Functional Skills ICT Level 2

Marking Scheme

Library – Sample Paper

Functional Skills ICT – 3748-025
Marking Scheme

Title of Paper: Library
Level: 2
Total marks available: 50
Pass Mark: 29

	Part A	Mark	Max	Evidence	Syllabus Grid Reference/s
1	Evidence of accessing web browser	1	6	Evidence document	1
	Evidence of accessing Wikipedia website	1			4
	Evidence of effective search in Wikipedia (or primary search for Wikipedia info on Google or similar) for information on e-books	1			4
	Only sections on advantages and drawbacks of e-books pasted into a word processed document.	1			5B
	Suitable image selected and included in the word processed document.	2			6a3
2	Evidence of email created and addressed to librarian@mintoncollege.city	1	5	Evidence document	8A 8c
	Evidence of word processed document created in task 1 attached to email.	1			
	Suitable text and subject line - relevant to the scenario, as specified (ignore SPAG errors) Subject line or body text only – 1 mark only	2			
	Mr Paige librarian@mintoncollege.city added to email address book	1			8A
	Part B	**Mark**	**Max**	**Evidence**	**Syllabus Grid Reference/s**
3	Database software selected and correct file 'Loan Books' selected	1	13	Saved Files	2a
	Data correctly imported – 1 mark Field names correctly imported – 1mark	2		Table PO	7c1/7c2
	Evidence of database design view	2		Table PO	7c1
	Book Value Field set to currency with 2 decimal places	1		Table PO	7C2
	Date due back field set to date	1		Table PO	7C2
	Database report created	1			6a4
	Correct 3 records only. Non inclusive – deduct 1 mark	3		Table PO	7d1
	All data fully displayed	1		Query/ Report PO	9a1
	Book Title, Author, ISBN Number, Title, Initial, **Surname** and **Date due back** fields *only*	1		Query/ Report PO	5b

4	Appropriate software opened/used – word processing	1		WP PO	**2A**
	File 'overdue letter' selected	1		WP PO	**6A1**
	Correct merge fields only inserted (only award if unmerged letter present) At least one merge field present in correct position – 1 mark only Errors in spacing – deduct 1 mark	3		WP PO	**7C1**
	Date inserted	1			**6a1**
	Printout of unmerged letter	1		WP PO	**9a2**
	Letters correctly merged and printed to overdue borrowers only	3		WP PO	**10**
	Logo selected and inserted in a suitable position, ie not obscuring any text	1	18		**9a1**
	Logo image has been suitably resized and proportions maintained (visually).	2		WP PO	**6A3**
	Footer inserted	1			**9a2**
	The Village Green, Lower Hampton, Minton XC8 99P Correctly inserted (as shown)	1			**6a1**
	Formatting clear, suitable and fit for purpose throughout Formatting is often clear, suitable and fit for purpose – 2 marks only Some evidence of formatting used to suit purpose – 1 mark only	3		WP PO	**10**
5	Folder(s) created to store work – **1 mark** Appropriate files stored in appropriate folder(s) – **1 mark** Appropriate file names – **1 mark** Evidence of folder compressed – **1 mark**	4	4	Evidence document	**3**
6	If part of the search criteria is unknown Any other acceptable answer	1	1	AB	**4**
7	Clean it using a virus checker. Any other acceptable answer	1	1	AB	**2D**
8	Cut, copy, paste etc. Any other acceptable answer.	2	2	AB	**2B**