



FUNCTIONAL SKILLS

ICT

Level 1

Mark scheme

4527

March 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 presentation software is used	1	4	1=1
	1 mark if exactly five slides are produced	1		2.1=1
	1 mark if slides are consistent in layout and formatting throughout – title page excepted	1		1.1=1
	1 mark for a title slide	1		6=1
	Include relevant information: 1 mark for each point, max 4: <ul style="list-style-type: none"> • Destination: Dreamworld • Date: Friday 7 July • Students (in year group) with 90%+ attendance only • Cost £5 • Leave school 8.00 am, meet at school • Return 7.00 pm, arrange collection • Snacks on sale • Can bring own snacks • Range of rides and thrills – all free • Non-uniform – appropriate clothing only 	Any 4	4	6=4
	Include suitable picture: 1 mark if presentation contains at least one picture 1 extra mark if each slide contains at least one picture (ignore title slide) 1 extra mark if each slide contains just one suitable picture and no unsuitable pictures 1 extra mark if each slide contains just one suitable picture of an appropriate size and in appropriate position	4	4	10=4

	Mark	Max Mark	Skill Standard
Activity A			
<p>Use software features to make the presentation attract the attention of students in your year group:</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 backgrounds/fill • Use of shapes/borders/lines 	Any 4	4	2.2=1 7=1 11=2
<p>1 mark if presentation contains no more than two spelling or grammatical errors (eg errant character spaces or full stops)</p> <p>1 extra mark if presentation contains no spelling, grammatical or layout errors</p>	2	2	10.2=2
<p>1 mark if presentation is printed</p> <p>1 extra mark if presentation is printed as a handout with clear space for notes</p>	2	2	2.2=1 10.1=1
	Total	20	

		Mark	Max Mark	Skill Standard
Activity B				
2(a)	1 mark if email is a reply.	1	7	9.1=2
	1 mark if To: is Jan Hobbs (janh@MyInternet.co.uk)	1		
	1 mark if Subject has been changed from 'I need your help please' 1 extra mark if Subject has been changed to something appropriate	2		9=2
	1 mark if email reply has any attachment 1 extra mark if attachment is a map 1 extra mark if attachment is map showing route from Euston to hotel	3		9.1=3
2(b)	1 mark if grahamh@MyInternet.co.uk is used 1 extra mark if grahamh@MyInternet.co.uk appears ONLY in cc line	2	6	9.1=2
	1 extra mark if Subject has been changed from 'I need some more help please' to something appropriate	1		9=1
	1 mark for each strategy for protecting computer from viruses, max 3 <ul style="list-style-type: none"> • use anti-virus software • only open emails from trusted sources • do not click on suspicious links • only access trusted websites • take care when opening attachments/downloads 	Any 3		4.2=3
3(a)	1 mark if a folder named 'Jan Hobbs' or similar is created within the inbox	1	3	3=1
	1 mark if the two emails from Jan Hobbs have been moved into the folder 1 extra mark if no irrelevant emails have been moved into the folder	2		3.1=2

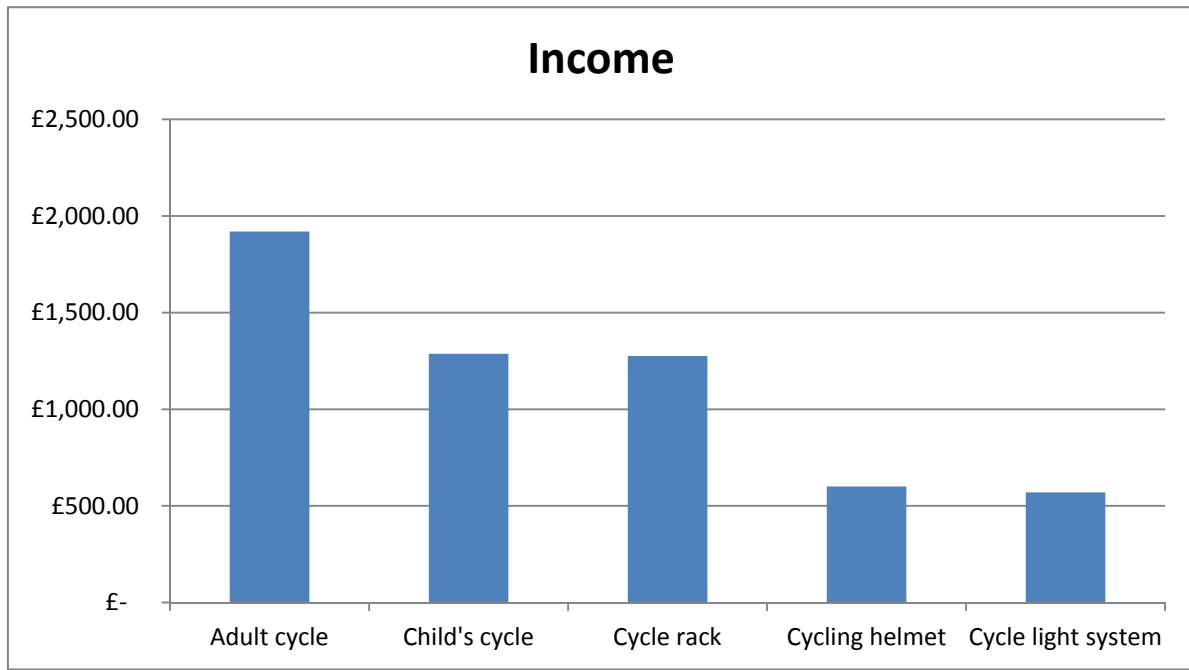
		Mark	Max Mark	Skill Standard
Activity B				
3(b)	<p>1 mark if 'Quarantine' folder has at least one email with the subject '-----virus attached-----' moved into it.</p> <p>1 extra mark if all three virus emails and no other non-virus emails are in the 'Quarantine' folder</p>	2	2	4.2=2
3(c)	<p>1 mark if Junk folder has at least one appropriate spam email in it</p> <p>1 extra mark if there are no Jan Hobbs, 'virus attached' or non-spam emails in the Junk folder.</p>	2	2	4=1 3.1=1
		Total	20	

									Mark	Max Mark	Skill Standard						
Activity C																	
Item	Item cost	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total weekly sales	Income								
Adult cycle	£ 120.00	1	3	2	3	3	4	16	£1,920.00								
Child's cycle	£ 99.00	2	1	0	2	4	4	13	£1,287.00								
Cycle rack	£ 75.00	2	1	3	2	4	5	17	£1,275.00								
Cycling helmet	£ 30.00	3	2	2	2	5	6	20	£ 600.00								
Cycle light system	£ 15.00	4	5	3	7	8	11	38	£ 570.00								
Total daily sales		12	12	10	16	24	30										
4(a)	1 mark if number of Adult cycles sold on Wednesday is changed from 9 to 2.							1	1	10.2=1							
4(b)	<table border="1" style="margin-left: 20px;"> <tr><td>16</td></tr> <tr><td>13</td></tr> <tr><td>17</td></tr> <tr><td>20</td></tr> <tr><td>38</td></tr> </table> <p>1 mark if a new column is inserted in an appropriate place with a heading</p> <p>1 extra mark if a new column is inserted in an appropriate place with the heading 'Total weekly sales'</p>							16	13	17	20	38	2	5	8=1 8.3=1		
16																	
13																	
17																	
20																	
38																	
	<p>1 mark if 'Total weekly sales' value is correct for any one item</p> <p>1 extra mark if 'Total weekly sales' value is correct for any three items</p> <p>1 extra mark if 'Total weekly sales' value is correct for all five items</p>							3	8.1=3								

		Mark	Max Mark	Skill Standard						
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4(c)	<table border="1"> <tr> <td>12</td> <td>12</td> <td>10</td> <td>16</td> <td>24</td> <td>30</td> </tr> </table> <p> 1 mark if Total daily sales is correct for any one day 1 extra mark if Total daily sales is correct for any three days 1 extra mark if Total daily sales is correct for all six days </p>	12	12	10	16	24	30	3	5	8.1=3 8.3=2
	12	12	10	16	24	30				
<p> 1 mark if the row of totals is at foot of column 1 extra mark if row is labelled appropriately, eg 'Total daily sales' </p>	2									
4(d)	<p> 1 mark if candidate has inserted a new column in an appropriate place with an appropriate heading, eg 'Income' </p>	1	3	8=1 8.1=2						
	<table border="1"> <tr> <td>1920</td> </tr> <tr> <td>1287</td> </tr> <tr> <td>1275</td> </tr> <tr> <td>600</td> </tr> <tr> <td>570</td> </tr> </table> <p> 1 mark if Weekly income is correct for any two items 1 extra mark if Weekly income is correct for all five items Note: mark is awarded for value, which may not be formatted as currency at this stage. </p>	1920			1287	1275	600	570	2	
1920										
1287										
1275										
600										
570										
4(e)	<p> 1 mark if one correct column is formatted as currency 1 extra mark if both correct columns, and no others, are formatted as currency </p>	2	2	8.3=2						

Mark	Max Mark	Skill Standard
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Activity C



4(f)	<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 (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 types of item names horizontally Graph shows total income values vertically Graph has an appropriate title 	2	4	8.2=4
		Any 2		

Total	20
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Activity D																																
5(a)	These trips should be selected: (6 trips)																															
	<table border="1"> <thead> <tr> <th>Destination</th> <th>Trip type</th> <th>Day</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Llandudno</td> <td>Seaside</td> <td>Friday</td> <td>£21.00</td> </tr> <tr> <td>Weston-Super-Mare</td> <td>Seaside</td> <td>Thursday</td> <td>£22.00</td> </tr> <tr> <td>Skegness</td> <td>Seaside</td> <td>Thursday</td> <td>£19.50</td> </tr> <tr> <td>Rhyl</td> <td>Seaside</td> <td>Sunday</td> <td>£22.00</td> </tr> <tr> <td>Brighton</td> <td>Seaside</td> <td>Friday</td> <td>£23.50</td> </tr> <tr> <td>Blackpool</td> <td>Seaside</td> <td>Wednesday</td> <td>£19.50</td> </tr> </tbody> </table>				Destination	Trip type	Day	Cost	Llandudno	Seaside	Friday	£21.00	Weston-Super-Mare	Seaside	Thursday	£22.00	Skegness	Seaside	Thursday	£19.50	Rhyl	Seaside	Sunday	£22.00	Brighton	Seaside	Friday	£23.50	Blackpool	Seaside	Wednesday	£19.50
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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: Destination, Trip type, Day, Cost 1 extra mark if no other fields are shown		2		8.3=2																												
NO MARKS if all 50 trips are listed 1 mark if all six correct trips are listed 1 extra mark if no incorrect trips are listed		2		5=1 8.4=1																												

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5(b)	These trips should be selected: (6 trips)																														
	<table border="1"> <thead> <tr> <th>Destination</th> <th>Cost</th> <th>Return time</th> <th>Wheelchair access</th> </tr> </thead> <tbody> <tr> <td>Buckingham Palace</td> <td>£68.00</td> <td>21:00</td> <td>Yes</td> </tr> <tr> <td>Chesterfield</td> <td>£21.00</td> <td>20:45</td> <td>Yes</td> </tr> <tr> <td>Phantom of the Opera</td> <td>£58.00</td> <td>23:15</td> <td>Yes</td> </tr> <tr> <td>Science Museum, London</td> <td>£34.00</td> <td>21:15</td> <td>Yes</td> </tr> <tr> <td>The Bodyguard</td> <td>£55.00</td> <td>23:30</td> <td>Yes</td> </tr> <tr> <td>Trafford Centre</td> <td>£19.00</td> <td>19:45</td> <td>Yes</td> </tr> </tbody> </table>			Destination	Cost	Return time	Wheelchair access	Buckingham Palace	£68.00	21:00	Yes	Chesterfield	£21.00	20:45	Yes	Phantom of the Opera	£58.00	23:15	Yes	Science Museum, London	£34.00	21:15	Yes	The Bodyguard	£55.00	23:30	Yes	Trafford Centre	£19.00	19:45	Yes
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<p>NO MARKS if all 50 trips are listed</p> <p>1 mark if EITHER Monday trips (8) OR Wheelchair access trips (41) are listed</p> <p>1 extra mark if EITHER ONLY Monday trips (8) OR ONLY Wheelchair access trips (41) are listed</p> <p>1 extra mark if ONLY the correct six trips are listed</p>			3	7	5=2 8.4=1																										
<p>1 mark if list is sorted by Destination</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: Destination, Cost, Return time, Wheelchair access</p> <p>1 extra mark if no other fields are shown</p>			2		8.3=2																										

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5(c)	These trips should be selected: (7 trips)																																			
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<p>1 mark if ONLY the four required fields are shown: Destination, Day, Cost, Return time</p>		1		8.3=1																																
<p>1 mark if list is sorted by Return time</p> <p>1 extra mark if sort is ascending – earliest time first</p>		2		8.4=2																																
5(d)	<p>1 mark if error is identified with the trip ID 6, RHS Malvern Festival</p> <p>1 extra mark for pointing out that Day of June is incorrect.</p>	2	2	10.2=2																																
		Total	20																																	