



FUNCTIONAL SKILLS

ICT

Level 2

Mark scheme

4528

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	3	1=1
	1 mark if exactly four slides are produced	1		2.1=1
	1 mark if slides are consistent in layout and formatting throughout – title page excepted	1		6.1=1
	Include relevant information: 1 mark for each point, max 2: <ul style="list-style-type: none"> • Destination: Dreamworld • Date: Friday 7 July 1 mark for each point, max 2: <ul style="list-style-type: none"> • Students (in the year group) with 90%+ attendance only • Cost £5 • Rides free • Leave school 8.00 am, meet in school car park • Return 7.00 pm, arrange collection • Snacks on sale • Bring own snacks • Range of rides and thrills • Non-uniform – appropriate clothing only 1 mark if no superfluous information has been included	Any 5	5	2=3 5=2
	Include suitable picture from those provided: 1 mark if each slide contains at least one picture (ignore title slide) 1 extra mark if each slide contains just one suitable picture (ignore title slide) and no unsuitable pictures anywhere 1 extra mark if all pictures are of an appropriate size and in appropriate position	3	3	9=2 9.1=1
	1 mark if name of Mill Way School is included on every slide 1 extra mark if name of Mill Way School appears to be a standard footer, ie standard position and format	2	2	2.2=1 9.1=1

		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 3	3	6=1 6.1=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 or grammatical errors</p>	2	2	9.2=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	9.1=2
		Total	20	

SUPERFLUOUS INFORMATION HIGHLIGHTED IN GREY

Theme Park visit

Thank you for agreeing to make the presentation for me, I am very grateful. I thought it would be helpful if I gave you a few bits of information about the trip, I will let you decide what needs to go in the presentation – you know how to make it appeal to your fellow students! Just make sure you include the relevant information.

I am going to use the presentation in school assembly, so please keep it simple, don't bother with animation or any flashy graphics. Just do four slides, the title page plus three others, one suitable picture on each slide.

As you know, I am organising the visit for students in the year group who have achieved at least 90% attendance over the school year. I thought it would be a nice idea to give you all a little treat for working so hard. I will be able to work out which students qualify from the school's attendance record.

I asked round a few students a couple of weeks ago, and most of them said they would like to go to Dreamworld, it is quite a new theme park with lots of the latest rides and thrills, so it should be a good day out.

The trip will take place on Friday 7 July; the Headteacher has agreed to let us go on a school day, as it is a special treat. We will leave school at 8.00 am, so everyone will need to meet on the school car park just before then. It takes us about two hours to get to Dreamworld. We will get back to school at about 7.00 pm, so students will need to need to arrange to get picked up at that time and taken home.

Most of the cost of the trip will be paid for out of school funds, but we will have to ask for a £5 contribution from each student. That's a good price – it usually costs around £40 to get in, although we have been able to get a discount as it is a school trip. Once we are in all the rides are free, but beware, there will be long queues for the more popular ones!

Refreshments, meals, ice cream and so on are available at the theme park, but they cost a fortune, so it is best if students bring their own snacks. It will certainly be cheaper that way.

I am not insisting on school uniform that day, everyone can wear what they feel most comfortable in, but no extreme or revealing clothes please!

Thank you again for doing the presentation, I am sure you will do a great job.

Mr Rogers

		Mark	Max Mark	Skill Standard
Activity B				
2(a)	1 mark if email is a reply.	1	7	8=1
	1 mark if To: is Sue Hill (shill@MyInternet.co.uk)	1		8.2=1
	1 mark if Subject has been changed from 'Can you help me out' 1 extra mark if Subject has been changed to something appropriate	2		8.1=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		5.2=3
2(b)	1 mark if <u>ghill@MyInternet.co.uk</u> is used 1 extra mark if <u>ghill@MyInternet.co.uk</u> appears ONLY in cc line	2	6	8=1 8.2=1
	1 mark if Subject has been changed from 'Can you help me again' to something appropriate	1		8.1=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		2.5=3
3(a)	1 mark if a folder named 'Sue Hill' or similar is created within the inbox	1	3	3.1=1
	1 mark if the two emails from Sue Hill have been moved into the folder 1 extra mark if no irrelevant emails have been moved into the folder	2		3=2

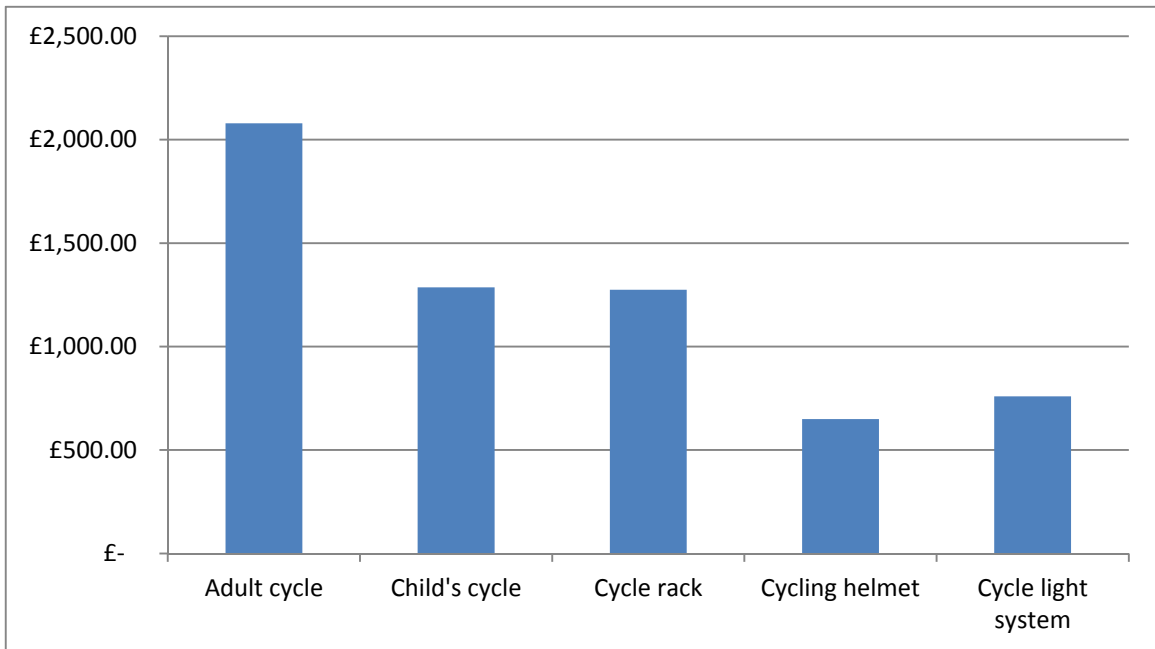
		Mark	Max Mark	Skill Standard
Activity B				
3(b)	<p>1 mark if 'Quarantine' folder has at least one email with the subject '-----virus attached-----' moved into it.</p> <p>1 extra mark if all three virus emails and no other non-virus emails are in the 'Quarantine' folder</p>	2	2	2.5=2
3(c)	<p>1 mark if Junk folder has at least one appropriate spam email in it</p> <p>1 extra mark if there are no Sue Hill, 'virus attached' or non-spam emails in the Junk folder.</p>	2	2	3=2
		Total	20	

		Mark	Max Mark	Skill Standard					
Activity C									
Item	Item cost	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total weekly sales	Income
Adult cycle	£ 129.95	1	3	2	3	3	4	16	£2,079.20
Child's cycle	£ 98.95	2	1	0	2	4	4	13	£1,286.35
Cycle rack	£ 74.99	2	1	3	2	4	5	17	£1,274.83
Cycling helmet	£ 32.49	3	2	2	2	5	6	20	£ 649.80
Cycle light system	£ 19.99	4	5	3	7	8	11	38	£ 759.62
Daily totals		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	9.2=1				
4(b)	1 mark if a new column is inserted in an appropriate place with the heading 'Total weekly sales'		1	3	7=1 7.1=2				
	<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 'Total weekly sales' value is correct for any one item 1 extra mark if 'Total weekly sales' value is correct for all five items</p>		16			13	17	20	38
16									
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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 one day 1 extra mark if Total daily sales is correct for all six days</p>	12	12	10	16	24	30	2	3	7.1=2 7.3=1
	12	12	10	16	24	30				
<p>1 mark if the row of totals is at foot of column and is labelled appropriately, eg 'Total daily sales'</p>	1									
4(d)	<p>1 mark if candidate has inserted a new column in an appropriate place with an appropriate heading, eg 'Weekly income'</p>	1	3	7=1 7.1=2						
	<table border="1"> <tr> <td>2079.2</td> </tr> <tr> <td>1286.35</td> </tr> <tr> <td>1274.83</td> </tr> <tr> <td>649.8</td> </tr> <tr> <td>759.62</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>	2079.2			1286.35	1274.83	649.8	759.62	2	
2079.2										
1286.35										
1274.83										
649.8										
759.62										
4(e)	<p>1 mark if both correct columns, and no others, are formatted as currency</p>	1	1	7.3=1						

Mark	Max Mark	Skill Standard
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Activity C



<p>4(f)</p> <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 (3)</p> <ul style="list-style-type: none"> • Data is clearly readable • Graph fits on one page • BOTH axes are labelled correctly <p>1 mark for each of the following (max 2)</p> <ul style="list-style-type: none"> • Graph shows ALL FIVE item names • Graph shows total income values • Graph has an appropriate title 	3	5	7.2=5
	Any 2		

		Mark	Max Mark	Skill Standard
Activity C				
4(g)	<p>Formatting features:</p> <p>1 mark for each of the following, max 2:</p> <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	2	6.1=2
4(h)	<p>Justifications:</p> <p>1 mark for each valid justification for the use of a software feature, identifying where the feature has been used, max 2</p> <p>Each justification may only be credited once.</p>	2	2	10=1 10.1=1
		Total	20	

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Activity D																																
5(a)	These trips should be selected: (6 trips)																															
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1 mark if any report produced		1	5	7=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		7.3=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		4.1=1 4=1																												

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5(b)	These trips should be selected: (6 trips)																															
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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	4=1 4.1=2																												
<p>1 mark if list is sorted by Destination</p> <p>1 extra mark if sort is ascending</p>		2		7.4=2																												
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<p>NO MARKS if all 50 trips are listed</p> <p>1 mark if EITHER trips to museums (5) OR trips to exhibitions (7) OR trips costing £40 or less (35) are listed</p> <p>1 extra mark if EITHER trips to museums costing £40 or less (4) OR trips to exhibitions costing £40 or less (3) OR trips to museums or exhibitions (12) are listed</p> <p>1 mark if trips returning after 2130 NOT listed</p> <p>1 extra mark if ONLY the six correct trips are listed</p>		4	6	4=1 4.1=3																												
<p>1 mark if ONLY the four required fields are shown: Destination, Day, Cost, Return time</p>		1		7.3=1																												
<p>1 mark if list is sorted ascending by Cost</p>		1		7.4=1																												
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	9.2=2																											
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