



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

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: 12 marks		
Qu	Mark scheme	Total marks	Spec. coverage	Surpass item ref.
example	<p>The settings on your computer have been changed so that it will block cookies.</p> <p>This means that:</p> <p>Answer: A (A website will not be able to store my information)</p>	1	3.3	Section 1 Q1
1	<p>Which one of the following shows you the text you are writing on your computer?</p> <p>A (Keyboard) B (Monitor) C (Mouse) D (Speaker)</p>	1	1.1.1 1.1.8	Section 1 Q1
2	<p>Sue makes a mistake when she types in her mobile phone passcode.</p> <p>What is the name of this type of error?</p> <p>A (Message error) B (Software error) C (System error) D (User error)</p>	1	1.8.3	Section 1 Q2
3	<p>Which one of these pieces of information is unsafe to share on social media?</p> <p>A (Your favourite meal) B (Your last holiday destination) C (Your home address) D (Your favourite hobbies)</p>	1	5.2.1	Section 1 Q3
4	<p>What is the name given to the information you leave behind when you search for information online?</p> <p>A (Digital footprint) B (Digital privacy) C (Digital service) D (Digital storage)</p>	1	3.4.1	Section 1 Q4
5	<p>Personal information that you leave online can be used to commit a crime.</p> <p>What type of crime is this?</p> <p>A (Application theft) B (Identity theft) C (Online theft) D (Verification theft)</p>	1	3.4.2	Section 1 Q5

<p>6</p>	<p>State one benefit of using anti-virus software on your laptop.</p> <p>Award one mark for any of the following answers:</p> <ul style="list-style-type: none"> • monitors network traffic • helps protect against unauthorised access • prevents malware attacks and detects attacks by checking all files before opening • removes potential virus/malware <p>Accept any other suitable response and paraphrasing that implies correct answer.</p>	<p>1</p>	<p>5.4.2 5.4.3.1 5.4.3.3 5.4.3.4 5.4.3.5</p>	<p>Section 1 Q6</p>
<p>7</p>	<p>State one main use of a mobile device</p> <p>Award one mark for any of the following answers:</p> <ul style="list-style-type: none"> • running applications • communication • productivity • searching for information online • entertainment. <p>Accept any other correct response, including specific examples such as 'calendar' instead of productivity.</p>	<p>1</p>	<p>1.1.3 1.1.12 1.1.13 1.1.14 1.1.15 1.1.16</p>	<p>Section 1 Q7</p>
<p>8</p>	<p>A laptop has an app that tells you the weather where you live.</p> <p>List two other types of app that you might find on a new laptop.</p> <p>Award one mark for each of the following answers (maximum of 2 marks):</p> <ul style="list-style-type: none"> • web browser • email • social media • camera • music player. <p>Accept any other name of a type of app that might be found on a mobile phone (for example, clocks, magazine readers, medical, buying/selling).</p> <p>Do not accept brand names.</p>	<p>2</p>	<p>1.2.3</p>	<p>Section 1 Q8</p>
<p>9</p>	<p>List three effects of physical stress that may result from using a desktop computer.</p> <p>Award one mark for each of the correct effects (maximum of 3 marks – ignore incorrect responses unless contradictory):</p> <ul style="list-style-type: none"> • general pain (for example, shoulders, neck, elbows) (from poorly positioned equipment) • back pain (from bad posture) • repetitive strain injury 	<p>3</p>	<p>5.5.1 5.5.1.1 5.5.1.2 5.5.1.3</p>	<p>Section 1 Q9</p>

- eye strain.

Accept any other suitable response and paraphrasing that implies correct answer.

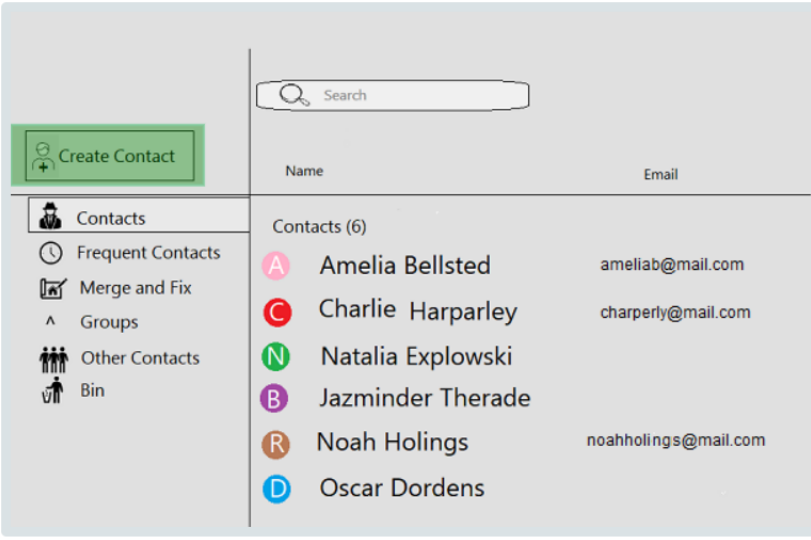
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Section 2		Total for this task: 11 marks		
Task 1 – Holiday				
Qu	Mark scheme	Total marks	Spec. coverage	Surpass item ref.
1 (a)	Creates and names a new folder 'Rome'.	1	1.7.3	Task 1 – Holiday
1 (b)	Creates a word-processing document and names it 'Hotel'. NB award this mark even if the document is not inside the 'Rome' folder.	1	1.6.1	
	Creates a file inside the folder 'Rome'. NB the mark here is allocated for document being inside the folder not for the file name or type.	1	1.7.1	
1 (c) (i)	Follows the hyperlink to https://www.booking.com NB evidenced by screenshot in their document.	1	1.4.1	
	Uses website's search options to find a room for one person in Rome from 28/07 to 05/08.	1	1.4.2	
1 (c) (ii)	Relevant hotel's address typed in their word-processing document.	1	1.5.1	Task 1 – Holiday (part 2)
Evidence for Task 1 – Holiday (part 1 and 2) should be in a .zip folder named 'Rome' containing document named 'Hotel' with screenshot of search.				
1 (d) (i)	Completes personal details in the online purchase form by entering: <ul style="list-style-type: none"> Ms in title field Cara in the first name field Lang in the last name field c_lang@mail.com in the email field. 	1	4.1.1	Task 1 – Holiday (part 3)
	Creates a password which meets all the following criteria: <ul style="list-style-type: none"> at least eight characters combination of letters and numbers at least one special character. 	1	5.3.1	
	Ensures data is entered correctly by repeating the correct email address and their password.	1	4.1.3 4.1.3.1	
1 (d) (ii)	Completes online plane ticket purchase by entering: <ul style="list-style-type: none"> London in the 'from' field Rome in the 'to' field 28/07 in the depart date field 05/08 in the return date field. NB information should be completed accurately.	1	4.1.1	Task 1 – Holiday (part 4)
	Completes online purchase by typing payment details in relevant fields, for example: <ul style="list-style-type: none"> 9999 1234 0000 6789 in the credit card number field 01/29 in the expiry date field 	1	4.1.2	

	<ul style="list-style-type: none">• 456 in CVV field. <p>NB information should be completed accurately.</p>			
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Section 2		Total for this section: 17 marks		
Task 2 – Work		Total marks	Spec. coverage	Surpass item ref.
2 (a)	Edits the top line ‘Agenda for the staff training day’ by changing all text to be: <ul style="list-style-type: none"> bold in font size 18. NB award these marks if correct format is applied to only some of the words in the top line.	1	2.1.1 2.1.3.1	Task 2 – Work (part 1)
		1	2.1.3.4	
2 (b)	Left aligns all text. NB allow this mark even if only some lines are left aligned (other than the top line).	1	2.1.1 2.1.3.6	
2 (c)	Changes the font colour of the line ‘12.30 lunch break’ to blue. NB allow this mark for changed font colour of any line to blue.	1	2.1.1 2.1.3.5	
2 (d)	Uses bullet points for all lines starting with time. NB allow this mark for any one line with a bullet point (other than the top line).	1	2.1.1 2.1.3.7	
2 (e)	Combines text from document ‘Agenda’ into presentation file ‘Training day’ by pasting all text onto slide 2. NB award this mark even if the text from ‘Agenda’ document has not been reformatted, or if parts of the text are missing and/or the text is not on slide 2.	1	2.1.2 2.3.1	Task 2 – Work (part 2)
2 (f)	Pastes the image named ‘Group’ onto slide 6 of the presentation file ‘Training day’. NB award this mark even if the image is on an incorrect slide.	1	2.1.2 2.2.3	
	Edits the image named ‘Group’ within the presentation file ‘Training day’ so that it is:	1	2.1.2 2.2.5	
	<ul style="list-style-type: none"> 8 cm by 12 cm in the bottom right corner of the slide making sure not to cover any text. NB it does not matter which side is which dimension. NB award this mark even if a different image file has been correctly formatted and/or the image is not on slide 6.	1	2.1.2 2.2.4	
2 (g)	Uses numbered list for text items on slide 6. NB award this mark even if not all lines are numbered.	1	2.1.2 2.1.3.8	

Evidence for Task 2 – Work (part 1 and 2) should be in a .zip folder containing document named ‘Agenda’ and a file named ‘Training day’.

<p>2 (h) (i)</p>	<p>Correct area selected.</p> 	<p>1</p>	<p>3.1.1</p>	<p>Task 2 – Work (part 2)</p>
<p>2 (h) (ii)</p>	<p>Adds new contact details by typing:</p> <ul style="list-style-type: none"> • John in the first name field • Smith in the surname field • jsmith@mail.com in the email address field. <p>NB email address must be completed accurately.</p>	<p>1</p>	<p>3.1.1</p>	<p>Task 2 – Work (part 3)</p>
<p>2 (i)</p>	<p>Writes an email which includes:</p> <ul style="list-style-type: none"> • ‘j.smith@mail.com in ‘to’: field • a relevant subject line, eg ‘training day invitation’ • an opening and closing, eg ‘Dear John’ and ‘Best wishes’ • relevant content sufficient to convey message, ie reference to the day and time (eg ‘I would like to invite you to a training day next Friday at 9 am’) <p>NB ignore spelling errors as long as the meaning is clear.</p>	<p>1</p>	<p>3.2.1.1</p>	<p>Task 2 – Work (part 4)</p>
<p>2 (j)</p>	<p>You are on a call with one of your workmates.</p> <p>She cannot hear what you are saying.</p> <p>Select the areas of the screen to fix this.</p>	<p>1</p>	<p>3.3.2</p>	<p>Task 2 – Work (part 5)</p>

