

ENTRY 2 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 2

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 2.

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:
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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 physical stress 2.3 understand the need to stay safe		
		Marks	Achieved
1.	Mark scheme The learner has demonstrated safe working by adjusting the height of chair and monitor, using correct posture, etc.	(1)	<input type="checkbox"/>
1.	The learner must demonstrate that they were working safely throughout this task by following relevant health and safety guidelines.	(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 has accessed a computer using secure methods, such as a username/password (either as standalone access or part of a network authentication).	(1)	<input type="checkbox"/>

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CREATE AN INVITATION		
7.	Task Print the invitation.	
	Coverage and range 6.1 for print and viewing on screen	Marks
7.	Mark scheme The learner has printed the invitation.	(1)
Total		20
Pass Mark		15

Total	
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