

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

Assessors must confirm that learners have met the Functional Skills in Information and Communication Technology standards at Entry 3.

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 are working safely at all times during the task. Coverage and range 8.3 understand the need to stay safe and to respect others when using ICT-based communication 3.2 minimise physical stress		
		Marks	Achieved
1.	Mark Scheme The learner has demonstrated safe working throughout the task and followed health and safety guidelines.	(1)	<input type="checkbox"/>
1.	The learner has respected others when using ICT-based communication.	(1)	<input type="checkbox"/>
2.	Task Start the computer system. Coverage and range 1.1 use correct procedures to start and shut down an ICT system.	Marks	Achieved
2.	Mark scheme The learner has started the computer system using the correct procedures.	(1)	<input type="checkbox"/>
3.	Task You will receive marks for: <ul style="list-style-type: none"> • using software applications to do these tasks • using interface features to do these tasks • changing software settings to do these tasks • opening and saving files during these tasks • printing and viewing information during these tasks. Coverage and range 1.3 use software applications to meet needs and solve given problems 1.4 recognise and use interface features 1.5 change simple software settings 2.1 open and save files 7.1 for print and viewing on screen.		
		Marks	Achieved

ENTRY 3 MARK SCHEME

Functional Skills qualification in Information and Communication Technology (ICT) at Entry 3

SEND A MESSAGE TO THE MEMBERS			
5a	Task Close all documents and remove the pen drive safely.		
5b	Shut down the computer system using the correct procedures.		
	Coverage and range 2.2 know how to insert and remove media 1.1 use correct procedures to start and shut down an ICT system.	Marks	Achieved
5a	Mark scheme The learner has closed all files, and removed the pen drive safely using the correct procedures.	(1)	<input type="checkbox"/>
5b	The learner has shut down the computer system using the correct procedures.	(1)	<input type="checkbox"/>
Total		40	
Pass Mark		30	

Total	
--------------	--