

ICT Exemplar Assessment Materials

Functional Skills qualification in ICT at Level 1

09876

Exemplar assessment materials



RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY

09876

PART A – TASK AND ANSWER BOOKLET

This assessment may be taken within these dates

SAMPLE ASSESSMENT MATERIAL

TIME: 15 MINUTES

YOU NEED

- This task and answer booklet.
- Access to a computer, software and a printer.
- A pen with black ink.

YOU HAVE 15 MINUTES TO COMPLETE THE TASK

- Printing may be carried out after the time allocated for this assessment.
- When you have finished, check that your name appears on EVERY printout. Printouts without names will be awarded no marks.
- Insert your printouts into this booklet in the correct order and hand it to the supervisor when you have completed both Part A and Part B of this test.

TASK 1

You need to find information about the UK National Minimum Wage rates.

There are different wage rates for workers aged 22 and over, for workers aged 18-21 and for workers aged 16-17.

Find this information on the internet.

You will need this information to complete Task 2b in Part B of this test.

Evidence you must provide

Screen dump(s) of the search you carried out using the internet.

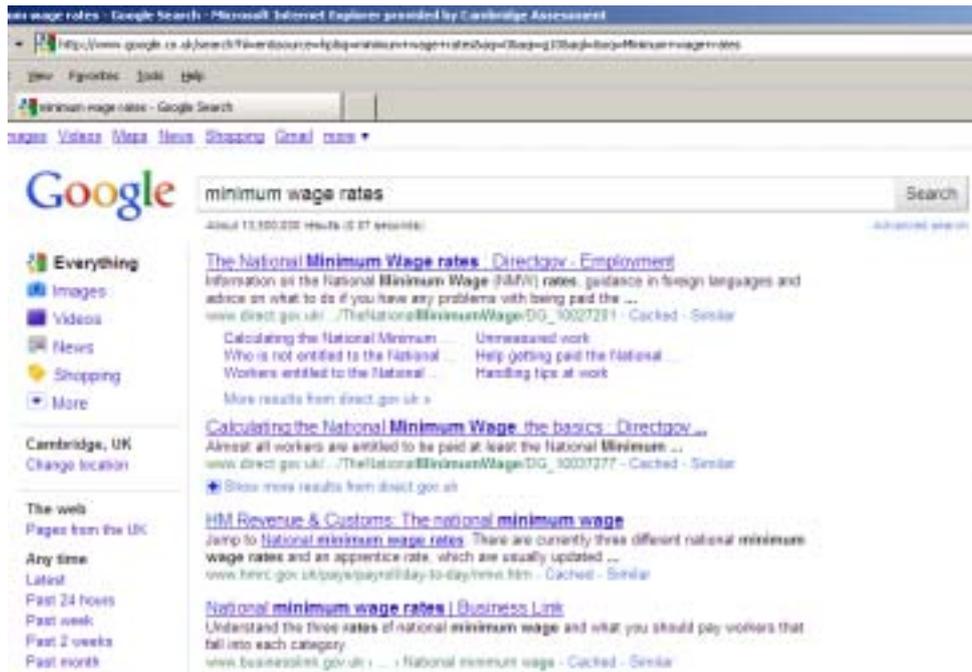
A printout or a screen dump of the information you found.

(5 marks)

Check that your name appears on EVERY printout. Insert your printouts into this booklet in the correct order and hand it to the supervisor when you have completed both Part A and Part B of this test. **Printouts without your name will be awarded no marks.**

Printouts required:

Task 1 Screen dump(s) of searching carried out
 Printout or screen dump of the information you found



Current National Minimum Wage (NMW) rates

There are different levels of NMW, depending on your age. The current rates are:

- £5.80 - the main rate for workers aged 22 and over
- £4.83 - the 18-21 rate
- £3.57 - the 16-17 rate for workers above school leaving age but under 18. If you are of compulsory school age you are not entitled to the NMW. Some of your other employment rights are also different.

Commentary on mark given	Advice on how the candidate could improve
<p>The candidate has provided clear evidence of their search of the internet to find the required information by providing a screen dump of the search criteria they entered into a search engine.</p> <p>The candidate has selected the correct information as a result of their search and has copied and pasted it to demonstrate their selection.</p> <p>4 out of 5 marks awarded</p>	<p>The candidate did not enter the most efficient search string to obtain the information required. They were asked to find the UK Minimum Wage Rates. The candidate was fortunate that the search engine returned appropriate websites for them. It would have been more efficient if UK had been entered into the search string.</p>

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PART B – TASK AND ANSWER BOOKLET

This assessment may be taken within these dates

SAMPLE ASSESSMENT MATERIAL

TIME: 1 HOUR 45 MINUTES

YOU NEED

- This task and answer booklet.
- Access to a computer, software and a printer.
- Access to the data files listed below. Your supervisor will tell you where these are stored.

Folder name	File name
starting a job talk	rights text phone image
student data	student pay data

- A pen with black ink.

YOU HAVE 1 HOUR 45 MINUTES TO COMPLETE THE 3 TASKS

- Space has been provided in this booklet for you to write your answers but you may word process your answers if you prefer. Ensure that each answer is numbered correctly eg 2c.
- Printing may be carried out after the time allocated for this assessment.
- When you have finished, check that your name appears on EVERY printout. Printouts without names will be awarded no marks.

Insert your printouts into this booklet in the correct order and hand both Part A and Part B to the supervisor.

TASK 2

You and Sam are going to give a short talk to your class. The talk is about some of the rights people have when they start a job. Sam has found out some facts and has listed these in a file.

- a) You have to create slides that you can show on screen during your talk.

Insert the facts that Sam has found into a suitable number of slides.

You have agreed with Sam that you should include an image in the slides, in an appropriate place. Sam has provided one that you could use.

Make sure all the information in the slides is formatted appropriately.

Evidence you must provide

Printout(s) or screen dump(s) showing the slides with the text and image inserted and displayed clearly.

(18 marks)

Printout with screen dump showing the slides with the text and image inserted.

Presentation1

STARTING A JOB



HELPLINE

1

The 48 Hour Week

- should not have to work more than 48 hours
- working week includes job related duties
- working week does not include breaks and normal travel
-
- **Sick Pay**
- could be entitled to Statutory Sick Pay (SSP)
- starts if on sick leave for four days or more in a row
- guarantees paid a minimum amount while ill

2

Holiday Entitlement

- minimum of 5.6 weeks paid annual leave
- part-time workers entitled to the same pro rata
- no right to paid leave on bank and public holidays
- paid your normal pay for holiday
-
- **Pay Rights Helpline**
- Call 0800 917 2266 for confidential help and advice.

3

	Commentary on mark given	Advice on how the candidate could improve
2a	<p>The candidate has provided a screen dump that shows the three slides they have created. This is acceptable evidence. The candidate could have printed out the slides created or could have printed a handout version of the slides.</p> <p>The candidate has split the text provided across an unsuitable number of slides.</p> <p>The screen dump provides evidence of the correct selection of software. This could also be seen by the file extension provided at task 4.</p> <p>All the correct text has been copied and pasted from the file provided. The candidate has not added additional text or introduced errors into the text but has put in the text provided without embellishment.</p> <p>The candidate has made an attempt to have slide headings which are formatted consistently. (The candidate would not be penalised again for the unsuitable splitting of the text.) The points are not all clearly separate. The candidate has used bullets and has applied these consistently but has also applied the bullets to blank lines which could cause confusion for others viewing the slides.</p> <p>An image has been inserted. A suitable image has been selected. In this instance the candidate has used the image provided. There was no need for the candidate to search for other images. However the candidate has not considered the where the image should have been inserted (i.e. with the appropriate text). The image has been sized appropriately and has been positioned appropriately on the slide (i.e. it is centred and the text and image are balanced in size.)</p>	<p>There are too few slides. This means that there are too many points on the two slides after the title slide. The candidate should have considered that presentation slides should not contain more than 4 or 5 points.</p> <p>The candidate should make sure that they remove bullets from blank lines.</p> <p>The candidate should evaluate why an image might be used to highlight or to illustrate text in any presentation and position it with appropriate text.</p> <p>The candidate should have evaluated how they had presented the information on the slides to ensure they were fit for purpose. The additional bullets and the section headings that were not highlighted (e.g. Sick Pay) means that viewers may not clearly appreciate the particular points that are being made.</p>

	Commentary on mark given	Advice on how the candidate could improve
	The candidate has not evaluated their slides to ensure it is clear to the viewer how the information is split. 13 out of 18 marks awarded	

TASK 2

- b) Add a new slide and enter the information about UK National Minimum Wage rates that you found in Part A of this test.

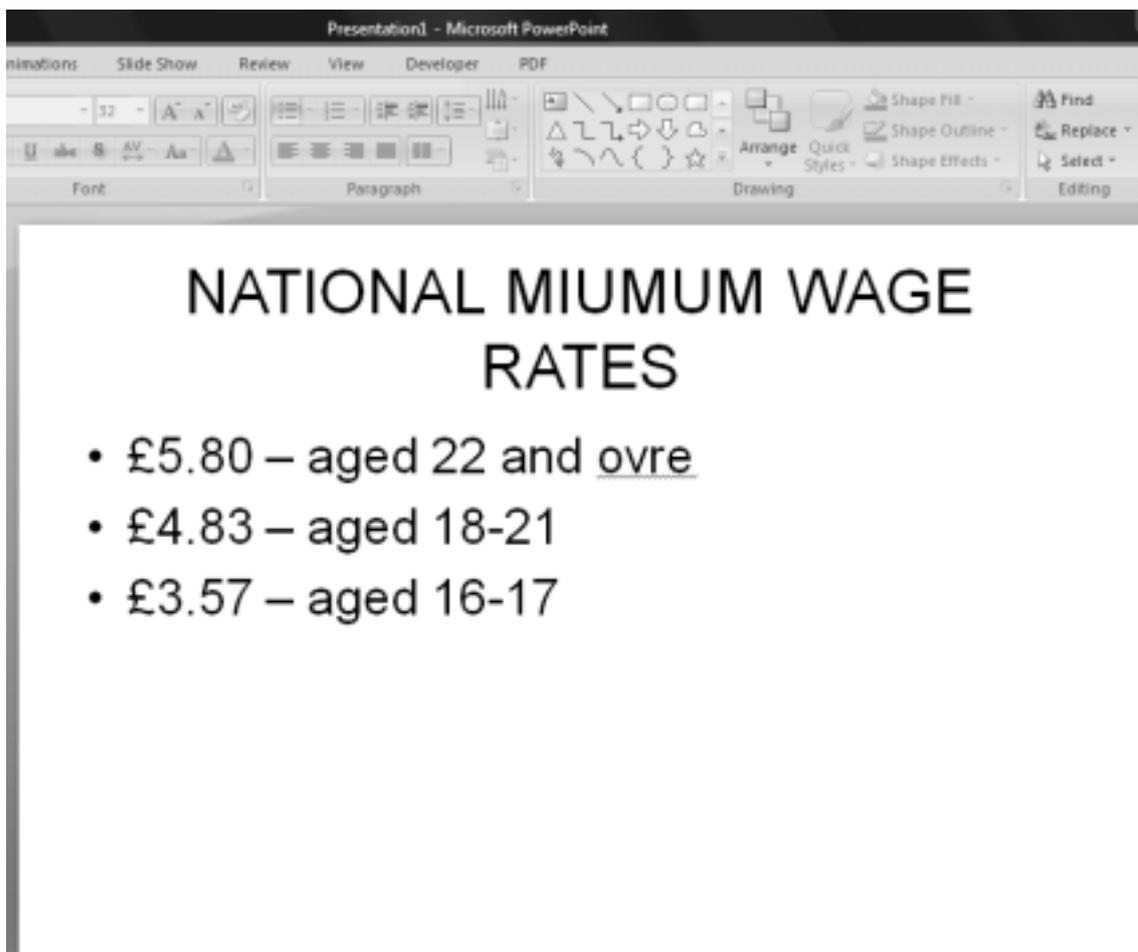
Make sure the information is presented so that it is clear to your class what it is about.

Evidence you must provide

A printout or screen dump showing the slide you created to show the UK National Minimum Wage rates information.

(10 marks)

Printout with screen dump showing the slide created to show the UK National Minimum Wage rates information.



	Commentary on mark given	Advice on how the candidate could improve
2b	<p>The candidate has provided a screen dump of the new slide they had to create.</p> <p>The candidate has entered the wage rates and has clearly described which rate relates to which age. In doing so, however, they failed to use software facilities to ensure that they have spelt all the descriptions accurately.</p> <p>The candidate has given the new slide an appropriate heading but this is spelt inaccurately and has not be formatted consistently with the headings on previous slides.</p> <p>The information about wage rates has been entered so that it is clear that each wage rate pertains to a particular age group.</p> <p>7 out of 10 marks awarded</p>	<p>The candidate should have used software facilities (i.e. spellchecker) to ensure that the small amount of text entered was spelt accurately.</p> <p>The candidate should have evaluated the new slide in conjunction with previous slides to ensure a consistent format of the headings.</p>

TASK 2

- c) Prepare an email to Sam. He wants you to send him the file you created.

Sam's email address is sam@progress-media.co.uk

(You just have to prepare the email. You do not have to send it.)

Evidence you must provide

Screen dump(s) showing the email you have prepared.

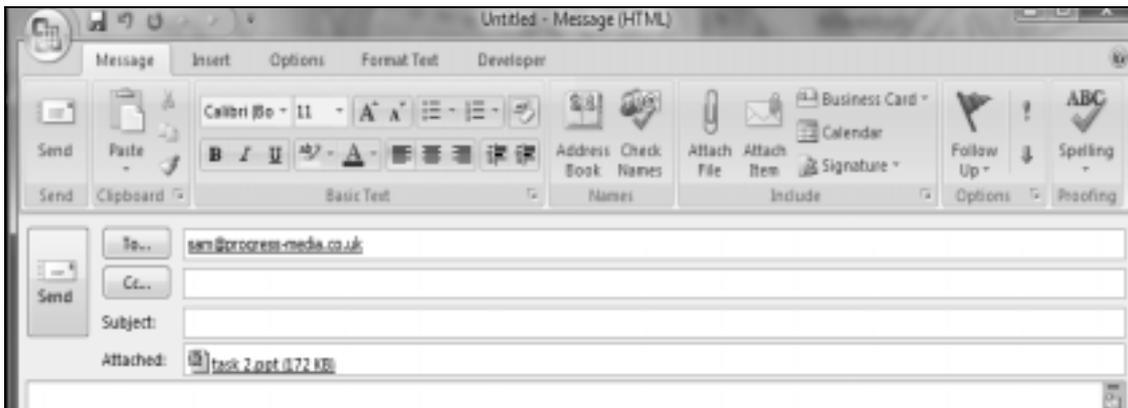
(4 marks)

Why should you ask Sam before you give his email address to other people?

I should ask Sam before I give email adrees in case he doesn't want me to.

(1 mark)

Printout with screen dump showing the email that has been prepared and the typed answer to the question.



	Commentary on mark given	Advice on how the candidate could improve
2c	<p>The candidate has provided a screen dump that clearly shows that they have used email software to prepare an email that could be sent to Sam.</p> <p>The candidate has entered Sam's email address accurately and has clearly attached a file that would contain the slides they have prepared.</p> <p>The candidate has not entered a subject field in the email.</p> <p>3 out of 4 marks awarded</p> <p>The candidate has word processed their answer which is acceptable. Spelling, punctuation and grammar are not assessed in written responses as long as meaning is clear.</p> <p>1 out of 1 mark awarded</p>	<p>The candidate should have entered an appropriate subject field in the email so that Sam had some information about its content and could decide whether or not to open that email.</p>

TASK 3

- a) Sam has provided you with a file which contains details he collected from some students about their pay.

You need to produce an information sheet that shows the hourly rate of pay that the students receive. The hourly rate of pay is pay divided by the hours worked.

Make sure all the text and values are displayed appropriately.

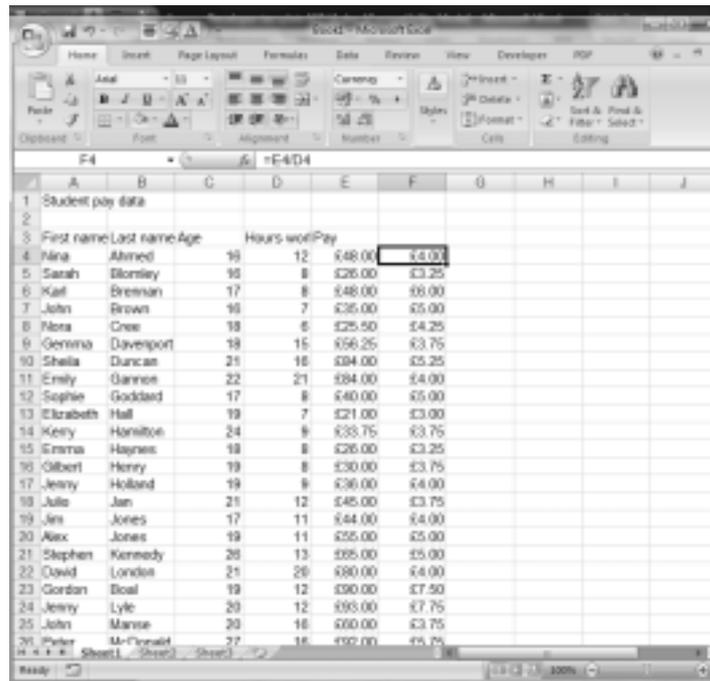
Evidence you must provide

A printout of how you used ICT to work out each student's hourly pay rate ie a formula printout.

A printout of the information sheet.

(16 marks)

Printout with screen dump showing how ICT was used to work out each student's hourly pay rate.



	A	B	C	D	E	F	G	H	I	J
1	Student pay data									
2										
3	First name	Last name	Age	Hours worked	Pay					
4	Nina	Ahmed	19	12	648.00	54.00				
5	Sarah	Blomley	16	8	426.00	53.25				
6	Karl	Brennan	17	8	448.00	56.00				
7	John	Brown	16	7	426.00	61.00				
8	Nora	Cree	18	6	426.50	71.08				
9	Germina	Davenport	19	15	656.25	43.75				
10	Shella	Duncan	21	16	684.00	42.75				
11	Emily	Gannon	22	21	884.00	42.09				
12	Sophie	Goddard	17	8	540.00	67.50				
13	Elizabeth	Hall	19	7	421.00	60.14				
14	Keiry	Hamilton	24	9	638.75	71.00				
15	Emma	Haynes	18	8	426.00	53.25				
16	Gilbert	Henry	19	8	430.00	53.75				
17	Jenny	Holland	19	9	436.00	48.44				
18	Julie	Jan	21	12	546.00	45.50				
19	Siri	Jones	17	11	444.00	40.36				
20	Alex	Jones	19	11	426.00	38.73				
21	Stephen	Kennedy	26	13	686.00	52.77				
22	David	Londie	21	26	680.00	26.15				
23	Gordon	Boal	19	12	490.00	40.83				
24	Jenny	Lyle	20	12	496.00	41.33				
25	John	Mansie	20	16	660.00	41.25				
26	Peter	McDonald	27	16	492.00	30.75				

Printout of the information sheet.

Student pay data

First name	Last name	Age	Hours worked	Pay	
Nina	Ahmed	16	12	£48.00	£4.00
Sarah	Blomley	16	8	£26.00	£3.25
Karl	Brennan	17	8	£48.00	£6.00
John	Brown	16	7	£35.00	£5.00
Nora	Cree	18	6	£25.50	£4.25
Gemma	Davenport	18	15	£56.25	£3.75
Sheila	Duncan	21	16	£84.00	£5.25
Emily	Gannon	22	21	£84.00	£4.00
Sophie	Goddard	17	8	£40.00	£5.00
Elizabeth	Hall	19	7	£21.00	£3.00
Kerry	Hamilton	24	9	£33.75	£3.75
Emma	Haynes	18	8	£26.00	£3.25
Gilbert	Henry	19	8	£30.00	£3.75
Jenny	Holland	19	9	£36.00	£4.00
Julio	Jan	21	12	£45.00	£3.75
Jim	Jones	17	11	£44.00	£4.00
Alex	Jones	19	11	£55.00	£5.00
Stephen	Kennedy	26	13	£65.00	£5.00
David	London	21	20	£80.00	£4.00
Gordon	Boal	19	12	£90.00	£7.50
Jenny	Lyle	20	12	£93.00	£7.75
John	Manse	20	16	£60.00	£3.75
Peter	McDonald	27	16	£92.00	£5.75
Peta	Sam	21	16	£52.00	£3.25
Amy	Mills	18	21	£63.00	£3.00
Pepe	Montanes	18	22	£77.00	£3.50
Gail	Moorhead	18	6	£27.00	£4.50
Clive	Nesbitt	17	7	£21.00	£3.00
Ruth	Norris	19	9	£45.00	£5.00
Belinda	Orton	17	10	£40.00	£4.00
Libby	Pallin	17	16	£48.00	£3.00
Mohammed	Radcliff	19	16	£48.00	£3.00
Susan	Rey	22	15	£75.00	£5.00
Rosie	Smyth	16	15	£48.00	£3.20
Linda	Love	19	12	£63.00	£5.25
Lawrence	Town	18	22	£154.00	£7.00
Carrie	Vickers	18	14	£77.00	£5.50
Wendy	Vickers	17	16	£52.00	£3.25
Sam	Virdee	17	12	£48.00	£4.00
George	Winter	20	21	£126.00	£6.00

	Commentary on mark given	Advice on how the candidate could improve
3a	<p>The candidate has provided two printouts. The screen dump clearly demonstrates that they have selected the correct file and the correct software to do the task. The printout of the information sheet clearly shows they have selected all of the data provided and have not introduced errors into the data.</p> <p>Both printouts show that the candidate has calculated the correct hourly rate for each student. They have provided evidence that they used ICT to do so in the form a screen dump that shows the formula in the formula bar. However, the evidence provided does not clearly demonstrate that the candidate used software to calculate the hourly rate for all other students (i.e. has replicated the formula shown).</p> <p>The candidate has not entered a label to describe the new value that now appears on the spreadsheet and information sheet.</p> <p>The candidate has not made sure that all the existing column headings can be seen (i.e. Hours Worked) and has not made sure that the column widths/column heading alignment in the information sheet make the data clear (i.e. the Age and the Pay labels are not clearly aligned with that data.)</p> <p>9 out of 16 marks awarded</p>	<p>The candidate could have achieved at least two more marks by providing a formula printout of the information sheet rather than the screen dump. They would have clearly shown that they had used software effectively and efficiently by replicating a formula.</p> <p>The candidate should have entered a label into the spreadsheet that clearly indicated what the new value was. The label should have described the new values and should have been entered in an appropriate location (i.e. as a column heading).</p> <p>The candidate should have evaluated the information sheet they printed to ensure that it was clear to a reader what the information was about. The candidate should have ensured that all data was visible and that it was clear which headings referred to which data. They could have done this by checking column widths and/or by changing some column headings from being left justified to being right justified.</p>

TASK 3

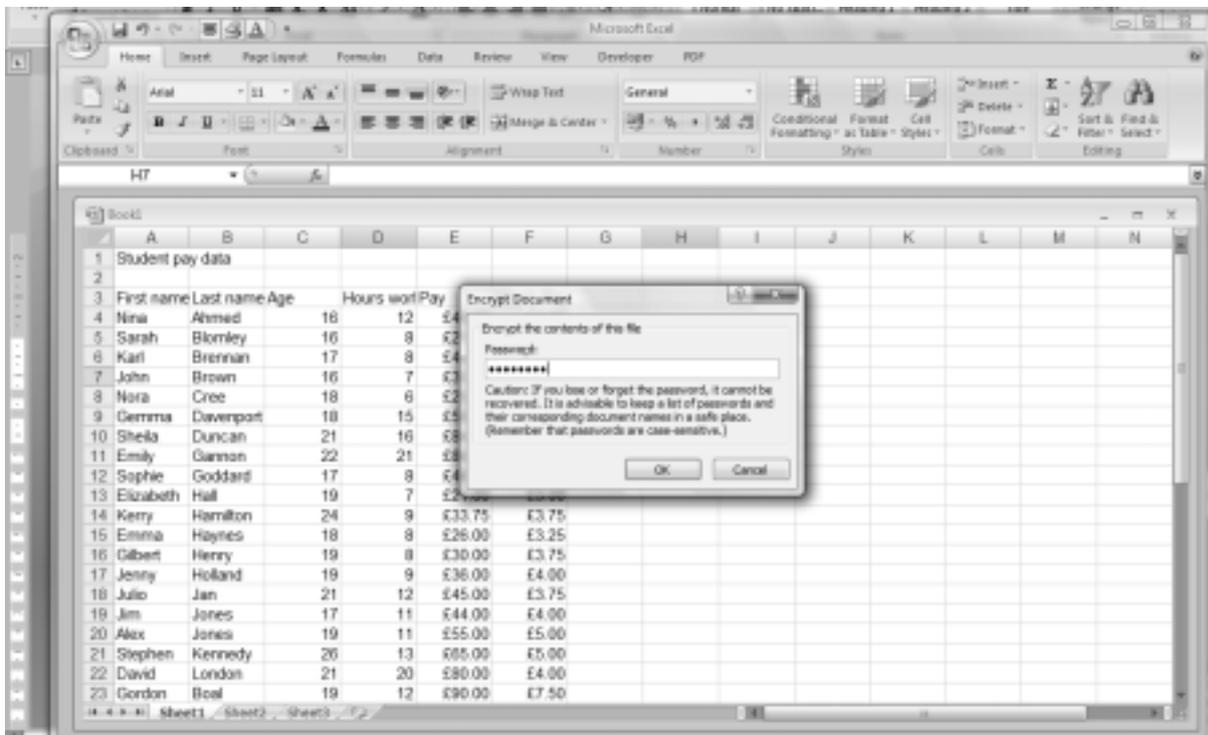
- b) The student pay data file contains personal information. Sam needs you to protect the file with a password.

Evidence you must provide

Screen dump showing that the student pay data file has been protected by a password.

(2 marks)

Printout with screen dump showing that the student pay data file has been protected by a password.



	Commentary on mark given	Advice on how the candidate could improve
3b	The candidate has provided clear evidence of having accessed a file password facility and having entered a password. 2 out of 2 marks awarded	

TASK 4

Make sure that you have saved the files you created in the appropriate folders.

Evidence you must provide

Screen dump(s) showing the files you have created and where they are stored.

(4 marks)

Printout with screen dumps showing the files created and where they are stored.



	Commentary on mark given	Advice on how the candidate could improve
4	<p>The candidate has provided evidence of their filenames and the folders in which files have been saved.</p> <p>The evidence shows that the presentation file has not been saved with a meaningful filename.</p> <p>The student pay data has clearly been saved in an appropriate format (i.e. as a spreadsheet). The use of the original filename is acceptable as it still reflects the content of the file.</p> <p>3 out of 4 marks awarded</p>	<p>The candidate should make sure that they use filenames that indicate the content of a file. In this instance it would be clear to Sam what the file contained if it had been called e.g. Starting a Job talk slides.</p> <p>While using filenames Task 1, 2 etc. or incorporating the candidate's name in a filename might be a useful tool for centres it does not allow candidates to demonstrate that they can name files effectively.</p>

ICT FUNCTIONAL SKILLS – SAMS 2010 MARK SCHEME

Series	ICT FUNCTIONAL SKILLS SAMS 2010	Level	1
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Mark scheme analysis				
Skill area	Assessment Weightings	Marks out of 60	Actual Marks	Fixed response
Using ICT	20-30%	12-18	18	6 marks = 10%
Finding and selecting information	10-20%	6-12	7	
Developing, presenting and communicating information	50-70%	30-42	35	

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	1.5	1.5.1	Evidence of use of internet and appropriate search criteria used eg UK National Minimum Wage rates Evidence of searching using internet with inappropriate search criteria used eg Wage rates– 2 marks only Evidence seen of URL– 1 mark only	3	5
	1.6		Evidence seen of all correct rates (£5.80, £4.83, £3.57) having been selected (ignore formatting) Evidence seen of at least one correct rate having been selected – 1 mark only	FR 2	
2a	1.1	1.1.1	Text and image split between a suitable number of slides (eg approx. 4-6 slides) appropriately	3	18
			Text and image split between a suitable number of slides but not appropriately – 2 marks only		
			Text and image split between a unsuitable number of slides but more than 1 – 1 mark only		
	1.2	1.2.1	Evidence seen of the use of appropriate software (eg file extension/icon on filename for email or screen dump in task 3) that allows on screen viewing of slides	1	
		1.2.2	All correct text appears in slides (eg use of copy and paste or entering information) Minor omission eg 1 heading or 1 point or up to 2 errors in spelling – 2 marks only Major omissions eg 1 section missing or >2 errors in spelling – 1 mark only	3	
	1.7	1.7.1	Headings are appropriate size (no smaller than body text) (1) Headings are all formatted consistently (ie font type and style) (1) Points are clearly separate (1) Points have been highlighted by use of e.g. bullet characters (1) Points are all formatted consistently (1)	5	
	1.2	1.2.2	At least one image has been inserted into a slide	1	
	1.6		At least one suitable image (illustrates some part of text) has been selected	1	
	1.7	1.7.1	Image has been positioned with appropriate text	1	
			Image presented clearly –size (1) position on slide (1)	2	
1.11	1.11.1	Text/image on all slides clearly displays all information placed there for on screen viewing.	1		

Task	Skill Standard	Coverage and Range		Mark	Total
2b	1.10	1.10.2	Rates are clearly described eg over 22, 18-21, 16-17 (1+1+1) Descriptions have been assigned to correct rate (1) Descriptions are spelt accurately (1) Rates values are indicated as being £ to 2dp (1)	6	10
		1.10.2	An appropriate heading has been entered for the slide (1) Heading is accurate (1) Heading formatted consistently with headings on previous slides (ie font type and font style) (1)	3	
	1.11	1.11.1	Candidate has evaluated the presentation and ensured that the information has been arranged on the slide so that it is clearly displayed for viewer eg table, tabbed, bullet points	1	
2c	1.9	1.9.1	Evidence seen of email having been prepared with presentation file attached Evidence seen of email having been prepared but incorrect file or no file attached – 1 mark only	2	5
			Subject of email is clearly stated eg Starting a job talk slides	1	
	1.10	1.10.1	Screen dump printed	1	
		1.9.2	Eg Out of respect for Sam To protect Sam Might be used by spammer etc.	FR 1	

Task	Skill Standard	Coverage and Range		Mark	Total
3a	1.6		student pay data file selected (award for any evidence of file contents)	FR 1	16
	1.2	1.2.1	Evidence seen of software selection that allows number processing	1	
		1.2.2	All student pay data has been copied and pasted/entered accurately (40 students) Incomplete set of data/or errors introduced – 1 mark only	2	
	1.8	1.8.1	Correct values for hourly pay rate seen for each student (£4.00, £3.25, £5.00....)	1	
			Effective formula to calculate value seen eg =E4/D4 Formula transposes correct cell references (eg =D4/E4) or uses one incorrect cell reference (e.g. =E4/D5) – 2 marks only Attempt at a formula seen – 1 mark only	3	
			Evidence seen of replication used	1	
				1	
	1.10	1.10.2	New values have been labelled in a suitable location (ie relative to values created) (1) Label is meaningful eg Hourly rate (1) Label is spelt accurately (1)	3	
	1.11	1.11.1	Candidate has evaluated the presentation of the data in the information sheet to ensure data is all clearly displayed ie Orientation is appropriate (use of white space etc.) Page breaks (if any) are appropriate and column headings repeated on any second page Font size and style means data can be read clearly Column widths are appropriate for data Alignment of data is appropriate and clear Labels are clearly displayed (Any one aspect of presentation poor – 2 marks only) (Any two aspects of presentation poor – 1 mark only)	3	
1.2	1.2.2	Evidence provided of changing software settings to show formulas	1		
3b	1.4	1.4.1	Evidence seen of accessing file password facility (1) Evidence seen of entering a password to protect the file (1)	FR 2	2
4	1.3	1.3.1	Presentation file saved with meaningful filename (1) saved in starting a job talk folder (1)	2	4
			Number processing file saved with meaningful filename (1) saved in student data folder (1)	2	

