**NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 2 (600/1353/9)**

**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).**

**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.** | Examples of possible responses:   1. Change computer password/Tell someone in authority (if at work/college/school) (1 mark) 2. Don’t agree to meet with them/Meet in a public place (business/work) (1 mark) 3. Take a break/Have time away from the computer and move about (1 mark)   Accept other relevant responses.  **Maximum of 3 marks available** from four questions asked**.** | | **3** |
|  | | **Total marks** | **4** |

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| **Task 2** |  | | **Marks** |
| **a.** | Learner used monitor, printer, keyboard, point and click device correctly and independently (2 marks)  **or**  Learner used monitor, printer, keyboard, point and click device, with guidance (1 mark)  **and**  Learner logged in to computer using password correctly and independently (2 marks)  **or**  Learner logged in to computer, with guidance (1 mark)  **Maximum of 4 marks available.** | | **2** |
| **2** |
| **b.** | Learner used interface to locate email login correctly and independently (2 marks)  **or**  Learner used interface to locate email login, with guidance (1 mark)  **and**  Learner opened email software package correctly and independently  (2 marks)  **or**  Learner opened email software package, with guidance (1 mark)  **Maximum of 4 marks available.** | | **2** |
| **c.** | Learner found, opened and read the email, independently (2 marks)  **or**  Learner found, opened and read the email, with guidance (1 mark)  **Maximum of 2 marks available.**  Evidence that the email has been found, opened and read will be the email reply. | | **2** |
|  | | **Total marks** | **10** |

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| **Task 3** |  | | **Marks** |
| **a.** | Learner used appropriate opening and closure in the email (1 mark)  Learner produced an appropriately structured reply to email (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **b.** | Learner included content in the email to indicate that images 1 or 4 are appropriate (images 2 and 3 are not appropriate) (1 mark)  **Maximum of 1 mark available.** | | **1** |
| **c.** | Learner sent the email, independently (2 marks)  **or**  Learner sent the email, with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
|  | | **Total marks** | **5** |

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| **Task 4** |  | **Marks** |
| **a.** | Learner found the file **Nature Centre Trip**, independently (2 marks)  Learner found the file **Nature Centre Trip**, with guidance (1 mark)  **Maximum of 2 marks available.** | **2** |
| **b.** | Learner found an image for the leaflet (1 mark)  Learner found a suitable image (eg wildlife, country scenes, woodland)  (1 mark)  **Maximum of 2 marks available.** | **2** |
| **c.** | Learner inserted the image on to the leaflet (1 mark)  Learner inserted the image in an appropriate position (1 mark)  **Maximum of 2 marks available.** | **2** |

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| **d.** | Learner inserted the text accurately on to the leaflet (1 mark)  Learner inserted the text in an appropriate position (1 mark)  *The position must be appropriate ie not above the title and not overlapping / obscuring other information. The use of the text must be fit for the purpose of the leaflet.*  **Maximum of 2 marks available.** | | **2** |
| **e.** | Learner used bold formatting (1 mark)  Learner used bold to highlight important words/phrases (eg’ Visit to Nature Centre – Tuesday 27th August’ and/or ‘You will need to wear:’) (1 mark)  Learner increased the font size of any text from the default size (1 mark)  Learner applied a change of font size to important key words/phrases only (at least one example selected correctly (1 mark)  **Maximum of 4 marks available.** | | **4** |
|  | | **Total marks** | **12** |

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| **Task 5** |  | | **Marks** |
| **a.** | Learner entered text ‘Please email Jade or Simon if you want to go:  jade&simon@hello.biz’ (1 mark)  Learner entered the text at the bottom of the page (1 mark)  Learner entered the details accurately (1 mark)  Learner entered the text, independently (1 mark)  **Maximum of 4 marks available.** | | **4** |
| **b.** | Learner changed the font size of details, ie larger than the default size (1 mark)  Learner changed the font style of details, ie any font other than the default font (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner used at least **two** different formatting features (eg fonts, sizes, alignments, borders) (2 marks)  **or**  Learner used only **one** different formatting feature (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **d.** | Learner produced a leaflet which is fit for purpose (1 mark)   * Images are appropriately inserted (1 mark) * Text is inserted in the correct place (1 mark) * All text and information is clearly visible (1 mark)   **Maximum of 4 marks available.** | | **4** |
| **e.** | Learner inserted their name on their work (1 mark)  Learner successfully printed the leaflet (1 mark)  **Maximum of 2 marks available.** | | **2** |
|  | | **Total marks** | **14** |

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| **Task 6** |  | | **Marks** |
| **a.** | Learner found the document **Trip Checklist**, independently (2 marks)  **or**  Learner found the document **Trip Checklist**, with guidance (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **b.** | Learner corrected the title to read: Trip Checklist (2 marks)  **or**  Learner amended the title but is not accurate (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner changes ‘Sentre’ to ‘Centre’ (1 mark)  Learner changed ‘eemail’ to ‘email’ (1 mark)  Both amendments have been carried out independently (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **d.** | Learner inserted their name on their work (1 mark)  Learner printed the checklist (1 mark)  **Maximum of 2 marks available.** | | **2** |
|  | | **Total marks** | **9** |

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|  | **Overall marks** | **54** |
| **Pass mark** | **41 / 54** |