

# Mark Scheme

## SAM

### Functional Skills

## Functional Skills qualification in Information and Communication Technology

### Level 1

## General Marking Guidance

- This mark scheme gives you:
  1. An idea of the type of response expected / acceptable / not acceptable
  2. How individual marks are to be awarded
  3. Specific codes styles used in this marks scheme
  4. Information on how to apply this mark scheme
- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.

## Marking

- Only answers that make sense can be credited. Where candidates are required to describe or explain etc, words/phrases which are put together in a meaningless way cannot be credited
- Do not award marks for a repeat of the stem of the question.
- The answers given in the mark scheme are exemplars and have been written in adult terminology. Credit must be given for answers which convey the same meaning as those detailed here as well as correct answers that are not shown.

## Section A

Question Number	Answer	Additional Guidance	Mark	Standards reference
1	Evidence of use of search engine to find speed limit	Presence of correct information implies a search engine and query have been used	1	5.1
	Evidence of use of an AND query to find speed limit		1	5.1
	Correct information selected (40 mph)	Evidence may be inferred from presence of speed limit in poster (Task 3)	1	6.1
	Source cited accurately.	Do not award the mark if source incorrectly cited.	1	6.1

## Section B

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(a)	Correct file retrieved from given folder structure		1	3.1
	Evidence of selection of a suitable software application that supports numerical data processing, ie spreadsheet	Evidence on printout of folder structure (Task 5)	1	2.1
	All 2009 data entered correctly (1 mark if partially complete)		2	8.4

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(b)	Correct formula for 'Total', ie=SUM(B3:C3) or =B3+C3 (1 mark for formula attempted, but not corrected.)		2	8.1
	Formula in appropriate cell, eg D3		1	8.1
	Formula is replicated for correct cell range, ie rows 3 to 17		1	8.1
	Meaningful column heading for Column D, eg 'Total'		1	7.1
	Suitable title, eg 'Number of Pony Accidents'		1	7.1
	Any other enhancements that improve clarity, eg column headings aligned, heading emboldened		1	10.1

Question Number	Answer	Additional Guidance	Mark	Standards reference
2(c)	Appropriate chart produced, ie column, bar  (1 mark for a chart that is not entirely suitable, eg pie)		2	8.2
	Correct data range selected		1	8.3
	Suitable title inserted		1	8.2
	Year and number of accidents labelled clearly  (1 mark if labelling is not entirely complete)		2	8.2
	Labels/title help make the chart easy to understand  (1 mark if they are of some help)		2	8.2
	Legend removed		1	8.2

Question Number	Answer	Additional Guidance	Mark	Standards reference
3(a)	Correct text inserted into poster		1	7.1
	Suitable image inserted into poster		1	6.1
	Image sized and proportioned appropriately		1	7.1
	Image positioned appropriately in relation to text		1	10.1
	Speed limit found in Task 1 entered (40 mph)	Allow follow-through	1	7.1
	Speed limit positioned appropriately in relation to the text		1	10.1
	Speed limit formatted appropriately (so that it stands out)		1	7.1
	Title sized and positioned appropriately		1	10.1
	Appropriate font style and size for the body of text used		1	7.1
	Content within page margins		1	10.1
	Evidence that the candidate has planned and organised the task of creating the poster	Evidenced by design/layout of poster	1	1.1
	Evidence that the candidate has checked the poster for accuracy and meaning (1 mark if poster is partially fit for purpose)	Evidenced by overall 'look and feel' of poster and its fitness for purpose	2	10.2
	Evidence of selection of a suitable software application for producing a poster	Evidence on printout of screen dump of folder structure (Task 5) showing file type, eg DOC, PUB, RTF, PPT	1	2.1
	Candidate has used interface features and system facilities to produce the poster	Can be inferred from poster	1	2.2
	Candidate has evaluated the use of ICT tools	Can be inferred from the poster's fitness for purpose	1	11.1
Question Number	Answer	Additional Guidance	Mark	Standards reference
3(b)	Evidence of accessing file security facility		1	4.1
	Evidence that the file is read only		1	4.1

Question Number	Answer	Additional Guidance	Mark	Standards reference
4	Email is prepared		1	9.1
	Correct file attached		1	9.1
	Suitable message, eg 'I have attached the poster. What do you think of it?'		1	9.2
	Email address is correct, ie <a href="mailto:pete.smith@newforest.co.uk">pete.smith@newforest.co.uk</a>		1	9.1
	Email has suitable subject heading/title, eg 'Slow down for ponies poster'		1	9.1
	Evidence of selection of a suitable software application for sending an email.		1	2.1
Question Number	Answer	Additional Guidance	Mark	Standards reference
5	Files saved in a folder structure		1	3.1
	Meaningful file names used.		1	3.1