

Mark Scheme (Results)

June 2018

Pearson Edexcel Functional Skills
ICT Level 2 (FST02)

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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	Answer	Additional Guidance	Mark	Standard	
1 a	1	Screen shot shows a search engine with the criteria box		1	4.1
	2	Criteria includes "Porta Nigra"	Ignore spelling and capitals	1	4.1
	3	Single image of Porta Nigra	Do not accept image gallery	1	5.2
	4	Website address of image entered into ResponsesJun18L2	Do not accept Google/Bing/other search engines or derivatives	1	5.1
Total for 1 a			4		
1b	1	Mosel	Accept Moselle Ignore spelling and capitals	1	5.2
	2	Raymond Kittl	Ignore spelling and capitals	1	5.2
Total for 1 b			2		
Total for Task 1			6		

Section B

Question	Answer	Additional Guidance	Mark	Standards	
2 a	1	A4:G23 sorted	Must maintain data integrity (check Winton Victor 36,80,81,82,83) Correct first row is Ahmed Anne 45, 96, 84, 85, 85	2	7.4
	2	Award 2 marks for sort in alphabetical order of First Name within alphabetical order of Last Name Award 1 mark for sort in reverse alphabetical order of First Name within alphabetical order of Last Name OR alphabetical order of First Name within reverse alphabetical order of Last Name			
Total for Task 2 a			2		
2 b	1	Total Paid	Award correct formula for any member	2	7.1
	2	Award 2 marks for =SUM(D4:G4) Award 1 mark for =D4+E4+F4+G4	Award 1 mark for correct value (350 in H4 – follow		

			through for incorrect sort) in data view		
Total for Task 2 b				2	
2 c	1	Balance to Pay	Award correct formula for any member	2	7.1
	2	Award 2 marks for =[$\$$]B\$25-H4 Award 1 mark for =B25-H4 Or =SUM([$\$$]B\$25-H4)			
	3	Replication of columns H and I	Must have absolute reference or use 350 in formula in Column I	1	7.1
Total for Task 2 c				3	
2 d i	1	D4:I23 and B25 only formatted to £0dp		1	7.3
Total for Task 2 d i				1	
2 d ii	1	Truncation removed		1	7.1
	2	Formatting used consistently that adds clarity e.g. enhanced title/column headings, borders, shading		1	6.1
Total for Task 2 d ii				2	
2 e i	1	Filtered list shows only the details of members (7) with a balance greater than 0	Allow follow through	1	7.4
Total for Task 2 e				1	
2 e ii	1	Filtered list saved as Trier2018 as given	Evidenced from email (Task 4)	1	3.1
Total for Task 2 e				1	
2 f i	1	Average (Competition worksheet) =AVERAGE(D4:H4)	Award correct formula for any member	1	7.1
	2	Replication of formula for all members	Allow follow through for incorrect formula	1	7.1
Total for Task 2 f i				2	
2 f ii	1	Smith (A9) or Martin (B9) highlighted	Allow follow through for incorrect formula (Michael Winton if Age included in Average)	1	7.4
Total for Task 2 f ii				1	

Question	Answer	Additional Guidance	Mark	Standards	
2 g	1	Bar/Column chart based on Competition worksheet		1	2.2
	2	Correct data used B4:B14 (First Name) and I4:I14 (Average)	Allow for pie chart with correct data labels	1	7.2
	3	Appropriate title which includes 'member' and 'average time'	Award for correct title on any chart Ignore spelling and caps	1	9.1
	4	Suitable axis labels eg name/member, (average) time	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"> • On a separate worksheet • 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			20		

Question	Answer	Additional Guidance	Mark	Standard	
3	1	Presentation software used		1	2.1
	2	Presentation has 4 slides		1	1.1
	3	Presentation printed 2 slides to a page	Do not accept screen shots of slides	1	2.2
	4	One logo on each slide		1	3.1
	5	Title and subtitle inserted as given and formatted as title and subtitle	Title formatted to stand out from subtitle	1	3.1
	6	All relevant text from KoblentzTextL2 inserted (3 paragraphs with titles)	Must not include text about ice dancing Ignore formatting e.g. capitalisation	1	6.1

7	Mosel(le) and Raymond Kittl (correctly) inserted in relevant location, brackets removed	Allow follow through from Task 1b Ignore spelling and caps	1	3.1
8	Image of Porta Nigra inserted	Allow follow through from Task 1a	1	3.1
9	Two suitable images from ImagesJun18L2 inserted	Do not accept images of Old Wardour Castle and Glenfinnan Viaduct	1	5.1
10	Images match text, are appropriate size with no distortion	Logo no bigger than images, accept logo larger on title slide	1	9.1
11	Added text reminds members to pay the balance by the end of July	Added text must be on last slide Ignore spelling and caps	1	6.1
12	Text appropriately divided up – separate slide for each paragraph	Allow FT for inclusion of Ice Dancing on separate slide	1	9.1
13	Easily readable, consistent font and styles for titles and body text on slides 2-4	Body text size on any slide must be consistent Slide title must stand out and be as given Accept different font for added text or tour details	1	6.1
14	Balanced layout on all slides with logo consistently sized and located on slides 2 - 4		1	6.1
15	Formatting feature used consistently that enhances presentation	eg borders, background, slide designs, bullets, table	1	6.1
16	Presentation meets criteria and is fit for purpose	Must have mp 1-12 and be free from spelling and grammar errors No duplication of images or text	1	9.2
Total for Task 3			16	

Question	Answer	Additional Guidance	Mark	Standard	
4	1	Screen shot shows email software	1	2.1	
	2	To: anand.mahmohra@clynderic.org.uk	1	8.1	
	3	Subject indicates spreadsheet or balance or tour and spreadsheet attached	Accept any spreadsheet	1	8.1
	4	Message asks Anand to remind members that the balance must be paid by the end of July AND uses suitable salutation and business tone and correct spelling and grammar	Do not accept 'Hi' or 'Hey' Accept 'Anand' or 'Dear Anand' Do not accept 'Dear Anand Mahmohra' Allow if not email client. Ignore close	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: <ul style="list-style-type: none"> • increasing font / icon size • change screen resolution • change colour scheme • activate audio assistant / narrator • apply magnifier / zoom • switch on on-screen keyboard • apply mouse trails 	Do not accept any hardware changes	2	2.3
	2				
Total for Task 5 a			2		
5 b	1	Award 1 mark up to a maximum of 2 for: <ul style="list-style-type: none"> • addressed to 'customer' rather than by name • link to website not relevant to company name • no contact details apart from web link • the attachment is a zip file which may contain a virus • company name very similar to well-known company • spelling / grammar errors 		2	2.5
	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



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