



FUNCTIONAL SKILLS

ICT

Level 1

Mark scheme

4527

January 2017

Version 1.0 Final

Mark schemes are prepared by the Lead Assessment Writer and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation events which all associates participate in and is the scheme which was used by them in this examination. The standardisation process ensures that the mark scheme covers the students' responses to questions and that every associate understands and applies it in the same correct way. As preparation for standardisation each associate analyses a number of students' scripts. Alternative answers not already covered by the mark scheme are discussed and legislated for. If, after the standardisation process, associates encounter unusual answers which have not been raised they are required to refer these to the Lead Assessment Writer.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

Further copies of this mark scheme are available from aqa.org.uk

		Mark	Max Mark	Skill Standard
Activity A				
1	1 mark if poster is produced using DTP/WP software	1	4	1=1
	1 mark if the poster fits on one page with all parts printed without going over the edge	1		2=1
	1 mark if the content fills most of the page, with no significant wasted space 1 mark for consistent appearance in terms of fonts, spacing, etc	2		7=2
	1 mark if the poster is single sided 1 mark if the poster is A4 size portrait orientation	2	2	2=2
	Include relevant information: NO MARKS if text from data file is copied and pasted without significant amendment 1 mark for each of: <ul style="list-style-type: none"> • Event: Snips Hair Fashion Show • Date: Friday 10 February (2017) • Start time: 7.00 pm 	3	5	6=5
	1 mark for each piece of relevant information, max 3: <ul style="list-style-type: none"> • Location: (Snips) salon • Four demonstrations • Refreshments during interval • Tickets £5 • 10% discount on services and products (for those attending) • Finish time 9.30 pm 	Any 2		

	<p>Include suitable picture:</p> <p>1 mark for each of the following:</p> <ul style="list-style-type: none"> • One suitable picture is inserted on poster • No other pictures, suitable or unsuitable, are inserted on the poster. • Picture is in suitable position in relation to text • Picture is appropriate size in relation to text 	4	4	10=1 10.1=2 2=1
	<p>Use software features to make the poster attract people’s attention and encourage them to attend the Hair Fashion Show:</p> <p>1 mark for each of the following features, max 4:</p> <ul style="list-style-type: none"> • Use of bullets/numbering • Use of bold/italics/underline • At least two types of text alignment • At least two font sizes, not more than three • Use of lines/borders • Use of backgrounds/fill/patterns • Use of shapes • Use of word art 	Any 4	4	2.2=2 7.1=2
	<p>1 mark if candidate prints the poster</p>	1	1	2.2=1
		Total	20	

		Mark	Max Mark	Skill Standard
Activity B				
2(a)	1 mark if email is a reply.	1	6	9.1=1
	1 mark if To: is Mary Shaw (MaryShaw@MyInternet.co.uk)	1		9.1=1
	1 mark if Subject has been changed from 'Have you any ideas?' 1 extra mark if Subject has been changed to something appropriate	2		2=1 9=1
	1 mark for each piece of advice, max 2: <ul style="list-style-type: none"> • Only use factual websites • Use trustworthy/expert sources • Cross-check sources • Avoid sites featuring peoples' opinions/blogs 	Any 2		6.1=2
2(b)	1 mark if mcole@devascare.co.uk is used 1 extra mark if mcole@devascare.co.uk appears ONLY in cc line	2	7	9.1=2
	1 extra mark if Subject has been changed from 'Problems again' 1 extra mark if Subject has been changed to something appropriate	2		9=2
	1 mark for each physical risk, max 3: <ul style="list-style-type: none"> • Trailing wires could cause trip hazard • Poor lighting could cause eye/sight problems • Incorrect heating could make workers too hot or too cold/uncomfortable • Chair at unsuitable height could cause back problems • Monitor at an unsuitable distance could cause back/reach problems 	Any 3		4=3

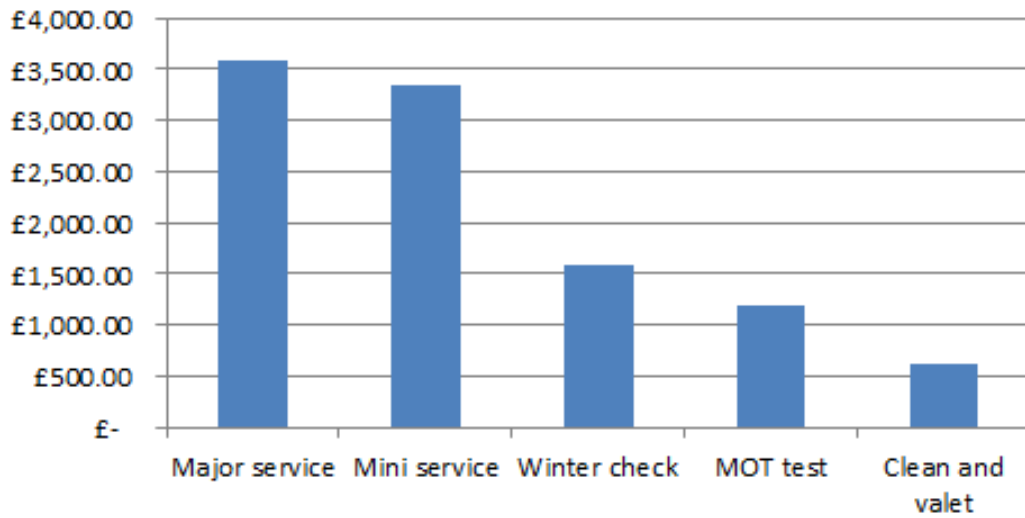
3(a)	1 mark if a folder named 'Mary Shaw' or similar is created within the inbox	1	3	3=1
	1 mark if the two emails from Mary Shaw have been moved into the folder 1 extra mark if no irrelevant emails have been moved into the folder	2		3.1=2
3(b)	1 mark if 'Quarantine' folder has at least one email with the subject '-----virus attached-----' moved into it. 1 extra mark if all three virus emails and no other non-virus emails are in the 'Quarantine' folder	2	2	4.2=2
3(c)	1 mark if Junk folder has at least one appropriate spam email in it 1 extra mark if there are at least three Junk emails and no Mary Shaw, 'virus attached' or non-spam emails in the Junk folder.	2	2	4=1 3=1
		Total	20	

		Mark	Max Mark	Skill Standard								
Activity C												
	Price	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total weekly sales	Income			
Major service	199	3	3	5	2	3	2	18	3582			
Mini service	129	4	5	3	4	5	5	26	3354			
Winter check	59	2	3	4	4	6	8	27	1593			
MOT test	52	3	4	2	6	5	3	23	1196			
Clean and valet	10	8	9	8	10	12	16	63	630			
Total daily sales		20	24	22	26	31	34					
4(a)	1 mark if number of Major services carried out on Wednesday is changed from 15 to 5.						1	1	10.2=1			
4(b)	1 mark if a new column is inserted in an appropriate place with any heading 1 extra mark if the new column has the heading 'Total weekly sales'						2	4	8=1 8.3=1			
	<table border="1" style="margin-left: 40px;"> <tr><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">26</td></tr> <tr><td style="text-align: center;">27</td></tr> <tr><td style="text-align: center;">23</td></tr> <tr><td style="text-align: center;">63</td></tr> </table> <p>1 mark if 'Total weekly sales' value is correct for any one type of service 1 extra mark if 'Total weekly sales' value is correct for all five types of service</p>						18		26	27	23	63
18												
26												
27												
23												
63												

<p>4(c)</p>	<table border="1" data-bbox="256 416 384 763"> <tr><td>3582</td></tr> <tr><td>3354</td></tr> <tr><td>1593</td></tr> <tr><td>1196</td></tr> <tr><td>630</td></tr> </table> <p>1 mark if candidate has inserted a new column in an appropriate place with an appropriate heading, eg 'Income'</p> <p>1 mark if Weekly income value is correct for any two types of service</p> <p>1 extra mark if Weekly income value is correct for all five types of service</p> <p>Note: mark is awarded for value, which may not be formatted as currency at this stage.</p>	3582	3354	1593	1196	630	<p>3</p>	<p>3</p>	<p>8=1 8.1=2</p>
3582									
3354									
1593									
1196									
630									

4(d)	<table border="1"> <tr> <td>20</td> <td>24</td> <td>22</td> <td>26</td> <td>31</td> <td>34</td> </tr> </table> <p>1 mark if total is correct for any one day 1 extra mark if total is correct for all six days</p>	20	24	22	26	31	34	2	4	8.1=1 8.3=1
	20	24	22	26	31	34				
<p>1 mark if each total is at the foot of its column 1 mark if the row of totals is labelled appropriately, eg 'Total daily sales'</p>	2	8=1 8.3=1								
4(e)	1 mark if both correct columns (Price and Income) are formatted as currency	1	1	8.3=1						

4(f)	1 mark for a suitable title	1		8.3=1
	Formatting features: 1 mark for each of the following, max 2: <ul style="list-style-type: none"> • Appropriate use of background fill • Appropriate use of more than one font/size but not more than three • Appropriate use of bold/italic/underline for emphasis • Appropriate use of lines/borders 	Any 2	3	7.1=1 11=1



4(g)	<p>Graph must be bar chart or column chart and must be functional and show the required data otherwise 0 marks must be awarded</p> <p>1 mark for each of the following (max 2)</p> <ul style="list-style-type: none"> • Data is clearly readable • Graph fits on one page <p>1 mark for each of the following (max 2)</p> <ul style="list-style-type: none"> • BOTH axes are labelled correctly • Graph shows ALL FIVE type of service names on horizontal axis • Graph shows total income values on vertical axis • Graph has an appropriate title 	2	4	8.2=4
Total		20		

		Mark	Max Mark	Skill Standard																																				
Activity D																																								
5(a)	These runners should be selected: (8 runners)																																							
	<table border="1"> <thead> <tr> <th>First name</th> <th>Surname</th> <th>Category</th> <th>Entry fee paid</th> </tr> </thead> <tbody> <tr> <td>Edwina</td> <td>Wang</td> <td>U18</td> <td>No</td> </tr> <tr> <td>Shane</td> <td>Preston</td> <td>U60</td> <td>No</td> </tr> <tr> <td>Madeleine</td> <td>Yasin</td> <td>U60</td> <td>No</td> </tr> <tr> <td>Philip</td> <td>Armitage</td> <td>U40</td> <td>No</td> </tr> <tr> <td>Helena</td> <td>Jones</td> <td>Elite</td> <td>No</td> </tr> <tr> <td>Alexander</td> <td>Hayes</td> <td>U40</td> <td>No</td> </tr> <tr> <td>Geraint</td> <td>Darnell</td> <td>U40</td> <td>No</td> </tr> <tr> <td>Helen</td> <td>Edwards</td> <td>U18</td> <td>No</td> </tr> </tbody> </table>				First name	Surname	Category	Entry fee paid	Edwina	Wang	U18	No	Shane	Preston	U60	No	Madeleine	Yasin	U60	No	Philip	Armitage	U40	No	Helena	Jones	Elite	No	Alexander	Hayes	U40	No	Geraint	Darnell	U40	No	Helen	Edwards	U18	No
	First name	Surname	Category	Entry fee paid																																				
	Edwina	Wang	U18	No																																				
	Shane	Preston	U60	No																																				
	Madeleine	Yasin	U60	No																																				
	Philip	Armitage	U40	No																																				
	Helena	Jones	Elite	No																																				
	Alexander	Hayes	U40	No																																				
	Geraint	Darnell	U40	No																																				
Helen	Edwards	U18	No																																					
1 mark if any report produced		1	5	10.1=1																																				
NO MARKS if all 7 fields are shown 1 mark if report contains the 4 required fields: First name, Surname, Level, Category, Entry fee paid 1 extra mark if no other fields are shown		2		8.3=2																																				
NO MARKS if all 50 runners are listed 1 mark if all 8 correct runners are listed 1 extra mark if no incorrect runners are listed		2		5=1 8.4=1																																				

5(b)	These runners should be selected: (4 runners)			
	First name	Surname	Time	Charity type
	Adam	Czeslowa	2:28:59	Children
	Helen	Edwards	2:56:19	Children
	David	Melton	1:39:54	Children
Kenny	Young	2:37:16	Children	
	<p>NO MARKS if all 50 runners are listed</p> <p>1 mark if EITHER U18 runners (9) OR Children's charity supporters (15) are listed</p> <p>1 mark if EITHER ONLY U18 runners (9) OR ONLY Children's charity supporters (15) are listed</p> <p>1 extra mark if ONLY the correct 4 runners are listed</p>	3	7	5=1 8.4=2
	<p>1 mark if list is sorted by Surname</p> <p>1 extra mark if sort is ascending</p>	2		8.4=2
	<p>NO MARKS if all 7 fields are shown</p> <p>1 mark if the four required fields are shown: First name, Surname, Time, Charity type</p> <p>1 extra mark if no other fields are shown</p>	2		8.3=2

5(c)	These runners should be selected: (15 runners)				
	First name	Surname	Category	Time	Charity type
	Jessica	Percival	U60	1:19:42	Animal welfare
	Holly	Stevens	U18	1:21:16	Environmental
	Melanie	Khan	U60	1:37:37	Environmental
	Jhangir	Somerset	U60	1:46:21	Animal welfare
	Maria	Smith	U60	1:53:25	Animal welfare
	Edwina	Wang	U18	1:56:14	Environmental
	Lorraine	Rumney	U60	1:58:08	Animal welfare
	Tracey	DeLoire	U60	2:10:48	Animal welfare
	Jeremy	Robson	U18	2:13:48	Animal welfare
	Eve	Moulton	U40	2:16:42	Animal welfare
	Maxine	Jenson	Mature	2:17:59	Animal welfare
	Marie	McClaren	U40	2:21:54	Animal welfare
	Timothy	Mann	U40	2:35:29	Environmental
Martin	Brown	U18	2:41:26	Animal welfare	
Laura	Washington	Mature	2:59:52	Animal welfare	
	<p>NO MARKS if all 50 runners are listed</p> <p>1 mark if EITHER Animal welfare supporters (11) OR Environmental supporters (4) are listed</p> <p>1 extra mark if EITHER ONLY Animal welfare supporters (11) OR ONLY Environmental supporters (4) are listed</p> <p>1 extra mark if ONLY the correct 15 runners are listed</p>	3	6	5=1 8.4=2	
	<p>1 mark if ONLY the five required fields are shown:</p> <p>First name, Surname, Category, Time, Charity type</p>	1		8.3=1	
	<p>1 mark if list is sorted by Time</p> <p>1 extra mark if sort is ascending</p>	2		8.4=2	
5(d)	<p>1 mark if error is identified with runner ID 6, Terence Murphy</p> <p>1 extra mark for pointing out that Category cannot be U1</p>	2	2	10.2=2	

		Total	20	
--	--	--------------	-----------	--