

# Mark Scheme (Results)

June 2018

Pearson Edexcel Functional Skills  
ICT Level 1 (FST01)

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## **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                       | 1 | Screen shot of search engine used to find results                   | Allow any valid search engine               | 1        | 5.1                 |
|                         | 2 | Key words must include 'National Space Centre'                      | Ignore spelling and/or capitalisation       | 1        | 5.1                 |
|                         | 3 | (£)14 in <b>ResponsesJun18L1</b>                                    | If URL is 'whichmuseum.co.uk', accept (£)12 | 1        | 6.1                 |
|                         | 4 | Website address in full in relevant cell in <b>ResponsesJun18L1</b> | Do not accept Google, Bing or derivatives   | 1        | 6.1                 |
| <b>Total for Task 1</b> |   |   |   | <b>4</b> |                     |

## Section B

| Question Number      |        | Answer  | Additional Guidance                                     | Mark     | Standards reference |
|----------------------|--------|---|---|----------|---------------------|
| 2 (a)                | 1      | <b>Speakers</b> L1 opened and used  |   | <b>1</b> | <b>3.1</b>          |
|                      | 2<br>3 | <b>Award 2 marks</b> for <b>Ocean facts</b> in <b>C9</b><br><b>50</b> entered in <b>D9</b><br><b>18.25</b> entered in <b>E9</b><br><b>Award 1 mark</b> for any <b>two</b> correct | <b>Ocean facts</b> as given<br>Accept with or without £ | <b>2</b> | <b>8.4</b>          |
| Total for Task 2 (a) |        |   |   | <b>3</b> |                     |

| Question Number            |   | Answer  | Additional Guidance  | Mark     | Standards reference |
|----------------------------|---|---|--|----------|---------------------|
| 2(b)                       | 1 | <b>Total payable</b><br>e.g. =D6+E6 in F6<br>Accept use of =SUM | Accept (£)127.25 in F6<br>in data view<br>Accept for any speaker | <b>1</b> | <b>8.1</b>          |
| <b>Total for Task 2(b)</b> |   |   |  | <b>1</b> |                     |

| Question Number            |   | Answer   | Additional Guidance   | Mark     | Standards reference |
|----------------------------|---|--|---|----------|---------------------|
| 2(c)                       | 1 | <b>Amount payable by members</b><br>=F6-G6 in H6 | Accept use of =SUM<br>Accept (£)77.25 in H6<br>in data view | <b>1</b> | <b>8.1</b>          |
| <b>Total for Task 2(c)</b> |   |  |   | <b>1</b> |                     |

| Question Number            |        | Answer   | Additional Guidance      | Mark     | Standards reference |
|----------------------------|--------|--|--------------------------|----------|---------------------|
| 2(d)                       | 1<br>2 | <b>Member contribution</b><br><b>Award 2 marks</b> for =H6/25 in I6<br><b>Award 1 mark</b> for =SUM(H6/25) | Must be formulae<br>view | <b>2</b> | <b>8.1</b>          |
| <b>Total for Task 2(d)</b> |        |  |                          | <b>2</b> |                     |

| Question Number     |        | Answer   | Additional Guidance            | Mark     | Standards reference |
|---------------------|--------|--|--------------------------------|----------|---------------------|
| 2(e)                | 1<br>2 | <b>Award 2 marks</b> for correct replication of columns <b>F, H</b> and <b>I</b><br><b>Award 1 mark</b> for Correct replication of any two of <b>F, H</b> and <b>I</b> | Allow FT for incorrect formula | <b>2</b> | <b>8.1</b>          |
| Total for Task 2(e) |        |  |                                | <b>2</b> |                     |

| Question Number     |   | Answer  | Additional Guidance                                | Mark     | Standards reference |
|---------------------|---|---|--|----------|---------------------|
| 2(f)(i)             | 1 | All values formatted to £2dp  |  | <b>1</b> | <b>8.3</b>          |
| 2(f)(ii)            | 1 | All dates formatted consistently  | Accept any style; do not accept if date replicated | <b>1</b> | <b>8.3</b>          |
| 2(f)(iii)           | 1 | Additional formatting used consistently to improve clarity eg Headings/titles enhanced Borders (with shading) | Ignore borders on rows 4 and 5                     | <b>1</b> | <b>7.1</b>          |
| Total for Task 2(f) |   |   |  | <b>3</b> |                     |

| Question Number |   | Answer  | Additional Guidance   | Mark     | Standards reference |
|-----------------|---|---|---|----------|---------------------|
| 2(g)            | 1 | Column or bar chart produced  |   | <b>1</b> | <b>8.3</b>          |
|                 | 2 | Correct data selected<br><b>B6:B17</b> (Name) and <b>D6:E17</b> (Speaker fee and Estimated travel expenses) |   | <b>1</b> | <b>7.1</b>          |
|                 | 3 | Chart title includes 'speaker fee' and 'travel expenses'  | Award for pie chart<br>Ignore spelling/caps   | <b>1</b> | <b>7.1</b>          |
|                 | 4 | X axis labelled eg Speaker, Name  | Ignore spelling/caps  | <b>1</b> | <b>8.2</b>          |
|                 | 5 | Y axis labelled eg Amount   | Ignore spelling/caps  | <b>1</b> | <b>8.2</b>          |
|                 | 6 | Correct legend  | Award for single series chart with legend removed or single series pie chart with matching legend | <b>1</b> | <b>8.2</b>          |
|                 | 7 | No truncation of  |   | <b>1</b> | <b>10.2</b>         |

|                            |   |                          |  |           |             |
|----------------------------|---|--------------------------|--|-----------|-------------|
|                            |   | speaker names            |  |           |             |
|                            | 8 | Chart is fit for purpose | Must have MP1-7<br><b>and</b><br>Correct spelling and sensible capitalisation of title and axis labels<br>No full stop at end of title/labels<br>No unnecessary information<br>Chart printed on separate sheet, no table of data | <b>1</b>  | <b>10.2</b> |
| <b>Total for Task 2(g)</b> |   |                          |  | <b>8</b>  |             |
| <b>Total for Task 2</b>    |   |                          |  | <b>20</b> |             |

| Question Number |    | Answer  | Additional Guidance   | Mark     | Standards reference |
|-----------------|----|---|---|----------|---------------------|
| 3(a)            | 1  | WP/DTP used   |   | <b>1</b> | <b>1.1</b>          |
|                 | 2  | Letter is one page, A4 portrait   |   | <b>1</b> | <b>2.1</b>          |
|                 | 3  | <b>All</b> text from <b>LetterTextL1 as given</b>                                 |   | <b>1</b> | <b>7.1</b>          |
|                 | 4  | <b>(£)14.00</b> inserted in correct location, brackets removed                    | Allow ft from Task 1<br>Accept with or without 2dp                                  | <b>1</b> | <b>10.1</b>         |
|                 | 5  | Logo inserted   |   | <b>1</b> | <b>3.1</b>          |
|                 | 6  | <b>One</b> other suitable image from <b>ImagesJun18L1</b>                         | Do not accept gardeners or dog  | <b>1</b> | <b>6.1</b>          |
|                 | 7  | LOWLANDS JUNIOR SCIENTISTS formatted to stand out                                 | Not stylised font   | <b>1</b> | <b>7.1</b>          |
|                 | 8  | Appropriate and consistent font style for body text<br><b>from date to leader</b> | Accept enhanced subject line<br>Not stylised font                                   | <b>1</b> | <b>7.1</b>          |
|                 | 9  | Appropriate and consistent font size for body text<br><b>from date to leader</b>  | Subject line may be larger font size but not larger than LOWLANDS JUNIOR SCIENTISTS | <b>1</b> | <b>7.1</b>          |
|                 | 10 | Logo and image(s) proportions maintained and suitable size, no truncation         | Allow ft if more than one image<br>Logo no bigger than image(s)                     | <b>1</b> | <b>2.2</b>          |

|                             |    |   |   |           |             |
|-----------------------------|----|---|---|-----------|-------------|
|                             | 11 | Logo and image(s) inserted in suitable locations  | Logo at top or bottom<br>Must not obscure text  | <b>1</b>  | <b>10.1</b> |
|                             | 12 | Date inserted in correct location, brackets removed   | Must be ..... June 2018, any acceptable format; do not accept 'of'  | <b>1</b>  | <b>7.1</b>  |
|                             | 13 | Additional formatting technique used effectively and appropriate for a letter eg fully justified text, alignment/wrapping of image, space added for signature |   | <b>1</b>  | <b>7.1</b>  |
|                             | 14 | Letter is accurate  | No spelling/grammar errors<br>£ for admission price followed by semi colon<br>No unnecessary line/section breaks within the body text<br>No hyphenation of text |           | <b>10.2</b> |
|                             | 15 | Letter is fit for purpose with consistent balanced layout and no large areas of white space   | Must have mp 2-11<br>Consistent line spacing within and between paragraphs  | <b>1</b>  | <b>11.1</b> |
|                             | 16 | Letter saved with a meaningful file name  | Evidenced in Task 4   | <b>1</b>  | <b>3.1</b>  |
| <b>Total for Task 3 (a)</b> |    |   |   | <b>16</b> |             |



| Question Number     |   | Answer  | Additional Guidance  | Mark      | Standards reference |
|---------------------|---|---|--|-----------|---------------------|
| 3(b)(i)             | 1 | Password<br><b>SpC4ntr4</b>   | Award <b>1</b> mark <b>IF</b> response is <b>MINA1</b> with the reason that it is easy to remember | <b>1</b>  | <b>4.1</b>          |
| 3(b)(ii)            | 1 | Valid reason given: <ul style="list-style-type: none"><li>• Mix of upper and lower-case characters/numbers and letters</li><li>• 8 characters</li><li>• Does not include complete/recognisable word</li><li>• Difficult to work out/guess</li></ul> |  | <b>1</b>  | <b>4.1</b>          |
| Total for Task 3(b) |   |   |  | <b>2</b>  |                     |
| Total for Task 3    |   |   |  | <b>18</b> |                     |

| Question Number |   | Answer  | Additional Guidance  | Mark     | Standards reference |
|-----------------|---|---|--|----------|---------------------|
| 4               | 1 | Screen shot of suitable email software application  |  | <b>1</b> | <b>2.1</b>          |
|                 | 2 | To: sec@lowlandsjs.org.uk   |  | <b>1</b> | <b>9.1</b>          |
|                 | 3 | Subject line includes 'letter' or '(National) Space Centre trip'                                  | Ignore spelling and caps   | <b>1</b> | <b>9.1</b>          |
|                 | 4 | Letter attached   |  | <b>1</b> | <b>9.1</b>          |
|                 | 5 | Message asks Umar to send the <b>letter</b> to <b>parents and carers</b> of (club) <b>members</b> | All 3 elements mentioned   | <b>1</b> | <b>9.2</b>          |
|                 | 6 | Message uses appropriate business salutation and tone and is fit for purpose                      | Do not accept 'Hi', 'Hey' Or 'To' Umar Or 'Umar' without a salutation<br>Accept 'Hello/Dear Umar'<br>Correct spelling and capitalisation of proper names eg National Space Centre or Lowlands Junior Scientists<br>Do not accept text speak or i | <b>1</b> | <b>9.2</b>          |

|                         |  |  |   |          |  |
|-------------------------|--|--|---|----------|--|
|                         |  |  | Ignore minor spelling errors that do not change meaning |          |  |
| <b>Total for Task 4</b> |  |  |   | <b>6</b> |  |

| Question Number            |   | Answer  | Additional Guidance                              | Mark      | Standards reference |
|----------------------------|---|---|--|-----------|---------------------|
| 5                          | 1 | Folder called <b>Speakers 18_19</b> created as given    |  | <b>1</b>  | <b>3.1</b>          |
|                            | 2 | New folder contains <b>only</b> candidate's spreadsheet | Ignore duplicate copies elsewhere in screen shot | <b>1</b>  | <b>3.1</b>          |
| <b>Total for Task 5</b>    |   |   |  | <b>2</b>  |                     |
| <b>TOTAL FOR SECTION B</b> |   |   |  | <b>46</b> |                     |
| <b>TOTAL FOR TEST</b>      |   |   |  | <b>50</b> |                     |



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