

ENTRY 1 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 1

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 1.

Assessors must use the mark scheme given below, and place a tick in the relevant box where a learner has met the standard.

Learner name:		Registration number:	Centre number:	
GETTING READY				
1.	Task Make sure you are sitting comfortably. Make sure you work safely at all times during the task. Coverage and range 2.1 minimise the physical stress of seating, lighting and hazards			
		Marks	Achieved	
1.	Mark scheme The learner has demonstrated safe working by adjusting height of chair and monitor, using correct posture, etc.	(1)	<input type="checkbox"/>	
2.	Task Start the computer system. Coverage and range 2.2 keep access information secure by using password			
		Marks	Achieved	
2.	Mark scheme The learner must demonstrate that they can access a computer system using secure methods, such as a username/password (either as standalone access or part of a network authentication).	(1)	<input type="checkbox"/>	
3.	Task You will receive marks for: • using software applications to do this task Coverage and range 1.1 recognise and use interface features			
		Marks	Achieved	
3.	Mark scheme By successfully completing the flyer and email activities, the learner has recognised and used interface features when using software applications to complete this task. For example, opening and closing the data file, receiving and opening email messages, labelling an image, saving and printing, and opening and closing software applications.	(1)	<input type="checkbox"/>	

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CREATE A FLYER						
1.	<p>Task You have received an email or text message.</p> <p>The message has new information about the London Eye in it.</p> <p>Open the email or text message.</p>					
2.	<p>Use the information in the email or text message to:</p> <ul style="list-style-type: none"> enter any missing information in the flyer correct any information in the flyer <p>Coverage and range 3.1 text message, voicemail and on-screen information 5.2 receive and open electronic messages 4.1 identify and correct simple errors</p>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Marks	Achieved		
Marks	Achieved					
1.	<p>Mark scheme By successfully entering any information from the email or text message into the flyer, the learner has:</p>					
1.	<ul style="list-style-type: none"> received the email or text message 	(1)	<input type="checkbox"/>			
1.	<ul style="list-style-type: none"> opened the email or text message 	(1)	<input type="checkbox"/>			
1.	<ul style="list-style-type: none"> found the given information 	(1)	<input type="checkbox"/>			
2.	The learner has added the address.	(1)	<input type="checkbox"/>			
2.	The learner has amended the ticket price.	(1)	<input type="checkbox"/>			
3.	<p>Task The flyer contains an image of the London Eye.</p> <p>Put a label on the image so that the tourists know what they are going to see.</p> <p>Coverage and range 5.1 label an image</p>					
		Marks	Achieved			
3.	The learner has added a label for the image.	(1)	<input type="checkbox"/>			
3.	Label is appropriate. For example, the label identifies the London Eye.	(1)	<input type="checkbox"/>			
Total		10				
Pass Mark		7				
		Total				