**NCFE Functional Skills Qualification in Information and Communication Technology (ICT) at Entry Level 3 (600/1148/8)**

**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**

Learners should complete all tasks independently.

This means that the learner needs no support to attempt and/or complete the tasks,   
or the support is in the form of:

* reading the assessment to the learner, if asked
* reminding the learner of the instructions
* help with unfamiliar vocabulary used in 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** |
|  | Learner completed check on work area, independently (1 mark)  **and**  Learner made necessary adjustments to minimise physical stress  (1 mark)  **or**  Learner provided an appropriate response to question, if no adjustments could be made (1 mark)  **and**  Learner worked safely and respected others when using ICT during the assessment (1 mark)  **Maximum of 3 marks available.** Observation by Assessor using Health and Safety Checklist. | | **3** |
|  | | **Total marks** | **3** |

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| **Task 2** |  | | **Marks** |
| **a.** | Learner started computer correctly (1 mark)  Learner logged in correctly (1 mark)  Learner inserted the external storage device correctly (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **b.** | Learner opened the email inbox (1 mark)  Learner found the email **Nature Centre Trip** (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner found the Leaflet Template (1 mark)  Learner opened the Leaflet Template (1 mark)  Learner used appropriate software to produce the leaflet (1 mark)  Learner changed template to portrait orientation (1 mark)  Learner changed font style, i.e. bold, italic, underlined, applied effectively to make the details easier to read (1 mark)  Learner changed font size (1 mark)  Learner changed cost to ‘£2.50’ (1 mark)  Learner changed day to ‘Tuesday’ (1 mark)  Learner changed date to ‘27th August’ (1 mark)  **Maximum of 9 marks available.** | | **9** |
| **d.** | Learner inserted one of the titles (1 mark)  Learner correctly entered a title without error (1 mark)  Learner applied a font style to the headline (e.g. bold, italic, underline) (1 mark)  Learner used a suitable font, font size/style to make it clear and easy to read (1 mark)  **Maximum of 4 marks available.** | | **4** |
| **e.** | Learner searched for and found an image/picture from the internet  (1 mark)  Learner used a relevant image that relates to wildlife/outdoor activities/woodlands etc (1 mark)  Learner inserted website address in to the leaflet (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **f.** | Learner inserted the image to the leaflet (1 mark)  Learner inserted the image with an appropriate size (eg leaflet is expected to fit on one page) (1 mark)  Learner ensured the picture has not overlapped any text (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **g.** | Learner used at least **three** different formatting features to make the leaflet look attractive (3 marks) (eg changing fonts, font style, font size, alignment, border or other formatting)  **or**  Learner used at least **two** different formatting features (2 marks)  **or**  Learner used at least **one** formatting feature (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **h.** | Learner checked that the text in the leaflet matches the information in the email - evidenced by all information being correct (1 mark)  Learner checked that the text is free from spelling or other errors – evidenced by no errors present. (1 mark)  Learner checked that the final leaflet has a suitable size and layout  (eg not too much white space, appropriate use of margins, fits on to one page) (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **i.** | Learner added their name to the leaflet (1 mark)  Learner saved the leaflet to the external storage device (1 mark)  Learner renamed the leaflet file (ie not Leaflet Template) (1 mark)  **Maximum of 3 marks available.** | | **3** |
| **j.** | Learner successfully printed the leaflet (1 mark)  **Maximum of 1 mark available.** | | **1** |
|  | | **Total marks** | **34** |

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| **Task 3** |  | | **Marks** |
| **a.** | Learner opened the spreadsheet **Leaflet Costs** (1 mark)  **Maximum of 1 mark available.** | | **1** |
| **b.** | Learner changed size of paper from A5 to A4 (1 mark)  Learner changed orientation of page from landscape to portrait (1 mark)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner used a formula with correct cell range to calculate the total cost of printing leaflets, i.e. =SUM(B2:B6) (2 marks)  Learner used a formula =SUM(…), but error in range, or used =B2+B3+B4+B5+B6 (1 mark)  If used =SUM(B2+B3+B4+B5+B6) – 0 marks (2 errors)  **Maximum of 2 marks available.** | | **2** |
| **d.** | Learner added a suitable title which was free of errors to the first row of the spreadsheet (1 mark)  **Maximum of 1 mark available.** | | **1** |
| **e.** | Learner added borders on all cells (1 mark)  Learner shaded the cell with the final total (1 mark)  Learner saved the spreadsheet with a new name on to the external storage device (1 mark)  No award for printing the document.  **Maximum of 3 marks available.** | | **3** |
| **f.** | Learner safely removed the storage device from the computer (1 mark)  **Maximum of 1 mark available.** | | **1** |
|  | | **Total marks** | **10** |

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| **Task 4** |  | | **Marks** |
| **a.** | Learner included relevant information about what they have completed in their email (1 mark)  Learner included appropriate opening and closure (1 mark)    Learner included appropriate subject line (1 mark)  Learner included correct address (1 mark)  **Maximum of 4 marks available.** | | **4** |
| **b.** | Email is appropriate for the reader (1 mark) (eg clear/professional)  Email contains correct spelling (1 mark) (eg ignore 1 or 2 minor errors)  **Maximum of 2 marks available.** | | **2** |
| **c.** | Learner sent the email, independently (1 mark)  **Maximum of 1 mark available.** | | **1** |
| **d.** | Learner shut down the computer correctly (1 mark)  **Maximum of 1 mark available.** | | **1** |
|  | | **Total marks** | **8** |

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|  | **Overall marks** | **55** |
| **Pass mark** | **41** |