

Mark Scheme (Results)

January 2018

Pearson Edexcel Functional Skills
ICT Level 2 (FST02)

Edexcel and BTEC Qualifications

Edexcel and BTEC qualifications are awarded by Pearson, the UK's largest awarding body. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information visit our qualifications websites at www.edexcel.com or www.btec.co.uk. Alternatively, you can get in touch with us using the details on our contact us page at www.edexcel.com/contactus.

Pearson: helping people progress, everywhere

Pearson aspires to be the world's leading learning company. Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: www.pearson.com/uk

January 2018

Publications Code FST02_01_1801_MS

All the material in this publication is copyright

© Pearson Education Ltd 2018

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.

Question	Answer	Additional Guidance	Mark	Standard
1 a	1	Screen shot shows a search engine with the criteria box	1	4.1
	2	Criteria includes McCaig's Tower	1	4.1
	3	Single image of McCaig's Tower	1	5.2
	4	Website address of image entered into ResponsesJan18L2 Do not accept search engines or derivatives	1	5.1
Total for 1 a			4	
1 b	1	1897	1	5.2
	2	www.visitcruachan.co.uk	1	5.2
Total for 1 b			2	
Total for Task 1			6	

Section B

Question	Answer	Additional Guidance	Mark	Standards
2 a	1	Total Paid	2	7.1
	2	Award 2 marks for: =SUM(E4:I4) Award 1 mark for: =E4+F4+G4+H4+I4 OR Correct value in J4 in data view Award correct formula for any person (220 if not sorted, 200 if sorted correctly)		
Total for Task 2 a			2	
2 b	1	Cost	2	7.1
	2	Award 2 marks for: =IF(D4>=16,250,200) OR =IF(D4<16,200,250) Award 1 mark for: =IF(D4>16, OR =IF(D4<16, OR =IF(D4>=16, OR =IF(D4<=16, Award correct formula for any person		
Total for Task 2 b			2	
2 c	1	Balance =K4-J4 OR correct value in L4 in data view Award correct formula for any person (30 if not sorted, 50 if sorted correctly) Allow follow through	1	7.1
Total for Task 2 c			1	
2 d	1	Paid In Full?	2	7.1
	2	Award 2 marks for: =IF(L4>0,"No","Yes") OR =IF(L4=0,"Yes","No") Award 1 mark for: =IF(L4>0, OR =IF(L4=0, Award correct formula for any person		
	3	Columns J, K, L and M replicated correctly	Allow follow through for incorrect formulae	1
Total for Task 2 d			3	

Question		Answer	Additional Guidance	Mark	Standard
2 e	1	A4:M28 sorted – must maintain data integrity		3	7.4
	2	Award 3 marks for:			
	3	sorted alphabetically on First Name within alphabetical order of Last Name Award 2 marks for: sorted alphabetically on First Name within reverse alphabetical order of Last Name OR sorted reverse alphabetically on First Name within alphabetical order of Last Name Award 1 mark for sorted reverse alphabetically on First Name within reverse alphabetical order of Last Name Correct first row is 07RA, Rose, Arfron, 34, £20, £30, £40, £50, £60, £200, £250, £50, No Check Blenkinsop, King, Murphy, Parker for correct sort			
Total for Task 2 e				3	
2 f i	1	E4:L28 only formatted to £0dp		1	7.3
Total for Task 2 f i				1	
2 f ii	1	Truncation removed		1	7.1
	2	Formatting that adds clarity e.g. enhanced title/column headings, borders, shading Ignore merged cells on row 1		1	6.1
Total for Task 2 f ii				2	
2 g	1	Bar or column chart		1	2.2
	2	Correct data used: B4:B28 (First Name) and D4:D28 (Age) Accept pie chart with correct data labels		1	7.2
	3	Appropriate title which includes 'age', 'Oban' and eg 'person'. May be awarded for any chart: Ignore spelling and caps		1	9.1
	4	Appropriate axis labels eg name, age	Ignore spelling and caps	1	7.2
	5	Chart is fit for purpose Must have marking points 1 to 4 and <ul style="list-style-type: none"> • Correct spelling and consistent suitable capitalisation of title and axis labels • No unnecessary information • No legend 		1	10.1
Total for Task 2 g				5	
Total for Task 2				19	

Question	Answer	Additional Guidance	Mark	Standard	
3	1	WP/DTP software used		1	2.1
	2	Information sheet is one page A4 portrait		1	1.1
	3	Southlands Scottish Holidays and Trip to Oban in Scotland - March 2018 entered as given 'Title:' and 'Subtitle:' removed		1	6.1
	4	All relevant text from TourTextL2 entered as given Must not include text about Cardiff Castle Must include subheadings and contact details		1	3.1
	5	1897 and www.visitcruachan.co.uk replace bracketed text	Brackets removed Allow follow through from Task 1(b)	1	3.1
	6	Title and subtitle formatted to stand out from body text	Title larger than other text. No stylised fonts that are not legible	1	2.2
	7	Image of McCaig's Tower included Allow f/t		1	6.1
	8	One logo inserted above or below body text May be beside contact details or title (but not between title/contact details and body text)		1	3.1
	9	One other suitable image from ImagesJan18L2	Do not accept images of Chennai or Hong Kong	1	3.1
	10	Images located with/ adjacent to relevant text and do not truncate or obscure text		1	9.1
	11	All images (including logo) appropriately sized and proportions maintained, no truncation Logo should not be bigger than other images		1	9.1
	12	Schedule formatted as table May not have borders but is two columns and six rows		1	6.1
	13	Subheadings formatted consistently to stand out from body text	No stylised fonts that are not legible	1	6.1
	14	Body text font, size and style consistent No stylised fonts Accept different format for contact details		1	6.1
3 cont	15	Formatting feature used to good effect eg Page border, Table borders, Justification of body text, Text wrap around images, Use of columns, Enhanced table headings		1	6.1
	16	Document is accurate No unnecessary hyphenation or full stops, No extra/missing spaces, No inappropriate line breaks, No capitalisation/spelling errors		1	9.2
	17	Information sheet meets all criteria - must have		1	10.1

		marking points 2-11 and have consistent and balanced layout		
Total for Task 3			17	

Question	Answer	Additional Guidance	Mark	Standard
4	1	Screen shot shows email software	1	2.1
	2	To: armand@southlandssh.co.uk	1	8.1
	3	Subject indicates spreadsheet or reminder or Oban or payments and spreadsheet attached.	1	8.1
	4	Message asks Armand to send a reminder to people who not paid the full cost of the trip AND uses suitable salutation and business tone and correct spelling and grammar Do not accept 'Hi' or 'Hey' Accept 'Armand' or 'Dear Armand' Do not accept 'Dear Armand Anderson'	1	8.3
Total for Task 4			4	

Question	Answer	Additional Guidance	Mark	Standard
5 a	1	Award 1 mark up to a maximum of 2 for:	2	2.4
	2			
Total for Task 5 a			2	
5 b	1	Award 1 mark up to a maximum of 2 for:	2	5.1
	2			
Total for Task 5 b			2	
Total for Task 5			4	
TOTAL FOR SECTION B			46	
TOTAL FOR TEST			50	

Ofqual



Llywodraeth Cynulliad Cymru
Welsh Assembly Government



Pearson Education Limited. Registered company number 872828
with its registered office at 80 Strand, London WC2R 0RL