**NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 1 (600/1780/6)**

**Mark Scheme**

**Set A (Sample) – The Nature Trail**

**Guidance for Assessors**

The following Mark Scheme gives you:

* examples and criteria of the types of response expected from a learner
* how individual marks are to be awarded
* the total mark for each task.

Assessors should be prepared to award zero marks for any of the tasks if the learner’s response is not worthy of credit according to the Mark Scheme.

For levels of support and generic guidance on marking please refer tothe **NCFE Assessor Instructions and Guidance – Functional Skills Controlled Assessment (Entry Levels).**

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| **Skills Standards** | **Total marks** | **Required weighting** | **Actual weighting** |  | **Coverage and Range** | **Task reference** | **Marks awarded** |
| **Using ICT**  **U1** interact with ICT for a purpose  **U2** follow recommended safe practices | **9** | **20-30%** | **32%** | 1. recognise and use interface features | **2, 4** | **2 / 2** |
| 1. minimise the physical stress of seating, lighting and hazards 2. keep access information secure by using password | **1** | **3** |
| **2** | **2** |
| **Finding and selecting information**  **F1** find given information from an ICT-based source | **5** | **10-20%** | **18%** | 1. use text message, voicemail and on-screen information | **2, 4** | **2 / 3** |
| **Developing, presenting and communicating information**  **D1** enter and edit single items of information  **D2** use ICT-based communication | **14** | **50-70%** | **50%** | 1. identify and correct simple errors 2. label an image | **4** | **6** |
| **4** | **4** |
| 1. receive and open electronic messages | **2, 3** | **2 / 2** |
| **Summary of question type:** 100% open questions | | | | | | | |

**Summary of coverage and range, and allocation of marks**

**Applying the Mark Scheme**

The following terms and the related interpretations should be applied throughout the Mark Scheme:

**With help** – where the learner is unable to complete an element of the task requirement eg they cannot open the email. The Assessor instructs the learner about what they are being asked to do and the learner follows verbal instructions to open the email, and the learner is able to attempt and/or complete the task from that point. The learner should not be awarded marks for opening the email, but can access the marks for following the instructions in the email.

**With guidance** – where the learner has been asked to consider/remember how they completed the task on previous occasions ie learner asked to think about how they opened and replied to emails on previous occasions, after which the learner attempted and/or completed the task. The guidance given helps the learner to complete part, but not all, of the requirement. Where such guidance is given, the learner should not be awarded full marks, but can be awarded marks for completing the requirement.

**Independently** – full marks available can be awarded where the learner needed no support to attempt and/or complete the task, or the support given was in the form of:

* reading the assessment to the learner, if asked
* reminding the learner of the instructions
* help with unfamiliar vocabulary used by the task
* clarifying the requirements of the task, as necessary and appropriate
* repeating instructions to focus the learner
* ‘open’ reminders eg ‘Is there anything else you need to do?’
* reminding learners where to find documents necessary for completing the task ie source documents etc.

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| **Task 1** |  | | **Marks** |
| **a.** | Learner worked safely at all times and the checklist confirms that they have checked their computer work area (1 mark)  **Maximum of 1 mark available.** Observation by Assessor using Health and Safety Checklist. | | **1** |
| **b.** | Learner demonstrate knowledge of health and safety when using a computer work area (1 mark)  Learner responds appropriately to a question/questions relating to health and safety (1 mark)  **Maximum of 2 marks available.** Accept other similar logical responses and/or actions that demonstrate the learner is aware and understands safe practices. | | **2** |
|  | | **Total marks** | **3** |

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| **Task 2** |  | | **Marks** |
| **a.** | Learner used a password or PIN to log in to computer/secure area, independently (2 marks)  **or**  Learner used a password or PIN to log in to computer/secure area,  with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **b.** | Learner logged in to emails using password or PIN, independently  (2 marks)  **or**  Learner logged in to emails using password or PIN, with guidance  (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner found the email Nature Centre Trip, independently (2 marks)  **or**  Learner found the email Nature Centre Trip, with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **d.** | Learner opened the email, independently (2 marks)  **or**  Learner opened the email, with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
|  | | **Total marks** | **8** |

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| **Task 3** |  | | **Marks** |
|  | Learner copied bold text from the email, independently (2 marks)  **or**  Learner copied bold text from the email, with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
|  | | **Total marks** | **2** |

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| **Task 4** |  | **Marks** |
| **a.** | Learner found the email, independently (2 marks)  **or**  Learner found the email, with guidance (1 mark)  **Maximum of 2 marks available.** | **2** |
| **b.** | Learner added the bold text from the email to the leaflet (day/date)  (1 mark)  Learner added the text without spelling mistakes (1 mark)  Learner added the text on the first line below the title (1 mark)  **Maximum of 3 marks available.** | **3** |

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| **c.** | Learner changed **Mature** to **Nature** (1 mark)  Learner changed **Weer** to **Wear** (1 mark)  Learner added **drink** after ‘Packed lunch & a’ (1 mark)  **and**  Learner identified and corrected all three errors, independently  (3 marks)  **Or**  Learner identified and corrected at least two errors, independently  (2 marks)  **or**  Learner identified and corrected at least two errors, with guidance  (1 mark)  **Maximum of 6 marks available.** | | **6** |
| **d.** | Learner independently entered a label in The Nature Trail leaflet  (1 mark)  **and**  Learner independently positioned the label appropriately (ie adjacent to one image) (1 mark)  **and**  Learner independently recognised and used interface features (eg touch screen, scroll pad, mouse, menus, icons) to **format** the label to be clear and effective (1 mark)  **or**  Learner entered text, formatted and suitably positioned a label for the image, with guidance (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **e.** | Overall document is free of errors (ie no new errors introduced by the learner) (1 mark)  **Maximum of 1 mark available.** | | **1** |
|  | | **Total marks** | **15** |

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|  | **Overall marks** | **28** |
| **Pass mark** | **21** |