NCFE Entry Level 3 Digital Functional Skills (610/2807/1)

November 2023

Paper 1 – P002593

Mark scheme

The pass mark for this paper is 27 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: 12 marks
Qu	Mark scheme	Total marks	Learning outcomes	Surpass item ref.	
1	**Which** one **of the following is a feature of a laptop device?** A Contacts B Image **C Keyboard** D Virus	1	1.1	Section 1 |Q1	
2	**Which** one **of the following is a way to respect people when using the internet?** A Giving personal information about other people B Gossiping about a group of people **C Treating people online the way you would like to be treated** D Using unkind words about people in an online post	1	5.1	Section 1 |Q2	
3	**Which** one **of the following is a type of application software?** **A Email client** B Smart watch C User error D Web search	1	1.2	Section 1 |Q3	
4	**Which** one **of the following is a benefit of using security software?** A It allows malware attacks B It grants unauthorised access C It ignores virus files **D It monitors network traffic**	1	5.4	Section 1 |Q4	
5	**Muhammad is logging on to his online bank account using a web browser.** **He notices the website address starts with "https://"** **What does the "S" in HTTPS stand for?** A The account password has been shared B The account password has been stolen C The bank account has been shut **D The information being entered is secure**	1	5.2	Section 1 |Q5	
6	**Jack works at a computer.** **He has back pain due to his bad posture.** **State** one **way Jack can reduce the effects of his bad posture.** Award **one** mark for each of the following answers (**maximum of one mark**): • adjusting his equipment • taking breaks • changing the position he is sitting in. Accept any other suitable response and paraphrasing that implies correct answer.	1	5.5	Section 1 |Q6	
7	**Marco starts to use his favourite mobile application. His mobile device suddenly stops working and freezes.** **State the type of error Marco having with his mobile device?** Award **one** mark for the following answer:	1	1.8	Section 1 |Q7	

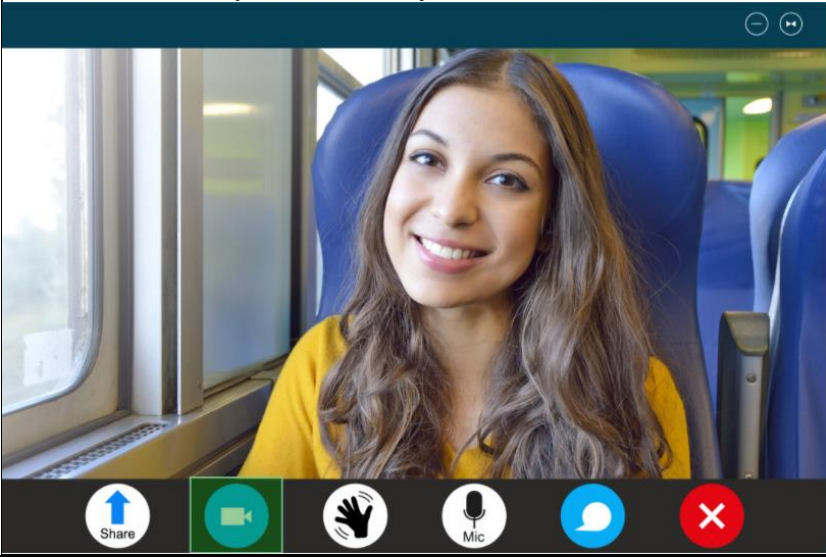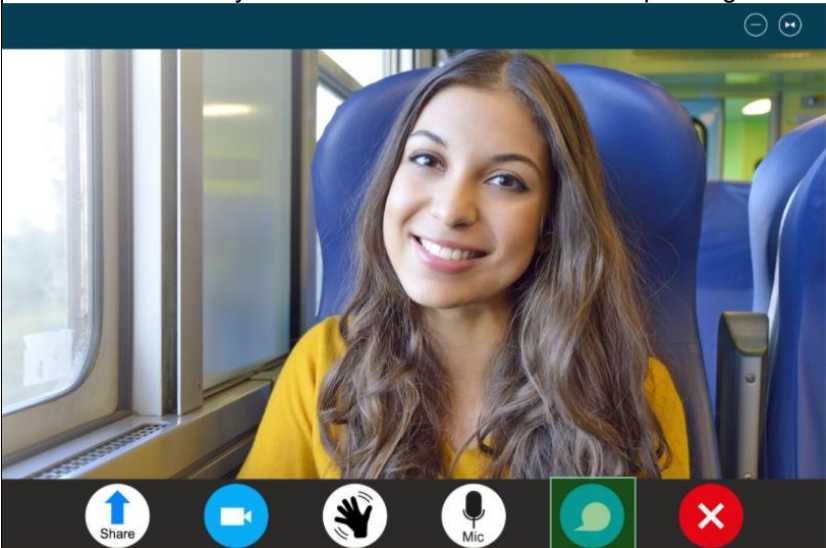|				
	• system error. Accept any other suitable response and paraphrasing that implies correct answer, e.g. system freeze/crash.			
8	**Ayesha has a smart watch that uses trackers.** **List** three **types of tracking data.** Award **one** mark for each of the following answers (**types**) (**maximum of 3 marks**): • fitness • medical, health (incl sleep) • location, GPS. Accept any other suitable response and paraphrasing that implies correct answer.	3	1.1	Section 1 |Q8
9	**List** two **social media activities that leave a digital footprint.** Award **one** mark for each of the following answers (**maximum of 2 marks**): • posted content • shared content • comments • likes • status updates • social media profiles. Accept any other suitable response and paraphrasing that implies correct answer.	2	3.4	Section 1 |Q9

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Section 2

Task 1 - Learning to drive (everyday life) | | | **Total for task 1: 11 marks**

	Mark scheme	Total marks	Learning outcomes	Surpass item ref.
(a)	Finds folder called **Driving**.	1	1.7	**Task 1 - Learning to drive (part 1)**
	Renames the folder **Driving** to **Learn to Drive**. **NB** Mark awarded if spelling errors exist in the name of the folder.	1	1.7	
(b) (i)	Opens web browser and performs an internet search using relevant search terms.	1	1.5	
	Opens the document **Driving Schools** and pastes screenshot of search results. **NB** Evidenced by screenshot in the document showing search terms used.	1	1.5	
(b) (ii)	Chooses a driving school from search results and bookmarks the website. **NB** Evidenced by screenshot in their document.	1	1.4	
	Saves document as **Driving Schools_FINAL**.	1	1.6	
	Evidence for Task 1 – upload should be in a .zip folder named 'Learn to Drive' containing the 'Driving Schools_FINAL' document			
(c) (i)	Completes personal details (Title, name postcode) accurately in the online driving lesson booking form by entering: **Book your driving lesson** Title: Mr First name: Harry Surname: Weston Postcode: IP17 1ER Email address: harryweston@mail.com Confirm email address: harryweston@mail.com **NB** Accept postcode entered with or without the space, upper and/or lowercase letters.	1	4.1	**Task 1 - Learning to drive (part 2)**
	Ensures (email) data is entered correctly by repeating the correct email address.	1	4.1	

(c) (ii)	Completes online driving lesson purchase by selecting the following:	1	4.1	**Task 1 - Learning to drive (part 3/4/5)**
	Preferred day of lesson: Thursday			
	Preferred time of lesson: Afternoon			
	Driving lesson: 2 hour driving lesson			
	NB Information should be completed accurately.			
	Completes online driving lesson purchase by typing payment details in relevant fields:	1	4.1	
	Total to pay: £64.00			
	Card number: 9999 1234 0000 6789			
	Expiry date (mm/yy): 01 / 29			
	CVV: 456			
	NB All information should be completed accurately.			
	Enters passcode:	1	5.3	
	Enter passcode: 9w5ya6			
	NB Passcode should be completed accurately using lowercase letters only.			

Section 2				
Task 2 - Business trip (work)			**Total for task 2: 17 marks**	
	Mark scheme	**Total marks**	**Learning outcomes**	**Surpass item ref.**
(a)	Edits title text **Business Trip Itinerary** by changing all text to be: • underlined • bold • font colour is blue. **NB** Award these marks if correct format is applied to only some of the words in the top line.	1 1 1	2.1	**Task 2 - Business trip (part 1)**
(b)	Left aligns title text **Business Trip Itinerary**.	1	2.1	
(c)	Changes the font size of the bulleted list in the Day 2 box to 14: • Meeting with the team • Lunch with manager • Presentation at 14:00. **NB** Allow this mark for changed font size of any line to 14.	1	2.1	

(d)	Uses bullet points for all lines in the Day 3 box: • Breakfast meeting with directors • Afternoon training workshop • Evening social event. **NB** Allow this mark for any one line with a bullet point.	1	2.1	
(e)	Combines train departure time information from **Train Ticket** image and enters 16:45 to the second bullet point in Day 1 box of the word processing file **Itinerary**.	1	2.3	
(f)	Inserts the image named **QR Code** in any position into word processing file **Itinerary**.	1	2.2	
	Positions the image named **QR Code** underneath the text '**Train ticket QR Code**'.	1	2.2	
	Aligns the image named **QR Code** to the centre.	1	2.2	
Evidence for Task 2 – document named 'Itinerary' should be uploaded.				
(g)	Selects the correct icon to access remote storage: 	1	1.7	**Task 2 - Business trip (part 2)**
(h) (i)	'Add to Contacts' selected:	1	3.1	**Task 2 - Business trip (part 3)**

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(h) (ii)	'Create New Message' selected: 	1	3.2	Task 2 - Business trip (part 4)
(i)	Composes a short message which includes the following: • The date of the taxi booking is 4th June. • The time of the taxi booking is 4pm. • The taxi drop-off location is Central Station.	2	3.2	Task 2 – Business trip (part 5)

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	NB Award one mark for the correct date and correct time. **NB** Award one mark for the correct drop-off location. **NB** Mark awarded if spelling errors exist in the message.			
(j) (i)	Selects the icon they should use to join the video call: 	**1**	**3.3**	**Task 2 – Business trip (part 6)**
(j) (ii)	Selects the icon they should use to comment without speaking: 	**1**	**3.3**	**Task 2 – Business trip (part 7)**

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