



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

November 2023

Paper 2 – P002597

Mark scheme

The pass mark for this paper is 31 marks.

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.
- If you are in any doubt about the application of the mark scheme, you must consult with your team leader or the chief examiner.

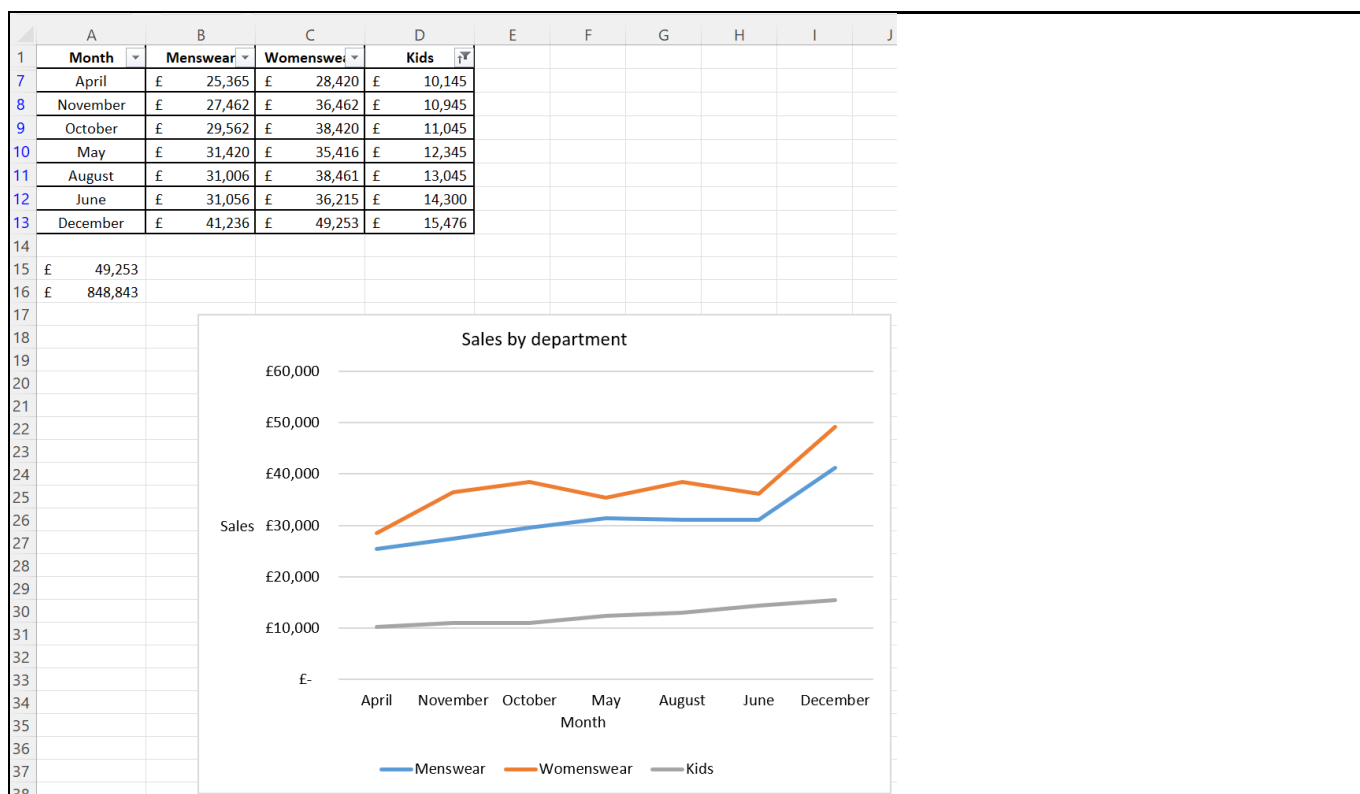
Section 1		Total for this section: 15 marks		
Qu	Mark scheme	Total marks	Learning outcome	Surpass item ref.
1	<p>Which one of the following is the equivalent to 1000 bytes?</p> <p>A Gigabyte B Kilobyte C Megabyte D Terabyte</p>	1	1.7	Section 1 Q1
2	<p>Which one of the following reduces transfer time to benefit a user?</p> <p>A File compression B File structure C Keyword search D Online tutorials</p>	1	1.8	Section 1 Q2
3	<p>What does seeing either of these icons in the internet browser tell the user?</p> <div style="text-align: center;">   </div> <p>A The website has glitches B The website is being viewed in private mode C The website is secure and genuine D The website is observed by government</p>	1	5.2	Section 1 Q3
4	<p>Sarah has saved a presentation from her PC to the cloud and wants to open it on her laptop. Which one of the following will Sarah need to open the presentation on her laptop?</p> <p>A Antivirus software B File compression C Internet connection D Session cookies</p>	1	1.6	Section 1 Q4
5	<p>Which one of the following is the main reason to keep operating systems up to date?</p> <p>A To avoid exposure to malware B To minimise health risks C To save storage space D To use equipment correctly</p>	1	5.4	Section 1 Q5
6	<p>Robert shops online regularly. List two reasons he might want to protect his personal information when shopping online. Award one mark for each of the following answers (maximum of 2 marks):</p> <ul style="list-style-type: none"> • to prevent identify theft • to protect financial information • to maintain his reputation • to protect personal safety. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	2	5.2	Section 1 Q6

7	<p>Match each of the four items to the storage size they would typically use.</p> <p>Award one mark for matching at least two items to correct storage size units. OR Award two marks for all four items correctly matched: Cloud storage for a large company – Terabyte High resolution image – Megabyte One page word processing document – Kilobyte 2 hour long video – Gigabyte</p>	1 OR 2	1.7	Section 1 Q7
8	<p>List three ways to stop a website from tracking you online.</p> <p>Award one mark for each of the following answers (maximum of 3 marks):</p> <ul style="list-style-type: none"> • restrict location tracking • block tracking cookies • clear tracking cookies • using private browsing. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	3	3.3	Section 1 Q8
9	<p>List three health risks that may result from using devices such as laptops or desktop computers.</p> <p>Award one mark for each of the following answers (maximum of 3 marks):</p> <ul style="list-style-type: none"> • back pain etc • eye strain • RSI • Headaches • poor sleeping patterns • weight gain • decline in physical fitness. <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	3	5.5	Section 1 Q9

Section 2				
Task 1 - Plumbers (everyday life)		Total for task 1: 15 marks		
	Mark scheme	Total marks	Learning outcome	Surpass item ref.
(a)	Creates a folder named Bathroom with subfolder named Complaint on their device. NB Spelling errors are acceptable.	1	1.5	Task 1 - Plumbers (part 1)
(b) (i)	Inserts address “2144 Swan Lane, Marton, YY8 0ZZ” in the top right corner of the page. NB Award this mark even if the text is not formatted consistently with the remaining text. NB Do not allow spelling errors in address.	1	2.1	
(b) (ii)	Formats text in the Letter file to make it consistent by making at least two changes (for example, font type, font size). OR Formats text in the Letter file to make it consistent by making at least four changes (for example, font type, font size, alignment and paragraphing).	1 OR 2	2.1	
(c)	Inserts image Wall between paragraphs 2 and 3 in the Letter document. NB The image must be pasted into the correct place in the document to award the mark.	1	2.1	
(d)	Formats the image in the Letter document as follows:	1	2.3	
	• resizes (shrinks) the image so that all text and the image are clearly visible on one page	1	2.3	
	• increases the contrast of the image by 20%	1	2.3	
(e)	Saves and renames the file to show it is a new version (for example, Letter New). NB Other names are possible as long as there is a clear indication of file being new (for example, by adding date, version number). NB Spelling errors are acceptable.	1	1.5	
Evidence for Task 1 – upload should be in a .zip folder named ‘Bathroom’, this should include the subfolder ‘Complaint’ and the renamed ‘Letter’ document.				
(f)	Completes personal details in the online form: NB No spelling errors allowed in setting up an account.	1	4.2	

	<div>Title</div> <div></div> <div>First name*</div> <div>Jasper</div> <div>Surname*</div> <div>Chuwata</div> <div>Date of birth (dd/mm/yyyy)</div> <div><div></div> / <div></div> / <div></div></div> <div>Gender</div> <div></div> <div>Address - 1st line*</div> <div>2144 Swan Lane</div> <div>Town*</div> <div>Marton</div> <div>Postcode*</div> <div>YY8 0ZZ</div> <div>Email address*</div> <div>jchuwata@mail.com</div> <div>Confirm email address*</div> <div>jchuwata@mail.com</div> <div>Leaves "Title", "Date of birth" and "Gender" fields blank. NB Award this mark only if other fields completed, even if incorrectly.</div>	1	4.2	Task 1 - Plumbers (part 2)
	Selects "Monthly" in "How often would you like to receive our newsletter?" question.	1	4.1	Task 1 - Plumbers (part 3)
	Selects "England – North East" in "Which regions are you interested in hearing about?" question.	1	4.2	
(g)	Finds file named Plumbers Inc for newsletter using partial file name search option.	1	1.4	Task 1 1 Plumbers (part 4)
	Uploads file named Plumbers Inc for newsletter .	1	3.1	
Evidence for Task 1 – document named 'Plumbers Inc for newsletter' should be uploaded.				

Section 2				
Task 2 – Retail (work)		Total for Task 2: 20 marks		
	Mark scheme	Total marks	Learning outcome	Surpass item ref.
(a)	Formats the text and data in Department sales file to make it formal and consistent by making one change (for example, column width). OR Formats all text and data in Department sales file to make it formal and consistent by making at least two changes (for example, column width and text alignment).	1 OR 2	2.6	Task 2 - Retail (part 1)
(b)	Formats cells with numerical data to display data as currency to 0 decimal places. NB Do not accept £ typed in cells. NB Accept other currencies.	1	2.6	
(c)	Uses the MAX formula to find the highest amount of sales made by a department in a month, for example =MAX(B2:D13) NB Accept use of MAX formula for an incomplete data range.	1	2.4	
(d)	Uses a formula to find the total sales for all three departments, for example =SUM(B2:D13) NB Accept use of SUM formula for an incomplete data range. NB Do not accept if total sales figure is only calculated for one department.	1	2.4	
(e)	Sorts data from smallest to largest in “Kids” column and maintains the data integrity by expanding their selection when sorting tool is used. NB Award this mark if sorting is correct for another column.	1	2.5	
(f)	Creates a line graph to show numerical data. NB Award this mark if a line graph is created for any numerical data.	1	2.7	
	Creates a chart showing sales for all departments. NB Do not award this mark if the chart is not a line graph, even if all the data is correct.	1	2.7	
	Uses a relevant title for their chart or graph (for example, ‘Sales by department’). NB Award this mark even if the chart is not a line graph or the numerical data is incorrect or incomplete.	1	2.7	
	Uses relevant axis labels for their chart or graph (for example, ‘Sales’ and ‘Month’). NB Award this mark even if the chart is not a line graph or the numerical data is incorrect or incomplete. NB Allow spelling errors as long as meaning is clear.	1	2.7	
(g)	Filters data in “Kids” column to show only data greater than £10 000	1	2.5	
Example answer for Task 2 - Retail (part 1):				

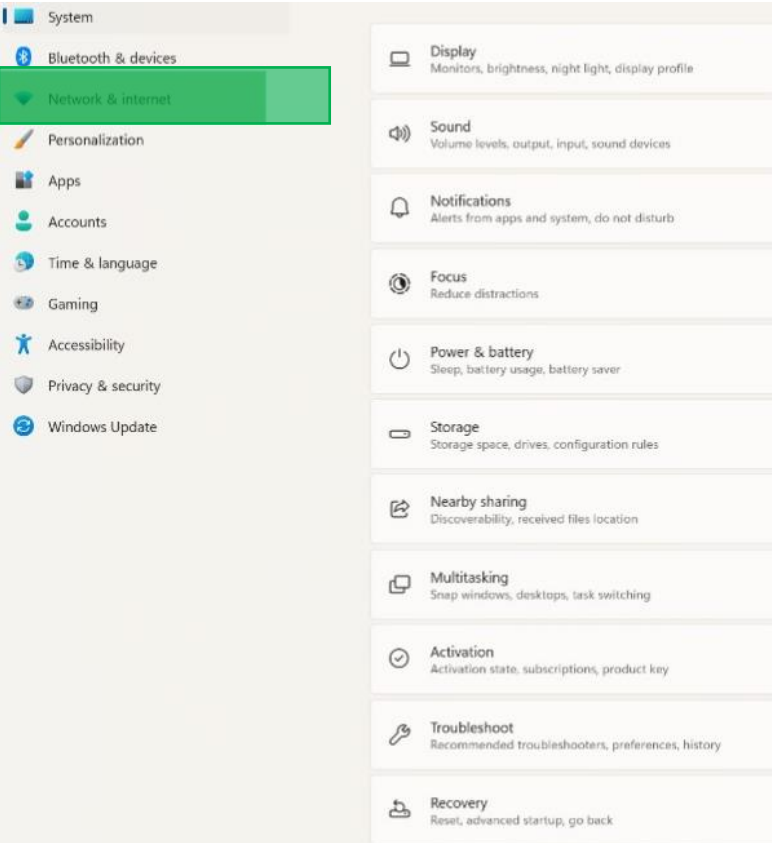
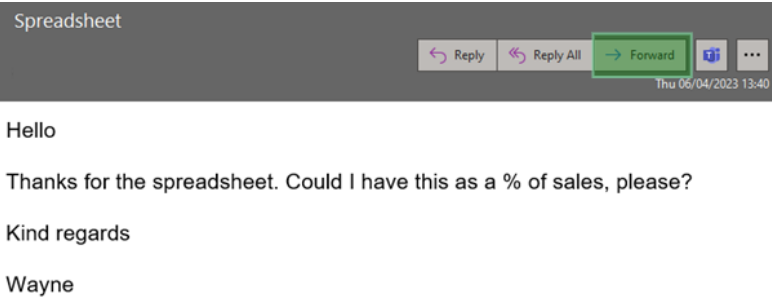


Evidence for Task 2 – document named ‘Department sales’ should be uploaded.

(h)	Creates an email which includes:	1	3.1	Task 2 - Retail (part 2/3)
	<ul style="list-style-type: none"> waynen@mail.com in field ‘To’. 			
	NB Email address must be completed accurately.			
	<ul style="list-style-type: none"> manager@mail.com in the ‘CC’ field. 	1	3.1	
	NB Do not award this mark if used in ‘To’ or ‘Bcc’ field.			
	Email address must be completed accurately.			
	<ul style="list-style-type: none"> a relevant subject line (for example, ‘Sales data’) 	1	3.1	
	<ul style="list-style-type: none"> an appropriate opening and closing (for example, ‘Dear Wayne’ and ‘Kind regards’) 	1	3.1	
	<ul style="list-style-type: none"> appropriate content (for example, use of formal language and reference to the spreadsheet, such as: ‘Please find attached sales by department spreadsheet’). 	1	3.1	
	NB Ignore spelling errors as long as meaning is clear.			
	Attaches a file to the email.	1	3.1	
	NB Award this mark for any file attachment.			

Evidence for Task 2 – document named ‘Department sales’ should be uploaded.

(i)	Selects “Network & internet” option:	1	1.9	Task 2 - Retail (part 4)
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(j)	<p>Selects "Forward" option:</p> 	1	3.2	Task 2 - Retail (part 5)