficient.
- vii. Each live assessment contains all the skills standards and all coverage and range.
- viii. Where marks are deducted the assessor should state the reason in the relevant coverage and range comments section on the Assessment Record Form.

2 Before carrying out the assessment

- i. The live assessment should be accessed before the planned assessment date. Prior to the assessment taking place the assessor and candidate are required to do some planning. This is detailed in the live assessments in the Tutor Guidance section.
- ii. Prior to the assessment taking place assessors should be familiar with the mark scheme to be able to accurately apply the marking criteria and allocate marks on the Assessment Record Form.

3 When completing the assessment

- i. The allocated assessment time may be split in to manageable sessions as appropriate for the candidate, eg two thirty minute sessions. The assessor may give feedback on the draft document outside of the assessment time; the candidate can act on this feedback when the assessment is resumed.

4 After completing the assessment

- i. Assessors may assist candidates with printing outside of the assessment time.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E1.1 interact with ICT for a given purpose	E1.1.1 recognise and use interface features	During the assessment the candidate demonstrated recognition and use of appropriate interface features eg icon, option button, menu.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to specific uses of interface features. Eg 'I observed Tom opening a word processed document independently'. Page reference may be NVA.
	E1.2 follow recommended safe practices	E1.2.1 minimise the physical stress of seating, lighting and hazards	The candidate demonstrated awareness of basic ICT Health & Safety and adjusted ICT system accordingly.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to specific examples of ICT Health & Safety. Eg 'I prompted Ruksana to adjust the height of her chair'. Page reference may be NVA.
		E1.2.2 keep access information secure by using a password	Used password or PIN eg log on to computer, instant messaging.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to a specific example of using a password. Eg 'Josh independently logged on to his computer'. Page reference may be NVA.
Finding and selecting information	E1.3 find given information from an ICT-based source	E1.3.1 text message, voicemail and on-screen information	Found given information/image.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate accessed specified information. Eg 'I had to point out the filename to Shirley in order for her to open it'. 'In the email Shirley independently found the text she needed to add to her image'.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Developing, presenting and communicating information	E1.4 enter and edit single items of information	E1.4.1 identify and correct simple errors	Entered text.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section.
			Text entered is spelt accurately.		A draft and final printout is recommended to evidence text entered and corrections made. Where text is limited eg a one word label, it will be necessary to add further text to evidence this skill standard.
	E1.4.2 label an image	Text/label is meaningful for image and purpose.	Assessed by observation of the candidate and work produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. A draft and final printout is recommended to evidence text entered and corrections made. For good practice the candidate is expected to demonstrate basic formatting skills, eg embolden and centring of text.	
	E1.5 use ICT-based communication	E1.5.1 receive and open electronic messages	Navigated to and opened an electronic message eg email, text message, voicemail.	Assessed by observation of the candidate carrying out relevant tasks.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Eg 'Tom accessed and opened the email confidently'. A screen print of the email is acceptable additional evidence.

Marking Guidance for Assessors

OCR FUNCTIONAL SKILLS QUALIFICATION IN ICT AT ENTRY LEVEL 2

1 General

- i. The maximum mark for this assessment is 40. The pass mark is 70%.
- ii. Amplification of Coverage and Range are detailed in the Deliverers' Handbook.
- iii. Candidates completing Entry Level 2 may require some support. Therefore some of the marks are allocated by applying the following:

Achieved after guidance – 1 mark

Achieved after prompting – 2 marks

Achieved independently – 3 marks

Examples of guidance and prompting relating to the standards are given throughout the mark scheme.

- iv. Assessor feedback should be completed on the Assessment Record Form. Feedback should include comments specific to the candidate and not general statements. Use Assessment Record Form provided with the assessment.
- v. Printed evidence may be cross-referenced to meet coverage and range over several skills standards.
- vi. All printed evidence should be clear, eg a screen print of websites where the information is too small and therefore illegible is not sufficient.
- vii. Each live assessment contains all the skills standards and samples across the coverage and range.
- viii. Where marks are deducted the assessor should state the reason in the relevant coverage and range comments section on the Assessment Record Form.

2 Before carrying out the assessment

- i. The live assessments should be accessed before the planned assessment date. Prior to the assessment taking place the assessor and candidate are required to do some planning. This is detailed in the live assessments in the Tutor Guidance section.
- ii. Prior to the assessment taking place assessors should be familiar with the mark scheme to be able to accurately apply the marking criteria and allocate marks on the Assessment Record Form.

3 When completing the assessment

- i. The allocated assessment time may be split into manageable sessions as appropriate for the candidate, eg two forty-five minute sessions. The assessor may give feedback on the draft document outside of the assessment time; the candidate can act on this feedback when the assessment is resumed.

4 After completing the assessment

- i. Assessors may assist candidates with printing outside of the assessment time.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E2.1 interact with ICT for a purpose	E2.1.1 use computer hardware	Used computer hardware effectively (eg use keyboard to enter information, use mouse to select items, use printer to print their document).	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to several specific uses of interface features. Eg 'Tom used the mouse independently to open a document'. Page reference may be N/A.
		E2.1.2 use software applications for a purpose	Used appropriate software	Assessed by observation of the candidate carrying out relevant tasks and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to several specific uses of software. Eg 'Ruksana used a search engine to search for food items'. Other evidence may include a screen print of a search engine with key words in search.
		E2.1.3 recognise and use interface features	During the assessment the candidate demonstrated recognition and use of appropriate interface features eg icon, option button, menu, links/hotspots, windows, dialogue boxes.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to several specific uses of interface features. Eg 'I observed Tom navigating the menu and opening a word processed document independently'. Page reference may cross reference with any evidence produced.
	E2.2 follow recommended safe practices	E2.2.1 minimise physical stress	Demonstrated awareness of basic ICT Health & Safety and adjusted ICT system accordingly.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to several specific examples of ICT Health & Safety. Eg 'I prompted Ruksana to adjust the height of her chair'. Page reference may be N/A.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E2.2 follow recommended safe practices	E2.2.2 keep access information secure by using password	Used a password or PIN (personal identification number) when using the ICT system, eg computer, mobile phone, email account.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to a specific example of using a password. Eg 'Josh independently logged on to his email with his password' Page reference may be N/A.
		E2.2.3 understand the need to stay safe	Understood the nature of the internet and how information (eg information on social networking sites) is accessible to a range of individuals. Knows when it is appropriate / inappropriate to disclose their own personal information.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to a specific example of staying safe. Eg 'Tom only used his email address with the assessor who he knows'.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Finding and selecting information	E2.3 use ICT-based sources of information		Used ICT-based sources of information, eg website, electronic message sent, image files.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate used ICT-based sources to find relevant information. Eg 'Ruksana found the relevant website, www.direct.gov.uk'. 'Tom navigated to the relevant email'. Other evidence may include a screen print of a search engine with key words in search and relevant website highlighted.
	E2.4 find specified information from ICT-based sources	E2.4.1 use simple search facilities	Used search facilities to find appropriate information/image on subject eg followed links, used menus, used search box.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate used ICT-based sources to find specified information. Eg 'Ruksana found the information about applying for a passport after I guided her to the correct link'. Other evidence may include a screen print of the relevant website and web page with key information highlighted.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Developing, presenting and communicating information	E2.5 enter and edit information for a simple given purpose	E2.5.1 use simple editing and formatting techniques	Text/image(s) entered and edited appropriately.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should give examples of formatting and editing techniques used. Eg 'Tom entered text and deleted information he didn't need'. 'Tom emboldened and centred some text and increased the font size'. 'Ruksana copied and pasted an image into her document'. A draft document is good supporting evidence. This document may include tutor and candidate annotation.
	E2.6 bring together two given types of information	E2.6.1 for print and for viewing on screen	Document is checked for suitability for viewing and printing, eg layout and formatting.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should give examples of how the candidate improved their document to produce their final document. Eg 'Ruksana moved some text to the side of the image to improve the appearance'. A final document is good supporting evidence.
		E2.6.2 identify and correct simple errors	Text entered is spelt accurately.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should give examples of how the candidate produced an accurate final copy. Evidence should include the use of a spellchecker and proof reading.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Communicating information	E2.7 use ICT-based communication	E2.7.1 read, send and receive electronic messages	Candidate has received message. Candidate has sent message.	Assessed by observation of the candidate and evidence produced by the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should include the type of ICT-based communication used.

Marking Guidance for Assessors

OCR FUNCTIONAL SKILLS QUALIFICATION IN ICT AT ENTRY LEVEL 3

1 General

- i. The maximum mark for this assessment is 50. The Pass mark is 70%.
- ii. Amplification of Coverage and Range are detailed in the Deliverers' Handbook.
- iii. Candidates completing Entry Level 3 may require limited support. Therefore a limited amount of the marks are allocated by applying the following:

Achieved after guidance – 1 mark

Achieved after prompting – 2 marks

Achieved independently – 3 marks

Examples of guidance and prompting relating to the standards are given throughout the mark scheme. At Entry Level 3 support is greatly reduced. It is expected the candidate will achieve the assessment mostly independently to enable progression to Level 1.

- iv. Assessor feedback should be completed on the Assessment Record Form. Feedback should include comments specific to the candidate and not general statements. Use Assessment Record Form provided with the assessment.
- v. Printed evidence may be cross-referenced to meet coverage and range over several skills standards.
- vi. All printed evidence should be clear, eg a screen print of websites where the information is too small and therefore illegible is not sufficient.
- vii. Each live assessment contains all the skills standards and samples across the coverage and range.
- viii. Where marks are deducted the assessor should state the reason in the relevant coverage and range comments section on the Assessment Record Form.

2 Before carrying out the assessment

- ix. The live assessments should be accessed before the planned assessment date. Prior to the assessment taking place the assessor and candidate are required to do some planning. This is detailed in the live assessments in the Tutor Guidance section.
- x. Prior to the assessment taking place assessors should be familiar with the mark scheme to be able to accurately apply the marking criteria and allocate marks on the Assessment Record Form.

3 When completing the assessment

- i. The allocated assessment time may be split into manageable sessions as appropriate for the candidate, eg two one hour sessions. The assessor may give feedback on the draft document outside of the assessment time; the candidate can act on this feedback when the assessment is resumed.

4 After completing the assessment

- i. Assessors may assist candidates with printing outside of the assessment time.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E3.1 interact with and use an ICT system to meet given needs	E3.1.1 use correct procedures to start and shut down an ICT system	Demonstrated starting and shutting down any given ICT system used for the assessment.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate started and shut down an ICT system, and the type of ICT system. Page reference may be N/A.
		E3.1.2 use input and output devices	Demonstrated recognition and use of appropriate input and output devices eg keyboard, trackpad (touchpad), touch screen, mouse or a scroll wheel, microphone, headphones.	Assessed by observation of the candidate.	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Page reference may be N/A.
		E3.1.3 use software applications to meet needs and solve given problems	Used appropriate software independently eg to browse internet, receive and send electronic message, create document.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to specific software selection and use. Eg 'I observed Tom selecting PowerPoint independently'. Print out of document produced.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E3.1 interact with and use an ICT system to meet given needs	E3.1.4 recognise and use interface features	Throughout the assessment the candidate has demonstrated recognition and use of appropriate interface features eg icons, option buttons, links/hotspots, window, dialogue boxes, menus, drag and drop.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should some specific use of the software. Eg 'I observed Ruksana selecting and using the spell/grammar check independently. Page reference may cross reference with evidence in E3.6.1 and E3.7.1
		E3.1.5 change simple software settings	Throughout the assessment the candidate has demonstrated changing simple software settings. Eg set page orientation, set page layout including margins and line spacing.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should detail any changes.
	E3.2 store information	E3.2.1 open and save files	During the assessment the candidate has demonstrated their ability to: Open a document Save a document	Assessed by observation of the candidate and screen print of saved files	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Screen print of saved files.
		E3.2.2 know how to insert and remove media	During the assessment the candidate has demonstrated their ability to: Insert external storage media Save a file on external storage media Remove external storage media correctly	Assessed by observation of the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Screen print of saved files will also evidence use of storage media, eg USB key/CD.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Using ICT	E3.3 follow safety and security practices	E3.3.1 use and change passwords	Demonstrated the use of a password, and change if appropriate.	Assessed by observation of the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments to include what the password was for, eg computer system. Page reference may be N/A.
		E3.3.2 minimise physical stress	Demonstrated awareness of basic ICT Health & Safety and adjusted ICT system accordingly.	Assessed by observation of the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to several specific examples of ICT Health & Safety. Eg 'I prompted Ruksana to adjust the height of her chair'. Page reference may be N/A.
Finding and selecting information	E3.4 use simple searches to find information	E3.4.1 search stored information	Used search facilities to find appropriate information/image on subject eg followed links, used menus, used search box.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate used ICT-based sources to find specified information. Eg 'Ruksana found the information about items of furniture by selecting the correct links'. Other evidence may include a screen print of the relevant website/stored information with key information highlighted.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Finding and selecting information	E3.4 use simple searches to find information	E3.4.2 search web-based sources of information	Used search facilities to find appropriate information/image on subject eg followed links, used menus, used search box.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate used ICT-based sources to find specified information. Eg 'Ruksana found the information about items of furniture by selecting the correct links'. Other evidence may include a screen print of the relevant website/stored information with key information highlighted.
	E3.5 select relevant information that matches requirements of given task		Selected relevant information for task eg information, costs, image(s), map.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to how the candidate selected relevant and appropriate information. Eg 'Tom found five items of furniture by comparing and choosing'. Other evidence may include a screen print of the relevant web page with key information highlighted.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Developing, presenting and communicating information	E3.6 enter and develop different types of information to meet given needs	E3.6.1 enter, edit and format information, including text, graphics, numbers or other digital content, to achieve the required outcome	Entering, editing and formatting skills used to achieve specified outcome eg information sheet, poster, flyer.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should give some examples of formatting and editing techniques used. Eg 'Ruksana entered text and changed the font size and style.' 'Ruksana increased the size of the map so that it was readable.' A draft document is good supporting evidence. This document may include tutor and candidate annotation.
		E3.6.2 insert and position graphics or other digital content to achieve a purpose	Inserted and positioned image(s) into document.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should refer to image(s) inserted and how it was positioned. Print out of document.
		E3.6.3 process numbers to meet needs	Demonstrated some use of processing numbers, eg shopping basket on website, computer calculator, using Sum function in a Word document.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should include how numbers were processed. Screen print of formula, use of calculator or shopping basket.

Area	Skill Standard	Coverage and Range	Marking Criteria	Guidance	Acceptable Evidence
Developing, presenting and communicating information	E3.7 bring together different types of information for a given purpose	E3.7.1 for print and for viewing onscreen	Document is checked for suitability for viewing and printing, eg layout and formatting.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to overall presentation and how this was achieved. Print of final document.
		E3.7.2 check for accuracy and meaning	Document is accurate.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to proof reading, use of spell/grammar check, following assessor advice given on draft document. Print of final document.
		E3.7.3 check suitability of information	Document is suitable for target audience, ECM themes and equality as appropriate.	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should relate to documents suitability as specified in the task.
	E3.8 use ICT-based communication	E3.8.1 read, send and receive electronic messages	Candidate has located and read electronic message sent to them	Assessed by observation of the candidate and evidence produced by the candidate	Assessor to complete Assessment Record Form by giving feedback in the assessor comments section. Comments should include the type of ICT-based communication used.
			Candidate has replied to electronic message		