Functional Skills ICT Entry 3 sample assessment



Mark scheme Garden Plants

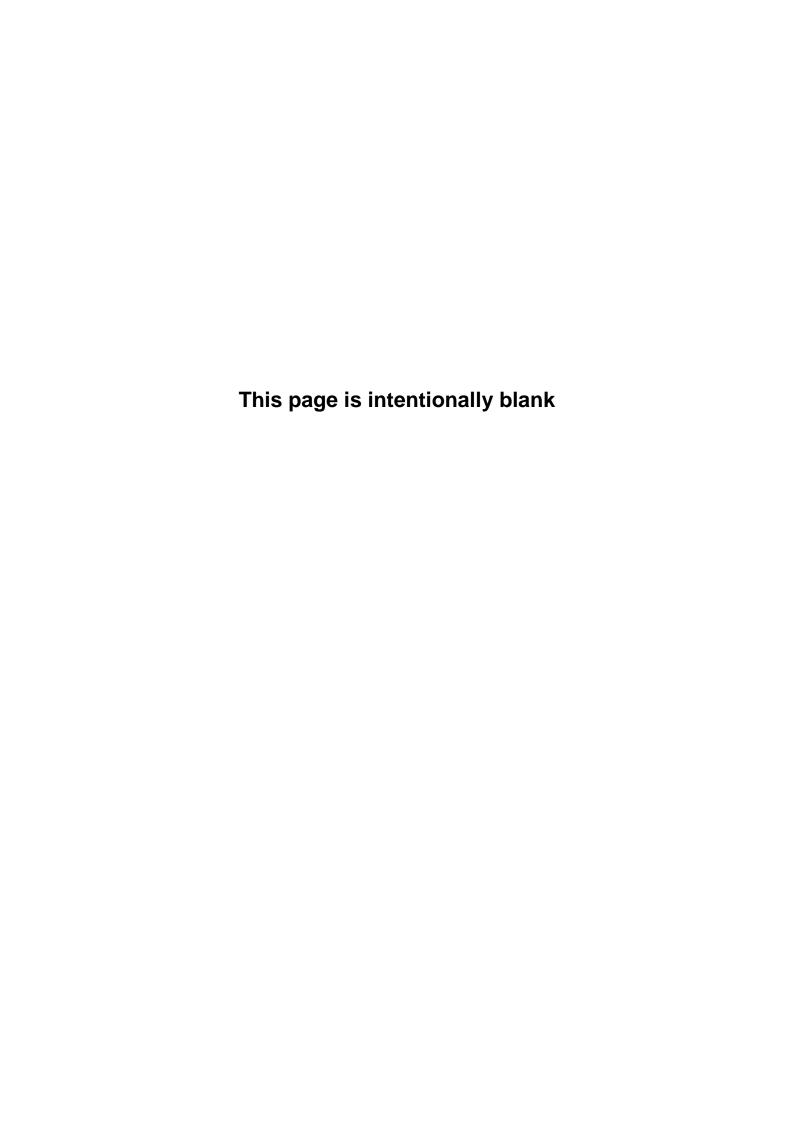
Time guidance 2 hours

Prior to assessment refer to Assessment Guidance for full assessor instructions.

Question	Mark scheme	Maximu m marks	Candidate mark	Coverage and Range		
1	Computer system started up correctly	1		1a		
	Use input device to navigate Give one example of input device observed in use:	1		1b		
2	Candidate demonstrates safe working practices throughout the assessment by: • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards Give one example of a safe working practice observed:	1		3b		
3	Garden Plant Files folder found	1		4a		
TASK 1						
4	Find and open the email	1		8a		
5	Correct answer given	1				
6	Email reply created	1		8a		
	Email contains the candidate's answer	1		1c		
	TASK 2					
7	Open the file Plant Sale	1		1c		
8	Plant Suppliers Catalogue file opened and effective search used.	1		4a		

9	Correct image inserted in the presentation	1	6b		
	Image inserted on first slide	1	6a		
	Image is a suitable size and in proportion	1	6b		
10	Text Tulip added	1	6a		
11	Use of formatting: Bold text Italic Bigger font size	1 6a 1 1			
12	Presentation has no spelling errors	1	7b		
13	Presentation saved	1	7a		
	TASK 3	·			
	File opened using correct password plants	1	3a		
14	Use the file to complete the tasks set	1	1c		
15	Use search to find the price of Tulips	1	4a		
16	Enter the price of Tulips in correct position (B6)	1	6a		
17	Correct formula entered =SUM(B3:B9)	1	6c		
17	Formula entered in correct cell B10	1	6b		
18	Heading formatted to stand out	1	6a		
19	Price column formatted to currency (£) with 2 decimal places	1	6a		
20	All data displayed with no truncation of columns	1	6a		
21	File saved and printed	1	7		
22	Safely shut down the system	1	1a		

Total marks available: 30		Pass mark: 22		
Candidate total marks:				
PRINT Assessor's name:	Signature:		Date:	
PRINT IQA's Name: (if sampled)	Signature		Date:	
PRINT EQA's Name: (if sampled)	Signature		Date:	
lease indicate as applicable:				
andidate has achieved:	Candidate	has not achie	ved:	



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