

# Functional Skills ICT

## Level 2 – Sample assessment



**3748-725**

Open Day

Candidate Name (First, Middle, Last)

Candidate enrolment number    DOB (DDMMYYYY)

Candidate declaration and signature\*

Assessment date (DDMMYYYY) Centre number

**Length of assessment: 2 hours**

### General instructions

- You may use a dictionary and a calculator.
- Read through each task carefully.
- The maximum marks available are shown for each task.
- You need access to data files during this assessment. Your supervisor will tell you where they are stored.
- On some tasks, you will need to create, amend, and save files.
- On some tasks, a data file is called an **evidence document**. When asked, paste information or screenshots into this document.
- You must store and organise your work so that it can be found again easily. Your supervisor may specify where to do so *before* the assessment begins.

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

## Introduction

Green Meadow School is having an open day. The Head Teacher needs your help to complete a presentation and prepare an information slip about the open day for some parents.

Before you start, **create a folder** to save your work and all of the files you are given.

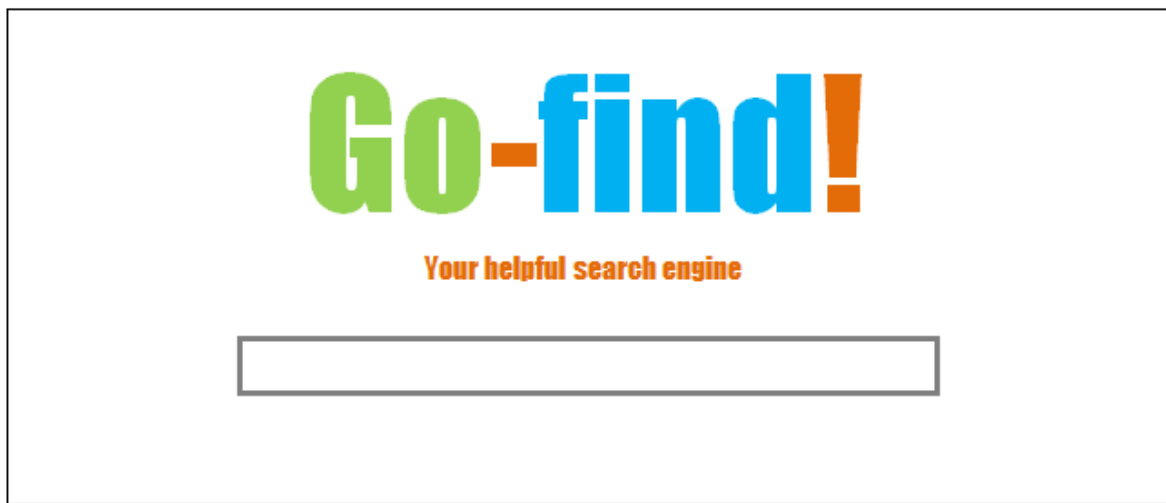
Click *Next*.

**Task 1**

You need to find an example of a school lunch menu from the UK.

Enter your search words in the box below.

When you have done this, click *Next*.



The image shows a search engine interface for 'Go-find!'. The logo 'Go-find!' is displayed in a large, bold font, with 'Go' in green, a hyphen in orange, 'find' in blue, and an exclamation mark in orange. Below the logo, the tagline 'Your helpful search engine' is written in a smaller, orange font. Underneath the tagline is a rectangular search input box with a thin grey border.

**1 mark**

## Task 2

The search has provided a list of results.

Based on the information shown, select the most suitable result.

- AD** [School meals week - wallaceandgromitfoundation.org](https://www.wallaceandgromitfoundation.org/)  
[www.wallaceandgromitfoundation.org/](https://www.wallaceandgromitfoundation.org/)  
Celebrate with Wallace & Gromit pasta this **school** meals week.
- AD** [Healthy School Lunches - Ecoliteracy.org](https://www.ecoliteracy.org/School_Food)  
[www.ecoliteracy.org/School\\_Food](https://www.ecoliteracy.org/School_Food)  
Get your kids and **school** on the right track for healthy eating.

### [My School Lunch : Home](https://www.myschoollunch.co.uk/)

<https://www.myschoollunch.co.uk/>

Our **lunch menus** across the **UK**. See what is on your **menu** this week...

### [Schools Web Directory UK - Search Schools by County](http://www.schoolswebdirectory.co.uk/)

[www.schoolswebdirectory.co.uk/](http://www.schoolswebdirectory.co.uk/)

**UK Schools** and Colleges. Contact details and websites...

### [School term and holiday dates - GOV.UK](https://www.gov.uk/school-term-holiday-dates)

<https://www.gov.uk/school-term-holiday-dates>

Most council websites show **school** holiday dates. Postcode lookup. Enter a **UK** postcode. Find what you need to know. Available in England and Wales only...

**1 mark**

### Task 3

The search has given you an up-to-date school lunch menu.

Download the file to view the webpage.

Paste the full **Non Meat** menu for the week only into the evidence document provided.

Upload your completed evidence document.

**2 marks**

#### **Task 4**

Create an email to send to the Head Teacher (headteacher@greenmeadow.sch.eu) and CC the Chair of Governors (chair@greenmeadow.sch.eu).

Attach the **Meeting Agenda** which is saved in **FolderViewer** on the desktop.

When you have finished the email, click *Send*.

Add the Head Teacher's and the Chair of Governors' details to your address book.

When you have done this, click *Next*.

**5 marks**

## Task 5

The Head Teacher wants to compare parent feedback between **two** years.

Download the file **Parent Feedback** with data for both years.

The school has set a target of a 5% increase in **Strongly Agree** responses.

Use a formula to display the words **Target Met** if this has been achieved or **Improvement Required** if this has not been achieved.

Make sure all the data is clear, formatted correctly and will fit on **one** page (A4) if printed.

Create a chart on a new worksheet (tab) that compares the **Strongly Agree** data for **both** years.

Upload your completed spreadsheet.

**17 marks**

## Task 6

The Head Teacher has started a presentation for the school's open day.

Download the files you have been given.

Insert the sound file and the image into a new slide.

Draw a speech bubble (callout) for each child in the image, with the text **Welcome to Green Meadow Primary School**.

Insert a copy of the chart you created in Task 5.

Insert **Green Meadow Primary School** in the footer on all slides.

Make sure the presentation is clear, easy to read and has no errors.

Upload your completed presentation.

**10 marks**



## Task 7

The Head teacher needs to send an information slip to go to parents.

Download the files you have been given.

She wants the slip to go to parents whose children are helping on the 12th June **only**.

Produce the **unmerged** slip, showing all the merge fields, and **paste a screenshot** of this into the evidence document provided.

Produce the **merged** slips **only** for the parents whose children are helping on the 12th June.

**Paste a screenshot** of **each** of the merged slips into the evidence document provided.

Upload your completed evidence document.

**10 marks**

### **Task 8**

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

Download the evidence document attached.

Paste a **screenshot** to show the folders you have created and another **screenshot** to show the contents of one of your created folders into the evidence document.

Upload the completed evidence document.

**3 marks**

### Task 9

Which one of the following is the symbol for a wild card search?

Tick the correct answer.

a) >=

b) <=

c) \*

d) \$

**1 mark**

You have reached the end of your test.

Make sure you have uploaded the correct files for the tasks where this is required.

When you have finished, click the red **Finish** button at the top of the screen to exit the test.