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

November 2023

Paper 1 – P002596

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				
		3		
				Total for this section: 15 marks
Qu	**Mark scheme**	**Total marks**	**Learning outcome**	**Surpass item ref.**
1	**An online search for 'holiday to Spain' shows these results: Which one of the following is the type of results that have been returned?** A Copyrighted B Current C Inappropriate **D Sponsored**	**1**	**1.3**	**Section 1 |Q1**
2	**Which one of the following actions could help to protect personal information online?** A Allow tracking cookies **B Restrict location information** C Set social media account to public D Use one password for all accounts	**1**	**5.2**	**Section 1 |Q2**
3	**Which one of the following is a type of malware with these characteristics?** • **It can copy itself.** • **It can spread through the computer.** • **It can send itself to user's contacts.** A Antivirus B Ransomware C Trojan **D Worm**	**1**	**5.4**	**Section 1 |Q3**
4	**You have edited and saved a file on your laptop.** **You now want to open this file on your smartphone.** **Which one of the following icons should you click on?** Option B chosen 	**1**	**1.6**	**Section 1 |Q4**
5	**Which one of the following can be a health risk resulting from using devices for a long period of time?** **A Affecting sleep patterns** B Feeling energetic C Improving memory D Increasing attention span	**1**	**5.5**	**Section 1 |Q5**
6	**Put these storage size units in order.** **Start with the smallest.**		**1.7**	**Section 1 |Q6**

	Award **one** mark for at least 3 units in correct order relevant to each other **OR** identifies the smallest and the largest unit **OR** all units in correct reverse order **OR** Award **two** marks for all 5 units in correct order – byte, kilobyte, megabyte, gigabyte, terabyte.	1 **OR** 2		
7	Amina has a video file 3.6 GB in size. **List** two **online services that might** not **allow her to upload the file because of its size.** Award **one** mark for each of the following answers (**maximum of 2 marks**): • email attachment • file upload on a website • cloud storage. • Social media Accept any other suitable response and paraphrasing that implies correct answer. Accept product name, but max 1 mark for any type.	2	1.8	**Section 1 |Q7**
8	Chen signs up for an online banking service. He shares personal data with the bank and wants to know what his rights are under the law. **List** three **key rights under data protection law.** Award **one** mark for each of the following answers (**maximum of 3 marks**): • the right to see what personal data organisations hold about you • the right to request that your personal data is corrected • the right to request that your personal data is deleted • the right to withdraw consent. Accept any other suitable response and paraphrasing that implies correct answer.	3	5.1	**Section 1 |Q8**
9	George is searching for some cake recipes online. He wants to avoid getting ads as a result of the search. **List** three **steps George can take to limit his digital footprint when searching for information online.** Award **one** mark for each of the following answers (**maximum of 3 marks**): • use private browsing • block / clear cookies • restrict location tracking. Accept any other suitable response and paraphrasing that implies correct answer.	3	3.3	**Section 1 |Q9**

Level 1 – P002596-P1

Section 2

Task 1 - Fire safety at work (work)

Total for task 1: 15 marks

	Mark scheme	Total marks	Learning outcome	Surpass item ref.
(a) (i)	Opens the file **Fire Safety** and inserts text box reading "Sources: www.gov.uk" below the title on the first slide. **NB** Award this mark even if the text is not formatted consistently with the remaining text.	1	2.1	**Task 1 - Fire safety at work (part 1)**
(a) (ii)	Formats text in **Fire Safety** file to make it formal and consistent by making at least two changes (for example, font type, alignment) **OR** Formats text in **Fire Safety** file to make it formal and consistent by making at least four changes (for example, font type, alignment, font size, highlighting). **NB** Any amendments / formatting changes to the table on slide 5 should not be considered for this mark.	1 OR 2	2.1	
(b)	Formats the table on slide 5 of the **Fire Safety** file. Award **one** mark for each of the following formatting changes (**maximum of 2 marks**): • consistent column width • adds or removes bullet points • consistent shading.	2	2.1	
(c)	Crops the image on slide 7 to remove the green border around the image. **NB** Do not award this mark if the image of the floor plan is also cropped.	1	2.3	
	Changes the colour balance of the image to make it black and white (for example, by taking saturation to 0%).	1	2.3	
(d)	Saves and renames the file to show it is a second version (for example, **Fire Safety v2**). **NB** Other names are possible as long as there is a clear indication of file being version 2.	1	1.5	
	Evidence for Task 1 – renamed 'Fire safety' should be uploaded.			
(e)	Creates an email which includes: • jchan@mail.com in field 'To'. **NB** Email address must be completed accurately.	1	3.1	**Task 1 - Fire safety at work (part 2)**
	• manager@mail.com in the 'BCC' field. **NB** Do not award this mark if used in 'To' or 'CC' field. Email address must be completed accurately.	1	3.1	
	• a relevant subject line (for example, 'Fire Safety Laws')	1	3.1	
	• an appropriate opening and closing (for example, 'Dear Janet' **and** 'Kind regards')	1	3.1	
	• appropriate content, such as use of formal language and reference to the attachment (for example, 'Please find attached file Fire Safety Laws'). **NB** Ignore spelling errors as long as meaning is clear.	1	3.1	
(f)	Finds file named **Fire Safety Laws**.	1	1.4	**Task 1 - Fire safety at work (part 3)**

	Uploads file named **Fire Safety Laws**.	1	4.2	

Evidence for Task 1 – document named 'Fire Safety Laws' should be uploaded.	

| **Section 2**				
Task 2 - New kitchen (everyday life)				**Total for task 2: 20 marks**
	Mark scheme	Total marks	Learning outcome	Surpass item ref.
(a)	Creates a folder named 'Home Budget' with subfolder named 'New Kitchen' on their device.	1	1.5	**Task 2 - New kitchen (part 1)**
(b)	Formats the text and data in **Kitchen Budget** file to make it formal and consistent by making one change (for example, font style) **OR** Formats all text and data in **Kitchen Budget** file to make it formal and consistent by making at least two changes (for example, font style, row height).	1 **OR** 2	2.6	
(c)	Formats cells in the second column to display data as currency to 2 decimal places. **NB** Allow currencies other than £ sterling. **NB** Do not accept £ typed in cells.	1	2.6	
(d)	Merges first two cells in the Income row **and** in Outgoings row. **NB** Cells in Income row and Outgoings row must be merged.	1	2.6	
(e)	Uses a formula to find difference between total income and total outgoings (for example, =B4-B12). **NB** Allow use 00of subtraction formula on any two cells with numerical data. **NB** Formula can be placed anywhere sensible that does not overwrite another cell.	1	2.4	
(f)	Uses a formula to multiply the difference between total income and total outgoings by 12 (for example, =B14*12). **NB** Allow use of multiplication formula on any cell with numerical data. **NB** Formula can be placed anywhere sensible that does not overwrite another cell.	1	2.4	
(g)	Sorts data from smallest to largest in Outgoings column and maintains the data integrity by expanding their selection when sorting tool is used. **NB** Allow correct sorting that maintains data integrity of Income column.	1	2.5	
(h)	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	
	Creates a pie chart showing Outgoings data. **NB** Do not award this mark if the chart is not a pie chart, even if the data is correct.	1	2.7	
	Uses a relevant title for their chart (for example, 'Outgoings'). **NB** Award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete.	1	2.7	
	Uses a relevant data legend for their chart.	1	2.7	

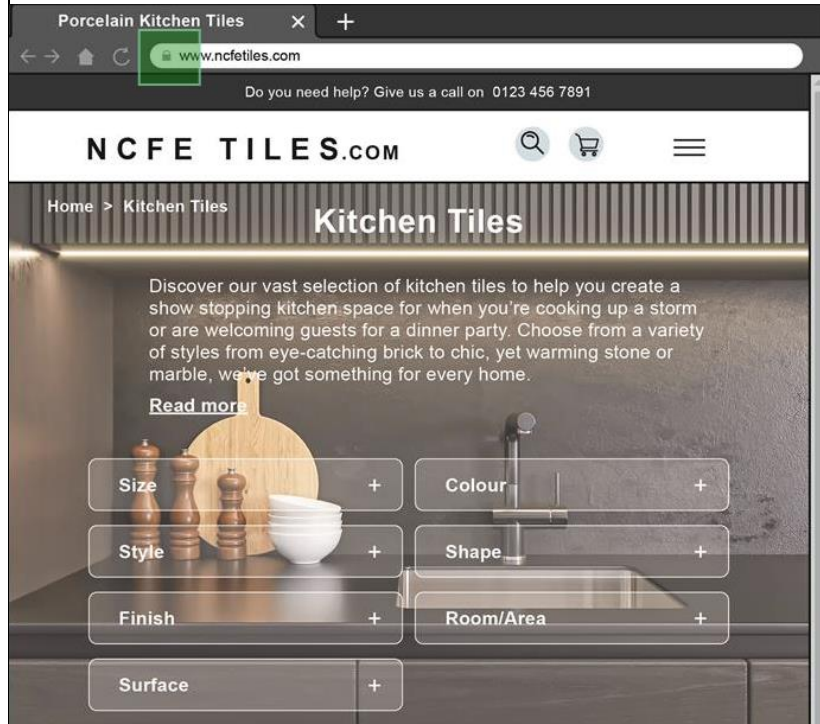|			
NB Award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete. **NB** Allow spelling errors as long as meaning is clear.			
Uses relevant data labels in their chart. **NB** Award this mark even if the chart is not a pie chart or the numerical data is incorrect or incomplete. **NB** Allow spelling errors as long as meaning is clear.	**1**	**2.7**	

Example answer for Task 2 – New Kitchen (part 1):
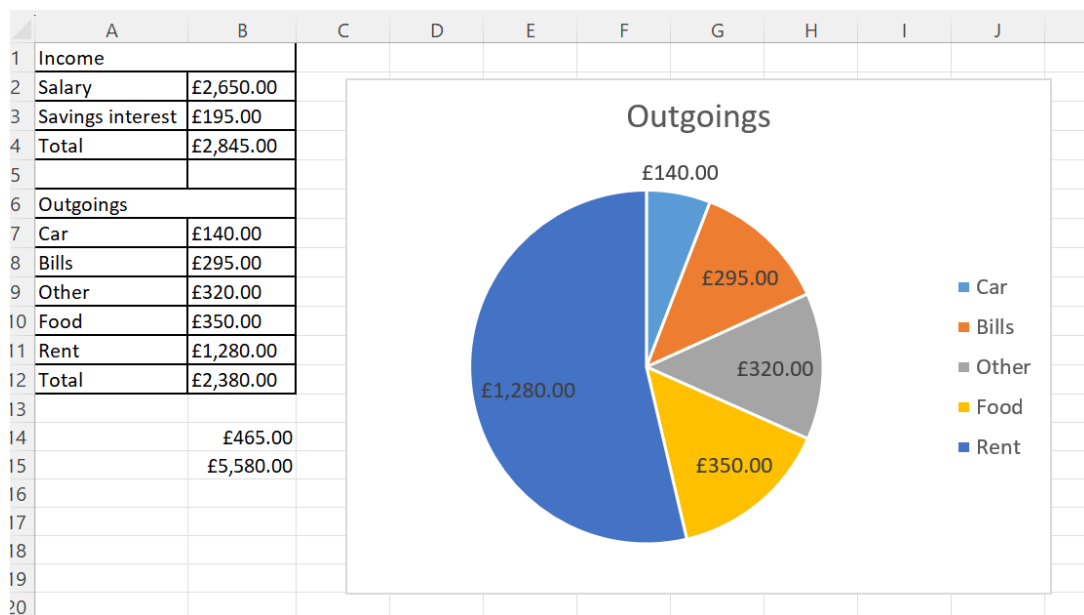
Evidence for Task 2 – upload should be in a .zip folder named 'Home Budget', this should include the subfolder 'New Kitchen' and the 'Kitchen Budget' spreadsheet

(i)	Selects correct area: 	**1**	**4.3**	**Task 2 - New kitchen (part 2)**

(j)	Completes personal details in the online form:	**1**	**4.2**	**Task 2 - New kitchen (part 3/4/5)**

Title

First name*

Peter

Surname*

Jones

Date of birth (dd/mm/yyyy)

[   ] / [   ] / [   ]

Gender

Address - line 1*

1006 Smok Street

Town*

Druhall

Postcode*

ZX0 9YY

Email address*

peter.jones@mail.com

Confirm email address*

peter.jones@mail.com

NB No spelling errors allowed in setting up an account.

	Leaves 'Title', 'Date of birth' and 'Gender' fields blank. **NB** Award this mark only if other fields completed, even if incorrectly.	**1**	**4.2**	
	Selects 'No' in marketing communication question.	**1**	**4.1**	
	Selects 'From friends' in 'How did you hear about our website?' question and 'Yes - you are great!' in 'Would you recommend our website?' question. **NB** Both parts must be correct to gain this mark.	**1**	**4.2**	
(k)	Finds file named **measurements.docx** using file content search option.	**1**	**1.4**	**Task 2 - New kitchen (part 6)**
	Uploads file named **measurements.docx**.	**1**	**3.1**	
Evidence for Task 1 – document named 'measurements' should be uploaded.				