



NCFE Level 1 Digital Functional Skills (610/2808/3)

July 2023

SAMPLE

Mark scheme

v1.0 Pre-standardisation

This mark scheme has been written by the assessment writer and refined, alongside the relevant questions, by a panel of subject experts through the external assessment writing process and at standardisation meetings.

The purpose of this mark scheme is to give you:

- examples and criteria of the types of response expected from a learner
- information on how individual marks are to be awarded
- the allocated assessment objective(s) and total mark for each question.

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 – do not change your approach to marking once you have been standardised.
- Reward learners positively giving credit for what they have shown, rather than 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.
- If you are in any doubt about the application of the mark scheme, you must consult with your team leader or the chief examiner.

Section 1		Total for this section: 15 marks		
Qu	Mark scheme	Total marks	Spec. coverage	Surpass item ref.
example	<p>One of the main features of a laptop is a keyboard. This is used to:</p> <p>Answer: A (Enter text)</p>	1	1.1	Section 1 Q1
1	<p>Which one of the following can limit your digital footprint?</p> <p>A (Using private browsing) B (Changing your password) C (Checking for the padlock icon) D (Reviewing copyright data)</p>	1	3.3.2	Section 1 Q1
2	<p>You bought a pair of shoes from a website.</p> <p>You want to know what personal information the company has kept about you. You contact the company and ask them.</p> <p>Which right under the data protection laws allows you to do this?</p> <p>A (The right to withdraw your consent) B (The right to access your personal data) C (The right to request that your personal data is corrected) D (The right to request that your personal data is deleted)</p>	1	5.1.2	Section 1 Q2
3	<p>Which one of the following is the equivalent to 1000 MB?</p> <p>A (Kilobyte) B (Terabyte) C (Gigabyte) D (Byte)</p>	1	1.7.1.3 1.7.1.4	Section 1 Q3
4	<p>You have two email addresses.</p> <p>You use your second email address instead of your main email address to sign up to an online newsletter.</p> <p>What is the main reason for doing this?</p> <p>A (To protect your personal information) B (To make it easier to manage your emails) C (To prevent virus attacks) D (To hide your geolocations)</p>	1	5.2.5.4	Section 1 Q4

5	<p>You copy some important computer files from your own laptop to an online file storage area.</p> <p>What is the name given to this process?</p> <p>A (Attachment) B (Backup) C (Compression) D (Download)</p>	1	5.3	Section 1 Q5
6	<p>State two ways you can recognise sponsored results and advertisements in internet search results.</p> <p>Award one mark for each of the following answers (maximum of 2 marks):</p> <ul style="list-style-type: none"> • 'ad' or 'sponsored' or 'paid' caption appears next to or underneath the link • often appear at the top of first page of results and can be highlighted with different background colour. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	2	1.3	Section 1 Q6
7	<p>List three benefits of file compression.</p> <p>Award one mark for each of the following answers (maximum of 3 marks – ignore incorrect responses unless contradictory):</p> <ul style="list-style-type: none"> • multiple files can be combined into one compressed file • reduction in overall file size • reduces data transfer times. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	3	1.8	Section 1 Q7
8	<p>List two types of settings in a social media account you can change to limit your digital footprint.</p> <p>Award one mark for each of the following answers (maximum of 2 marks):</p> <ul style="list-style-type: none"> • who can read / share the social media posts • who can find your account/profile • location tracking is disabled. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	2	3.3.1	Section 1 Q8
9	<p>List three ways you can minimise the effects of health risks that may result from using a personal computer.</p> <p>Award one mark for each of the correct methods (maximum of 3 marks – ignore incorrect responses unless contradictory):</p>	3	5.5.2 5.5.2.1 5.5.2.2 5.5.2.3 5.5.2.4 5.5.2.5	Section 1 Q9

	<ul style="list-style-type: none">• taking regular breaks• using a wrist rest with a mouse• limiting screen time through the use of an app/warning messages• avoiding screen time close to bedtime• reporting cyberbullying <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>			
--	---	--	--	--

Section 2				
Task 1 – Estate agency		Total for this task: 21 marks		
	Mark scheme	Total marks	Spec. coverage	Surpass Item Ref.
(a)	Finds '2021 - Final results' file.	1	1.4.1	Task 1 – Estate agency
(b)	Begins to format text and data in the '2021 - Final results' file to make it formal and consistent by making one change (eg consistent alignment) OR Formats text and data in the '2021 - Final results' file to make it formal and consistent by making two changes (eg alignment, font size) OR Formats text and data in the '2021 - Final results' file to make it formal and consistent by making at least three changes (eg alignment, font size, font type).	1 OR 2 OR 3	2.6 2.1	
(c)	Merges cells in the top row of their file.	1	2.6.5	
(d)	Formats cells in 'Sale price' column to display data as currency to 0 decimal places.	1	2.6.4	
(e)	Sorts data from oldest to newest in 'Sale price' column and maintains the data integrity by expanding their selection when sorting tool is used.	1	2.5.1	
(f)	Uses a formula to find total sale price, eg =SUM(C4:C18) NB award this mark for the correct formula in any cell that was not populated initially.	1	2.4.1	
(g)	Uses a formula to find the average for cells C3 to C17, eg =AVERAGE(C4:C18) or =C20/15 NB award this mark for the correct formula in any cell that was not populated initially.	1	2.4.7	
Evidence for Task 1 – Estate agency should be a file named '2021 - Final results'.				
(h)	Uses filters in 'Sale date' column to identify December sales (eg sets up filters and only selects (ticks) December).	1	2.5.2 2.5	Task 1 – Estate Agency (part 2)
(i)	Creates a pie chart to show numerical data. NB award this mark if a pie chart is created for any of the numerical data.	1	2.7.1.2	
	Creates a pie chart showing sales in December 2022 only (ie uses the correct data from three rows with December sale dates). NB do not award this mark if the chart is not a pie chart even if the data is correct.	1	2.7.1 2.7.1.2	
	Uses a relevant title for their chart or graph (eg 'Properties sold in December 2022'). NB award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete.	1	2.7.2.1	

Uses a relevant data legend for their chart or graph, including agent and date. NB award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete.	1	2.7.2.3
Uses relevant data labels in their chart or graph. NB award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete.	1	2.7.2.4

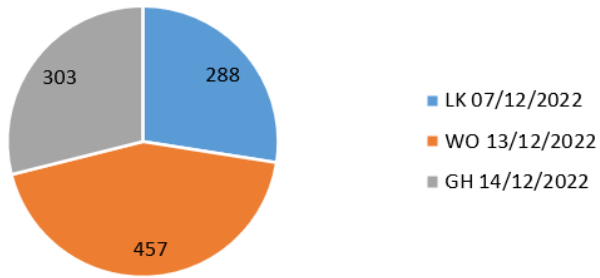
Evidence for Task 1 – Estate agency (part 3) should be a file named ‘Sales 2022’.

(j)	Creates a formal email which includes: <ul style="list-style-type: none"> r.kowalski@mail.com in field ‘To’. NB email address must be completed accurately.	1	3.1	Task 1 – Estate agency (part 3)
	Copies manager into the email by typing <u>manager@mail.com</u> in the Cc or Bcc field. NB do not award this mark if used in ‘To’ field. Email address must be completed accurately.	1	3.1.5	
	<ul style="list-style-type: none"> a relevant subject line, eg ‘December sales’ 	1	3.1.2	
	<ul style="list-style-type: none"> an appropriate formal opening and closing, eg: <ul style="list-style-type: none"> ‘Dear Robert’ ‘Kind regards’ appropriate content, ie use of formal language and reference to the spreadsheet, eg: <ul style="list-style-type: none"> ‘Please find attached spreadsheet with sales figures from last year.’ NB ignore spelling errors as long as the meaning is clear.	1	3.1.1	
	Attaches a file to the email. NB award this mark for any file attachment.	1	3.1.3	

Example answer to Task 1

Agent	Sale date	Sale price (thousands of £s)
LK	07/12/2022	288
WO	13/12/2022	457
GH	14/12/2022	303

Breakdown of sales (thousands of £) in December 2022



Section 2		Total for this task: 14 marks		
Task 2 – Environmental group				
	Mark scheme	Total marks	Spec. coverage	Surpass item ref.
(a)	Selects fourth entry in the list (ie the one last updated November 2022).	1	1.2.1	Task 2 – Env group
(b)	Completes personal details in the online form by typing: <ul style="list-style-type: none"> • ‘Debbie’ in First name field • ‘Smith’ in Surname field • ‘ds@mail.com’ in Email field and Confirm email address field • ‘9988 Sunny Lane, Golworth, XX9 1ZZ’ in Address field <p>NB information should be completed accurately.</p>	1	4.2.1.1	Task 2 – Env group (part 2)
	Leaves Title, Date of birth and Country fields blank and completes CAPTCHA. <p>NB award this mark only if other fields completed, even if incorrectly.</p>	1	4.2.1.3	
	Selects ‘Clean my park’ on ‘Wednesday’ on last two questions. <p>NB both parts must be correct to gain the mark.</p>	1	4.2.1.2 4.2.1	Task 2 – Env group (part 3)
(c)	Uploads file named ‘Me’.	1	4.2.2.1 4.2.2.3	Task 2 – Env group (part 4)
	Evidence for Task 2 – Env group (part 4) should be a file named ‘Me’.			
	Selects ‘E-newsletter’ in ‘How would you like to hear from us?’ question and selects ‘Every month’ in ‘How often would you like us to get in touch?’ question. <p>NB both parts must be correct to gain the mark.</p>	1	4.1.3	Task 2 – Env group (part 5)
(d)	Adds ‘High Rise Recycling’ title above all text. <p>NB ignore further formatting, eg bold, resized font etc.</p>	1	2.1.2.1	Task 2 – Env group (part 6)
	Puts a caption below the image that reads ‘New offices’.	1	2.3.1	
	Increases contrast of the image by 20% using format picture correction option.	1	2.3.4	
	Begins to format text in the ‘Article’ file to make it consistent by making at least two changes (eg consistent alignment, font size) <p>OR</p> Formats text in the ‘Article’ file to make it consistent by making at least four changes (eg margins, bullet points and font size/type).	1 OR 2	2.1.2.1 2.1.1.1	
(e)	Creates a folder named ‘Group’ with subfolder ‘Newsletter’ on their device.	1	1.5	

	Saves the document in the 'Newsletter' subfolder of 'Group' folder and renames it to indicate it is version 2, eg 'Story ver2'. NB other names are possible as long as there is a clear indication of document being version 2. Evidenced by .zip folder upload.	1	1.5	
Evidence for Task 2 – Env group (part 6) should be a file named 'Story' inside a .zip file named 'Group'.				
(f)	Selects Tutorial 2	1	1.9.1.1	Task 2 – Env group (part 7)