

NCFE Entry Level 3 Essential Digital Skills (610/7905/4)

Mark Scheme

Practice topic: personal stylist

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.

Sample Assessment Materials Entry Level 3 pass mark: 29

The sample assessment paper pass mark is intended for guidance purposes only. A sample assessment will give learners an indication of their current level of performance rather than an official assessment.

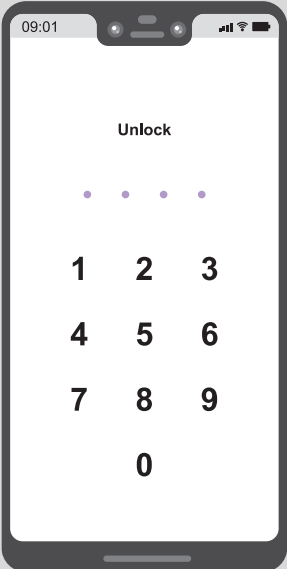
Assessment objectives (AOs)

This assessment requires the following from learners:

AO1	Knowledge Learners should be able to: • recall • select • identify.
AO2	Skills Learners should be able to: • apply • demonstrate • use.

To support the valid, reliable and consistent marking of learner evidence, the following annotations are applied throughout the Mark Scheme:

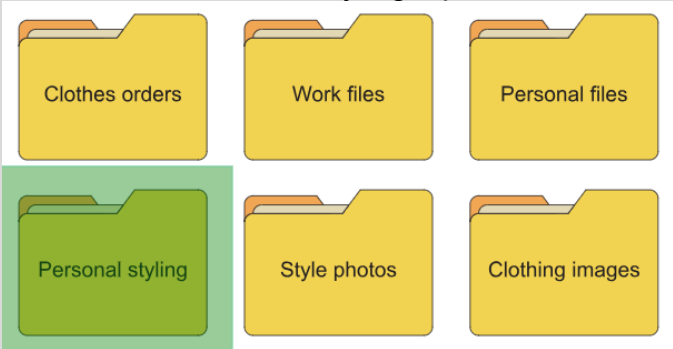
Annotation	Explanation and use
Shaded row	Applies to 1-mark questions within the assessment only.
Note	Additional guidance to support with applying marks where applicable.
Bullet points	Additional guidance to support with applying marks where applicable.

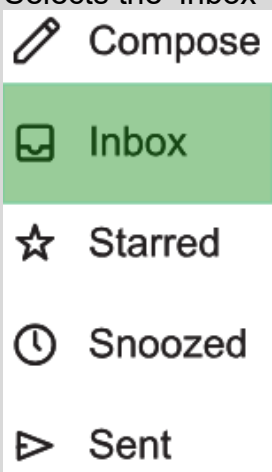
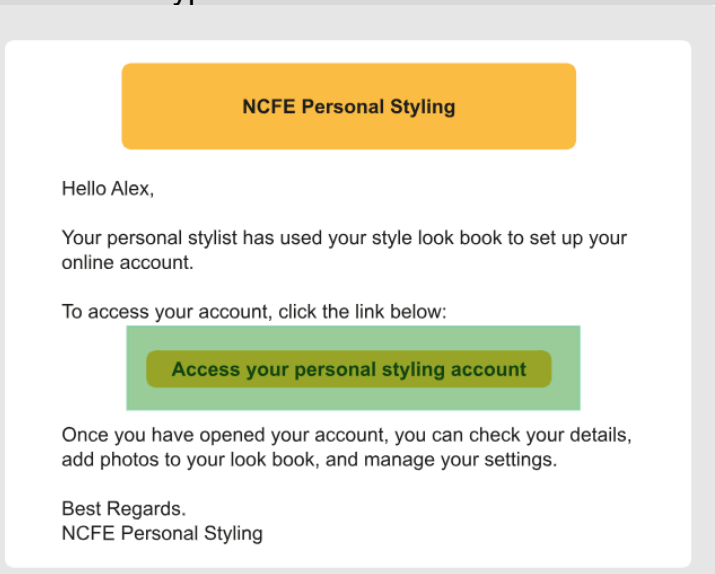
Section A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
Q1	1	Charlie is unlocking her phone.  Which one of the following verification checks is being used? Answer C – Pin code	5.1.1
Q2	1	Which one of the following actions increases the risk of personal data being stolen? Answer D – Using the same password for different accounts	1.1.2
Q3	1	Robin wants to download a new game on his phone. Which one of the following should Robin use? Answer A – App stores	2.1.2
Q4	1	Ryder switches to using a specially designed keyboard and mouse. Why is using correct equipment important? Answer C – It reduces physical strain	1.3.1
Q5	1	What does unauthorised access mean? Answer D – Accessing information without permission	1.1.1
Q6	1	Alex is editing a document and she moves an image to the right side of the page. Which one of the following has changed? Answer C – Image position	3.1.1

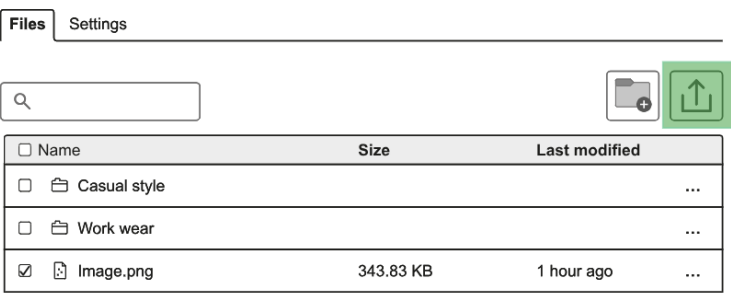
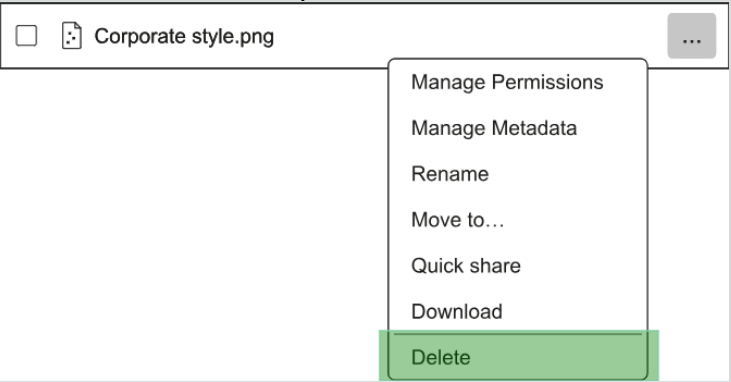
Section A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
Q7	1	Which one of the following describes hardware? Answer B – Physical parts of a device	2.1.1
Q8	1	Morgan wants to choose who can see his post on social media before sharing it. Which one of the following settings options would Morgan select to do this? Answer D – Privacy	4.1.2
Q9	1	Which one of the following describes what HTTPS means in a website address? Answer D – It uses a secure connection	1.1.2
Q10	1	Which one of the following is the main purpose of a phishing email? Answer B – To collect personal information	1.1.1
Q11	1	Which one of the following is affected when a person searches for information online? Answer B – Digital footprint	4.1.1
Q12	1	Which one of the following settings would allow a user to change the screen brightness on their laptop? Answer A – Display settings	2.1.3
Total marks	12		

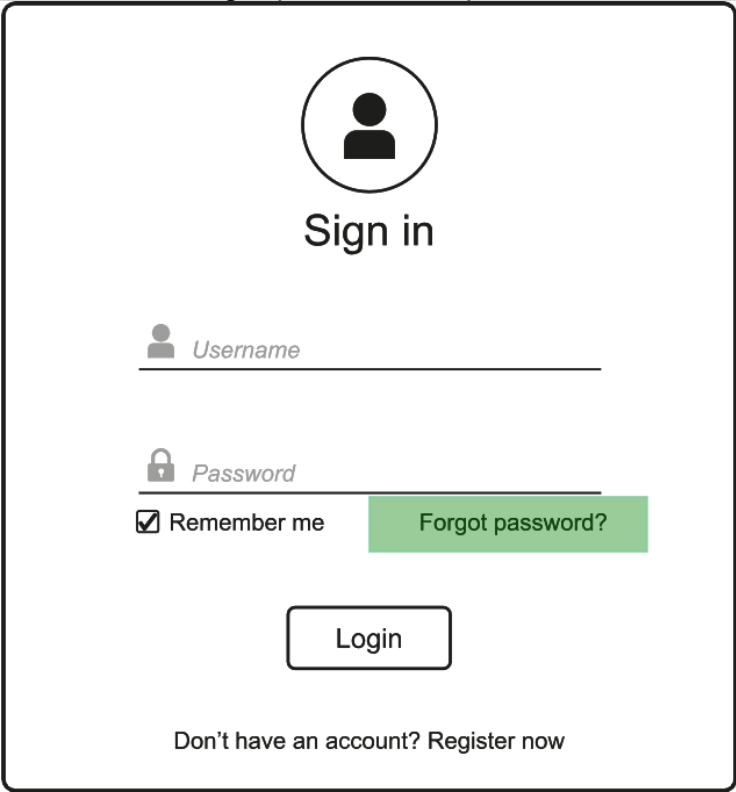
Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a) (i)	1	Formats the text ' About me ' on slide 1 to be font size 30. Note: award these marks if correct format is applied to only some of the words in the text.	3.1.1
	1	Formats the text ' About me ' on slide 1 to be left aligned.	3.1.1
	1	Formats the text ' About me ' on slide 1 to be bold. Note: award these marks if correct format is applied to only some of the words in the text.	3.1.1
(a) (ii)	1	Enter your clothing sizes in the ' Clothing sizes ' table: • My fit: Regular • Shoe size: 6 Note: allow spelling errors in text as long as the intention is clear. Note: award mark if only some of the words are added. Note: accept use of lower case throughout.	3.1.1
(b) (i)	1	Adds bullet points to the ' Styles I Like ' list on slide 2 • Casual • Smart • Sporty • Comfortable • Simple Note: allow this mark for any one line with a bullet point. Note: allow bullet points in any style.	3.1.1
(b) (ii)	1	Formats the text ' Colours I Like ' to be font colour blue. Note: award this mark if correct format is applied to only some of the words. Note: allow any change from the original colour (green).	3.1.1
	1	Formats the text ' Colours I Like ' to be underlined. Note: award this mark if correct format is applied to only some of the words.	3.1.1

Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(c)	1	Adds a numbered list to the 'Clothes I wear the most' list on slide 3 1. Jumpers 2. T-shirts 3. Jeans 4. Hoodies 5. Trainers Note: allow this mark for any one line with a numbered point.	3.1.1
(d)	1	Formats the text on slide 4 that starts 'These pictures...' and ends '...I like' to be italics. Note: award this mark if correct format is applied to only some of the words.	3.1.1
(e) (i)	1	Resizes the clothes image to have the dimensions: • width – 12 cm • height – 10 cm Note: mark awarded if resizing of the image has been demonstrated and the image is not the original dimensions. For example, height – 5 cm, width – 6 cm Note: mark awarded if aspect ratio of graphic is not maintained when resized.	3.1.1
(e) (ii)	1	Cuts the image on slide 3 and pastes it onto slide 4 Note: Mark awarded if image is positioned anywhere on slide 4 Note: award mark if the image should be on any other slide than slide 3	3.1.1
(f)	1	Renames the file to show it is saved as a new version, for example: Style Look Book new Note: other names are possible as long as there is a clear indication of file being new (for example, by adding date, reference to version). Note: spelling errors are acceptable.	2.3.1

Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(g)	1	Selects the 'Personal Styling' option. 	2.3.1
Total marks	13		

Section B Part B	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a) (i)	1	Selects the 'email' icon. 	2.1.1
(a) (ii)	1	Selects the 'Inbox' option. 	4.2.1
(a) (iii)	1	Selects the 'hyperlink' in the email. 	2.2.2
(b)	1	Selects 'Account details' from drop-down options.	2.2.2
(c)	1	Selects 'Location services off' from drop-down option.	4.1.1
(d) (i)	1	Selects the 'upload' option.	4.1.1

Section B Part B	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
			
(d) (ii)	1	Selects the 'Stylist only' from drop-down options.	4.1.1
(d) (iii)	1	Selects the 'Delete' option. 	4.1.1
(e)	1	Selects 'Clothing trend updates' from drop-down options.	4.1.1
Total marks	9		

Section B Part C	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a)	1	Selects the 'Forgot password?' option. 	5.1.1
(b)	1	Enters 'Oakwood' in security question box. Note: do not allow any errors.	5.1.1
(c)	1	Sets a strong password that includes lower- and upper-case letters, numbers, symbols and be at least 8 characters long.	5.1.1
	1	Ensures data is entered correctly by repeating the new account password. Note: award a mark for a correctly repeated password, even if it does not meet the criteria for the first mark.	5.1.2
(d)	1	Completes the billing address form.	5.1.2

Section B Part C	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
		Billing address First name Alex Surname Green Address 68 Newport Road City Ashbridge Vale Postcode AS9 3FG Note: do not allow any spelling errors but ignore incorrect case.	
(e)	1	Selects the 'Credit card' payment method.	5.2.1
Total marks	6		

Notes on learner evidence uploads

- Supervisors / assessors may support the learner to upload evidence to the assessment platform.
- The assessor must **not** upload learner work after the assessment has ended.

Assessment objective (AO) 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
Section B			
Part A		13	13
Part B		9	9
Part C		6	6
Total	12	28	40
%	30	70	100

All of the material in this publication is © NCFE.