Functional Skills ICT
Level 1 – Sample assessment

3748-324
Loft Insulation

Candidate Name (First, Middle, Last)

Candidate enrolment number   DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)   Centre number

For examiner's use only	
Question	Mark
Part A	
Part B	
Total	

Total time available: 2 hours

- There are **two** parts to this assessment. Part A is 15 minutes. Part B is one hour and 45 minutes.
- You may access the internet during Part A. You must not access the internet during Part B.
- You need access to **eight** data files during this assessment. Your supervisor will tell you where they are stored.
- One of the data files is called an **evidence document**. When asked, paste screen prints of your work into this document.
- Read each instruction carefully.
- You must store and organise your work so that it can be found again easily.
- Printing may be carried out after the time allocated for this assessment.
- Your name must appear on **every** printout. It may be handwritten or in a footer. If your printout does not have your name on it, it will not be marked.
- Insert your printouts into this booklet in the correct order and hand it to your supervisor when you have completed both parts A and B of this assessment.

* **I declare that I have no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

> **Scenario**: You are going to help a neighbour work out the total cost of insulating her loft.

Part A
Time allowed: **15 minutes**

- There are **two** tasks in Part A of this assessment and a total of **six** marks available.
- For Part A you need access to the data file **Evidence document**.
- You **need to** use the internet during Part A.

1.

You have been sent an email.

Open the email with the subject **DIY loft roll insulation** and follow the instructions.

> *No evidence needed*

2 marks

2.

Go to the Energy Saving Trust website (www.energysavingtrust.org.uk) and find the table about loft insulation, titled 'What could you save?'

Paste a screen print showing your search and the results into your evidence document.

Copy and paste the table **only** into a new document.

> *Evidence needed*:
> *a) Screen print/s of your search and the results pasted into your evidence document.*
> *b) 'What could you save?' table only pasted into a new document.*

4 marks

END OF PART A

Part B
Time allowed: **1 hour 45 minutes**

- There are **six** tasks in Part B of this assessment and a total of **34** marks available.
- For Part B you need access to the following data files:

  - **Evidence document**
  - **Loft Roll Insulation**
  - **Loft Sizes**
  - **Information**
  - **Picture A**
  - **Picture B**
  - **Picture C**
  - **Picture D**.

- You **must not** use the internet during Part B.

3.

You have been given a file with information about loft insulation.

You need to put in formulas to calculate the **number of loft rolls required**.

Your neighbour needs you to input a formula to show the **Total cost** for each supplier.

The area of her loft is 40m^2.

Number of loft rolls required is **40** divided by **Loft area covered m²** **Total cost** is **Number of loft rolls required** multiplied by **Price per roll**

The heading needs to be centred and bold.

Make sure your work is clear, easy to read and formatted appropriately.

The finished spreadsheet needs to show the **Total cost** in ascending order.

You must also print out the spreadsheet showing the formulas you have used.

Evidence needed: *a) A printout of the completed spreadsheet.* *b) A printout showing the formula/s used.*

8 marks

4.

Other neighbours have heard how good you are at ICT and they want you to produce a chart for them showing how many rolls of insulation they will need for their lofts.

You have been given a file with loft sizes and roll length.

Use the information to create a suitable chart/graph showing number of loft rolls required for all of the loft sizes.

Insert your chart into a word processed document.

Check the appearance of the chart to make sure it is clear and what is needed.

When you have done this, print your chart.

> **Evidence needed**:
> *A printout of your chart.*

7 marks

5.

Your neighbour has found some more information she thinks her neighbours may find useful.

She wants you to produce a leaflet.

You have been given a file with the information that needs to be included.

Insert the names and addresses you were sent in the email attachment.

Your neighbour wants a border on the leaflet and an image.

Use suitable image(s) from the selection you have been given.

Check your work to make sure it is suitable, clear, easy to read and free from errors.

Print out the leaflet.

> **Evidence needed**:
> *A printout of your leaflet.*

14 marks

6.

Organise the files you have used and those you have created into folders so they can be found easily.

Paste a screen print showing the folders you have created into your evidence document.

Paste a screen print showing the contents of **one** of your folders into your evidence document.

Print a copy of your evidence document. Make sure that your name appears on every page.

Evidence needed:
   a) *Screen prints showing how you have organised your folders pasted into your evidence document*
   b) *Screen print showing the contents of one of your folders pasted into your evidence document*
   c) *A printout of your evidence document.*

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3 marks

You must now answer the following questions.

7.

State **one** action you could take if your computer displayed a message popup saying 'attachment has a virus'.

1 mark

8.

What word processing function should be used if the same information, for example a letter, is to be sent to many different addresses?

1 mark

Before handing in your work please read and complete the following instructions.

Check that your name appears on **every** printout. Printouts without a name will **not** be awarded marks.

Insert your printouts into this booklet and hand it to the supervisor.

You should have the following printouts:

A printout of your evidence document
A printout of your spreadsheet
A printout of your spreadsheet showing formula/s used
A printout of your chart
A printout of your leaflet

END OF ASSESSMENT