



Sample Paper: P000288

NCFE Functional Skills Qualification in ICT at Level 1 – (600/0030/2)

This mark scheme gives you:

- examples and criteria of the types of response expected from a learner
- an idea of how individual marks are to be awarded
- the total mark for each question
- examples of responses that shouldn't receive any marks.

Notes for marker

All learners should receive the same treatment, and should be fairly marked. Markers must mark the first learner in exactly the same way as they mark the last.

Mark schemes should be applied positively. Learners must be rewarded for what they've shown they can do rather than penalised for things they haven't done.

Markers should always award full marks if deserved (ie if the answer matches the mark scheme). Markers should also be prepared to award zero marks if the learner's response is not worthy of credit according to the mark scheme.

The award of each mark is clearly stated in the 'mark' column. Half marks mustn't be used. Where partial achievement of a question can be made, fewer marks should be awarded.

	Question	Task description	Marks	Suggested Time (minutes)	Total Time (minutes)
Part A	1	Activity A: Receive email	3	10	30
		Activity B: Find information from the Internet	8	20	
Part B	2	Work on financial data	20	45	90
	3	Create a flyer	14	30	
	4	Answer written questions	5	15	
			50	120	120

Part A – Question 1 Activity A: Receive email	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
Email application used - 1 mark			1	d3.1(1)	3
Email processed: 2 marks <ul style="list-style-type: none"> - correct email opened (subject: "My Business) - 1 mark - attachment (Website guide.docx) saved to computer - 1 mark (Do not allow mark for saving if filename changed - ignore spaces)	1		1	u3.1(1) d3.1(1)	
Activity B: Find information from the Internet					
File created/edited to hold search results - 1 mark	1			u3.1(1)	8
Required information found: 0 - 4 marks Key features of web/website hosting: <ul style="list-style-type: none"> - <i>A type of Internet hosting service</i> - 1 mark - <i>Provides space on the Internet for websites</i> - 1 mark - <i>Allows the website to be on the WWW/Internet</i> - 1 mark - <i>Allows people to view/find your website [on the Internet]</i> - 1 mark Any of the above or similar to a maximum of 2 marks. The full (at least www.) website address of a company who offer a web hosting service - 1 mark How much the company charge for web hosting - 1 mark		4		f2.1(4)	
Appropriate search queries: 0 - 2 marks Must be identified as search terms, not a title. Use of <i>appropriate keywords</i> : <ul style="list-style-type: none"> - <i>what is web hosting</i> - 2 marks - <i>web hosting</i> - 1 mark only 			2	f1.1(2)	
Full webpage address recorded: 1 mark <ul style="list-style-type: none"> - e.g. <i>http://en.wikipedia.org/wiki/Web_hosting_service</i> - 1 mark - <i>URL incomplete</i> - 0 marks 			1	f1.1(1)	

Part B Question 2: Work on financial data	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
<p>a. Error in data corrected: 1 mark</p> <p>The number of customers for December changed from 2285 to 285 - 1 mark</p>			1	d1.1(1)	
<p>b. Totals calculated: 0 - 7 marks</p> <p><u>Total business costs calculations - 3 marks</u></p> <ul style="list-style-type: none"> - SUM formula with correct range used to calculate totals for at least one month - 2 marks - SUM formula with incorrect range used to calculate totals for at least one month - 1 mark - Formula (incl formula without range) correctly replicated across all months - 1 mark <p>(Do not award formula marks if C5+C6+C7 etc but award for replication. Do not award for values rather than refs.)</p> <p><u>Business income calculations - 2 marks</u></p> <ul style="list-style-type: none"> - formula used to calculate income for at least one month - 1 mark - formula correctly replicated across all months - 1 mark <p>Max 1 mark if used =sum(a1*b1) etc. Must use references, not values.</p> <p><u>Total business costs and total business income for the year - 2 marks</u></p> <ul style="list-style-type: none"> - Total business costs calculated using SUM formula - 1 mark - Total business income calculated using SUM formula - 1 mark <p>(Do not award if C5+C6+C7 etc, or values rather than refs.)</p> <p>See "Exemplar" in this mark scheme.</p>	2		5	u2.2(2) d2.1(5)	20
<p>c. Information title and column titles emphasised appropriately: 0 - 4 marks eg larger, bold, shaded, etc.</p> <ul style="list-style-type: none"> - Main title - 1 mark - Column headings and 'Business costs, Business income' titles - 1 mark - All £ values formatted as currency to 0 or 2 dp - 1 mark - Titles and data values shown fully, e.g. by increasing column width - 1 mark <p>See "Exemplar" in this mark scheme.</p>	1		3	u2.2(1) d1.1(3)	

<p>d. Correct month highlighted: 1 mark <i>Highlight or other means to identify February (1st month when income is more than costs (cell or column identified) - 1 mark</i></p>			1	d1.1(1)	
<p>e. Column or other appropriate chart produced showing business income each month: 0 - 7 marks</p> <p>Business income only data plotted for 12 months: 3 marks</p> <ul style="list-style-type: none"> - <i>business income only plotted but not for all months - 2 marks</i> - <i>wrong, incomplete, additional data/all plotted - 1 mark</i> - <i>pie chart - 0 marks</i> <p>Chart correctly formatted: 4 marks</p> <ul style="list-style-type: none"> - <i>x-axis data labels shown (Jan to Dec) - 1 mark</i> - <i>appropriate chart title shown - 1 mark</i> - <i>appropriate axes titles shown - 1 mark per title</i> <p><i>Give credit for a pie chart with labels/titles.</i></p> <p>See " Exemplar" in this mark scheme.</p>	1		6	u2.2(1) d2.2(6)	

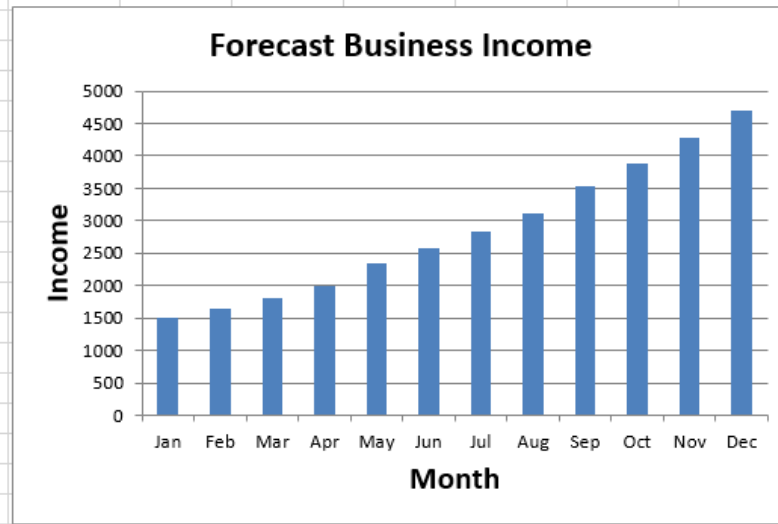
Question 3: Create a flyer	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
<p>Flyer content: 0 - 6 marks</p> <p>Includes price of window clean, with currency symbol (£15) - 1 mark</p> <p>Includes Company contact details and website address: 4 marks</p> <ul style="list-style-type: none"> - <i>Cleaner Windows Ltd.</i> - 1 mark - <i>Telephone: 07189 6615243</i> - 1 mark - <i>Email: mike@mikecleanswindows.co.uk</i> - 1 mark - <i>www.mikecleanswindows.co.uk</i> - 1 mark <p>No spelling errors - 1 mark</p> <p>See " Exemplar" in this mark scheme.</p>	2		4	u1.1(1) u2.1(1) d4.1(2) d4.2(2)	14
<p>Flyer format: 0 - 6 marks</p> <p><i>One page</i> - 1 mark</p> <p>Document is fit for purpose as a flyer 0 - 5 marks</p> <ul style="list-style-type: none"> - <i>appropriately laid out (as a flyer), incl white space</i> - 0 - 2 marks - <i>fonts/colours appropriate to a flyer (i.e. attention grabbing, clear/bold)</i> - 0 - 2 marks - <i>appropriate use of image (i.e. large & prominent, appropriately positioned - to get this mark candidates must have resized (in proportion) the image provided to them in the document)</i> - 1 mark <p>See " Exemplar" in this mark scheme.</p>	2		4	u2.2(2) d1.1(2) d5.1(2)	
<p>Correct footer text entered: 0 - 2 marks</p> <ul style="list-style-type: none"> - <i>Document has footer</i> - 1 mark - <i>Footer contains name and candidate number</i> - 1 mark 	1		1	u2.2(1) d1.1(1)	

Question 4: Answer written questions	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
<p>a. Telephone field should be text/alphanumeric, and appropriate reason why: 2 marks</p> <ul style="list-style-type: none"> - <i>telephone field should be text/alphanumeric - 1 mark</i> - <i>reason 1 : can hold numbers / telephone number contains numbers / digits, stops 0 disappearing - 1 mark</i> - <i>reason 2 : can also hold non-numeric characters (i.e. spaces, but the question also shows a dash) / telephone number may contain non-numeric characters - 1 mark</i> <p>Any of the above or other appropriate answer up to a maximum of 2 marks.</p>			2	d2.3(2)	
<p>b. Explanation that this is a scam warning which came from the web site, and that you should ignore it: 3 marks</p> <ul style="list-style-type: none"> - <i>ignore the warning / do nothing / click on cancel / close the dialog/window / leave the website / close the browser - 1 mark</i> - <i>it is a scam / hoax / false warning / not real / is trying to trick you / comes from the webpage or website / is a browser pop-up / does not come from Windows / does not come from your operating system - 1 mark</i> - <i>if you run it / click next then malware may get installed / onto your computer - 1 mark</i> - <i>ask for technician help - 1 mark</i> - <i>run virus scan in case any threat remains - 1 mark</i> <p>Any of the above or other appropriate answer up to a maximum of 3 marks.</p> <p><i>Any answer which indicates that you should heed the warning / run the wizard / click on next - 0 marks</i></p>	3			U4.2(3)	5

Total marks available:	50
Pass mark:	35

Question 2: Work on financial data (Exemplar)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Window cleaning business financial forecast														
2			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
3	Business costs														
4		Lease van	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150	£ 150
5		Diesel	£ 180	£ 180	£ 200	£ 200	£ 200	£ 210	£ 210	£ 210	£ 230	£ 230	£ 230	£ 230	£ 230
6		Materials	£ 225	£ 20	£ 25	£ 30	£ 35	£ 40	£ 45	£ 50	£ 55	£ 60	£ 65	£ 70	
7		Advertising	£ 100	£ 50	£ 100	£ 50	£ 100	£ 50	£ 100	£ 50	£ 100	£ 50	£ 100	£ 50	
8		Wages	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,200	£ 1,500	
9		Total	£ 1,855	£ 1,600	£ 1,675	£ 1,630	£ 1,685	£ 1,650	£ 1,705	£ 1,660	£ 1,735	£ 1,690	£ 1,745	£ 2,000	£ 20,630
10															
11	Business income														
12		Number of customers	100	110	121	133	146	161	177	195	214	236	259	285	
13		Average cost of a window clean	£ 15	£ 15	£ 15	£ 15	£ 16	£ 16	£ 16	£ 16	£ 17	£ 17	£ 17	£ 17	
14															
15		Total	£ 1,500	£ 1,650	£ 1,815	£ 1,997	£ 2,343	£ 2,577	£ 2,834	£ 3,118	£ 3,537	£ 3,891	£ 4,280	£ 4,708	£ 34,248
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Note for markers
 Exemplar work is given only for guidance. It should not be viewed as indicating the only correct solution. A candidate's work may differ significantly from the example, particularly where judgement is required, e.g. appropriate formatting and layout, but be worthy of full marks.

Question 3: Create a flyer (Exemplar)

Professional window cleaning



Note for markers

Exemplar work is given only for guidance. It should not be viewed as indicating the only correct solution. A candidate's work may differ significantly from the example, particularly where judgement is required, e.g. appropriate formatting and layout, but be worthy of full marks.

Only £15.00!

Cleaner Windows Ltd.

Telephone: 07189 6615243

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www.mikecleanswindows.co.uk

Functional Skills Criteria for ICT – Level 1

Key: u= Using f= Finding d=Developing

Skills standards			
Using ICT	Code	Assessment weighting	
identify the ICT requirements of a straightforward task.	u1		
interact with and use ICT systems to meet requirements of a straightforward task in a familiar context	u2		
manage information storage.	u3		
follow and demonstrate understand the need for safety and security practices.	u4		
Coverage and range			
use ICT to plan and organise work.	u1.1	20-30%	
select and use software applications to meet needs and solve straightforward problems	u2.1		
select and use interface features effectively to meet needs	u2.2		
adjust system settings as appropriate to individual needs	u2.3		
work with files, folders and other media to access, organise, store, label and retrieve information	u3.1		
demonstrate how to create, use and maintain secure passwords – replaces 'keep information secure'	u4.1		
demonstrate how to minimise the risk of computer viruses	u4.2		
Finding and selecting information	Code		Assessment weighting
use search techniques to locate and select relevant information	f1	10-20%	
select information from a variety of ICT sources for a straightforward task	f2		
Coverage and range			
search engines, query	f1.1		
recognise and take account of currency, relevance, bias and copyright when selecting and using information	f2.1		

Developing, presenting and communicating information	Code	Assessment weighting	
enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	d1	50-70%	
use appropriate software to meet requirements of straightforward data-handling tasks	d2		
use communications software to meet requirements of a straightforward task	d3		
combine information within a publication for a familiar audience and purpose	d4		
evaluate own use of ICT tools	d5		
Coverage and range			
apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content	d1.1		
process numerical data	d2.1		
display numerical data in a graphical format	d2.2		
use field names and data types to organise information	d2.3		
enter, search, sort and edit records	d2.4		
read, send and receive electronic messages with attachments	d3.1		
demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication	d3.2		
for print and for viewing on screen	d4.1		
check for accuracy and meaning	d4.2		
at each stage of task and at the task's completion	d5.1		