|  |  |
| --- | --- |
| To be completed by the Assessor | Mark |
| Section A |  |
| Section B | |
| Part A |  |
| Part B |  |
| Part C |  |
| TOTAL MARK |  |

Mark Scheme

**NCFE Entry Level 3 in Essential Digital Skills**

603/7119/5

**Topic: Selling a phone**

# Marking guidelines

## General guidelines

You must apply the following marking guidelines to all marking undertaken throughout the marking period. This is to ensure fairness to all learners, who must receive the same treatment. You must mark the first learner in exactly the same way as you mark the last.

* The mark scheme must be referred to throughout the marking period and applied consistently.
* Reward learners positively, giving credit for what they have shown rather than penalising them for what they might have omitted.
* Utilise the whole mark range and always award full marks when the response merits them.
* Be prepared to award zero marks if the learner’s response has no creditworthy material.
* Do not credit irrelevant material that does not answer the question, no matter how impressive the response might be.
* The marks awarded for each response should be clearly and legibly recorded in the grid on the front of the question paper.

## Assessment objectives

This assessment requires learners to:

|  |  |
| --- | --- |
| AO1 | **Knowledge**  Learners should be able to:   * Recall * Select * Identify |
| AO2 | **Skills**  Learners should be able to:   * Apply * Demonstrate * Use |

# Section A

|  |  |  |
| --- | --- | --- |
| **Q1** | Which **one** of the following threats may allow access to a home network?  Answer: D Unsecured Wi-Fi | 1.1.1.1.2  [1 mark] |
| **Q2** | Which **one** of the following is a potential problem when sharing personal information online?  Answer: D Unauthorised access | [1 mark]  1.1.1.2.2 |
| **Q3** | Which **one** of the following shows that a website is secure?  Answer: A HTTPS | 1.1.2.1.1.1  [1 mark] |
| **Q4** | Which **one** of the following would be a reason for an organisation to collect personal information?  Answer: B For marketing purposes | 1.1.3.1.1  [1 mark] |
| **Q5** | Emily sees content on a social media site that she thinks is harmful. She clicks on a link on the screen to report it.  Who will see the information Emily provides?  Answer: D The website owner | 1.2.1.1.3  [1 mark] |
| **Q6** | Which **one** of the following is a possible physical stress caused by using a computer?  Answer: D Repetitive strain injury | 1.3.1.1.4  [1 mark] |
| **Q7** | What must be checked before downloading an app to a mobile phone?  Answer: A Available storage | 2.1.1.2.3  [1 mark] |
| **Q8** | Which **one** of the following is an accessibility setting that can be changed on a device?  Answer: A Magnifier | 2.1.3.1.6.1  [1 mark] |
| **Q9** | Which **one** of the following would require a user to use ‘keywords’?  Answer: D To search for a website | 2.2.1.1.5  [1 mark] |
| **Q10** | Which **one** of these file types would be used to store sound?  Answer: D .wav | 3.2.1.1.2  [1 mark] |
| **Q11** | Which **one** of the following adds to a user’s digital footprint?  Answer: D Using social media | 4.1.1.1.2.3  [1 mark] |
| **Q12** | Which **one** of the following communication methods is private?  Answer: B Email | 4.1.2.1.2.1  [1 mark] |
| **Q13** | What does the following image show?  How CAPTCHAs Work | What Does CAPTCHA Mean? | Cloudflare  Answer: A A CAPTCHA | 5.1.1.1.5  [1 mark] |

# Section B

|  |  |
| --- | --- |
| **Tasks** |  |
| **Part A**  a. **phone for sale** document downloaded and opened **[1 mark]**  b. Heading underlined **[1 mark]** and made bold **[1 mark]**. Heading centred  **[1 mark]**  c. Phone image cut from page 2 **[1 mark].** Image pasted and positioned at the bottom of page 1 **[1 mark]**  d. Phone image is resized so that the poster is all on one page. Image must be less than 12cm (h) x 16cm (w) **[1 mark]**  e. Image centred. **[1 mark]**  f. All font formatted to font size 18 **[1 mark]**  g. All text font colour formatted to black **[1 mark]**  h. All text under ‘Key Features’formatted to a bulleted list **[1 mark]**  i. Border inserted around image **[1 mark]**  j. Document saved as **mobile\_phone\_poster** **[1 mark]** | 2.3.1.2.1  3.1.1.1.2.2  3.1.1.1.2.1  3.1.1.1.2.7  3.1.1.1.1.4  3.1.1.1.3.1  3.1.1.1.3.2  3.1.1.1.2.7  3.1.1.1.2.5  3.1.1.1.2.6  3.1.1.1.2.8  3.1.1.1.3.3  2.3.1.1.1 |
| **Part B**  **Tasks a-c evidenced by Learner Observation Record**   1. New email created **[1 mark]** with subject **Where I will sell my phone**  **[1 mark]**   b. Appropriate search term (eg ‘selling websites’) copied into email **[1 mark]**  The names and URLs of two selling websites copied into email **[1 mark]**  c. Email addresses correctly entered and sent to two friends **[2 marks]** (1 markfor a friend’s address in the ‘To’ field and 1 mark for the other address entered into the ‘CC’ field)  d. Creates two contacts, both with name and email addresses added correctlyto email address book **[2 marks]**   * Award only for first name, second name, and email address.  No marks awarded for partial entry.   e. Screenshot captured and saved of each contact detail from the address book into a new document named **Contacts**. **[1 mark]** | 4.2.1.2.1  4.2.1.1.1  2.2.1.1.5  2.2.1.1.2  4.2.1.2  4.2.1.1.1  4.2.1.1.5  4.2.1.1.5  2.3.1.2.2 |
| **Part C**   1. Online form completed correctly with, address, postcode, email, and phone number. **[1 mark]** for data entry and **[1 mark]** for validating (confirming) email address entered.   b. Delivery time slot 12pm-5pm selected **[1 mark]**  c. Mandatory terms and conditions box selected **[1 mark]**  d. CAPTCHA completed correctly **[1 mark]**  e. Submit button selected **[1 mark]** | 5.1.2.1.2  5.1.2.1.4  5.1.2.1.1  5.1.2.1.1  5.1.1.1.5  5.1.2.1.5 |

# Assessment objective grid

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **AO1** | **AO2** | **Total** |
| **Section A** | | | |
| **1** | 1 |  | 1 |
| **2** | 1 |  | 1 |
| **3** | 1 |  | 1 |
| **4** | 1 |  | 1 |
| **5** | 1 |  | 1 |
| **6** | 1 |  | 1 |
| **7** | 1 |  | 1 |
| **8** | 1 |  | 1 |
| **9** | 1 |  | 1 |
| **10** | 1 |  | 1 |
| **11** | 1 |  | 1 |
| **12** | 1 |  | 1 |
| **13** | 1 |  | 1 |
| **Section B** | | | |
| **Part A** |  | 13 | 13 |
| **Part B** |  | 9 | 9 |
| **Part C** |  | 6 | 6 |
| **Total** | **13** | **28** | **41** |
| **%** | **32** | **68** | **100** |

# Document information

Owner:

### Change History Record

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Description of change | Approval | Date of Issue |
| v0.1 | First draft |  | November 2019 |
| v0.2 | Feedback incorporated |  | September 2020 |
| v0.3 | Reformatted with new document style |  | December 2020 |