

NCFE Level 1 Essential Digital Skills (610/7904/2)

Mark Scheme

Practice topic: plumber apprentice

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 Level 1 pass mark: 38

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:

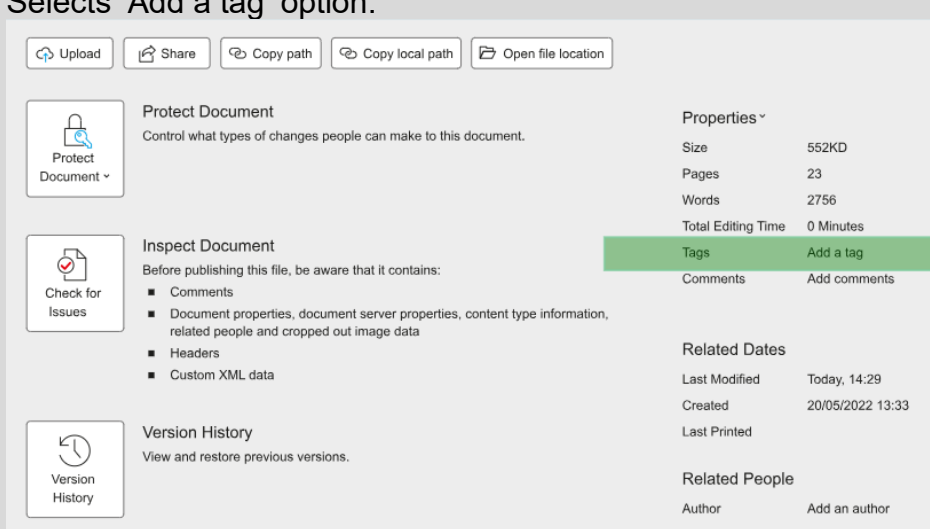
AO1	Knowledge Learners should be able to: • recall • select • identify.
AO2	Skills Learners should be able to: • apply • demonstrate • use.

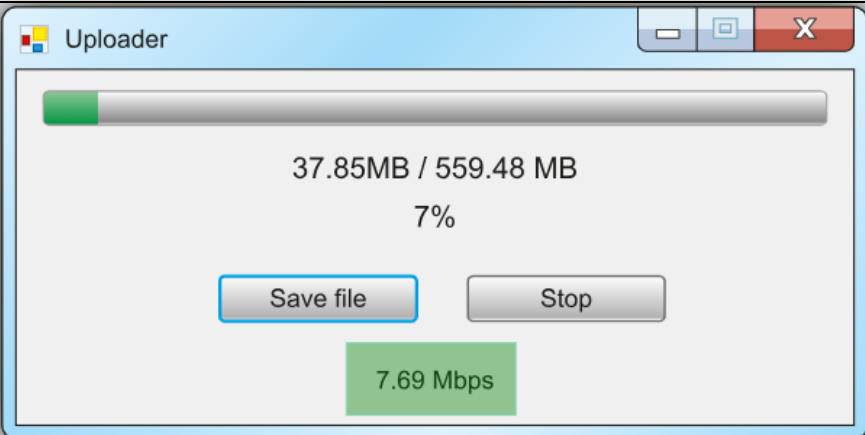
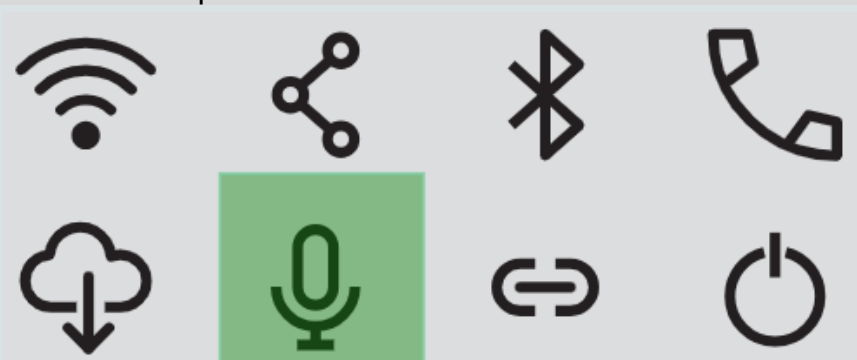
To support the valid, reliable and consistent marking of learner evidence, the following annotations are applied throughout the Mark Scheme:

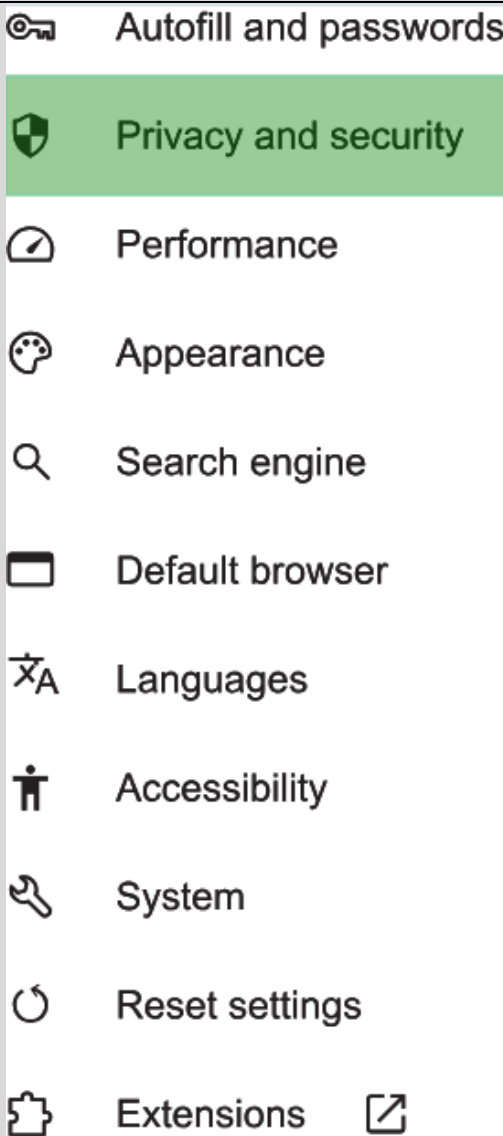
Annotation	Explanation and use
Shaded row	Applies to one-mark questions within the assessment only.
Note	Additional guidance to support with applying marks where applicable.
Bullet points	Additional guidance to support with applying marks where applicable.

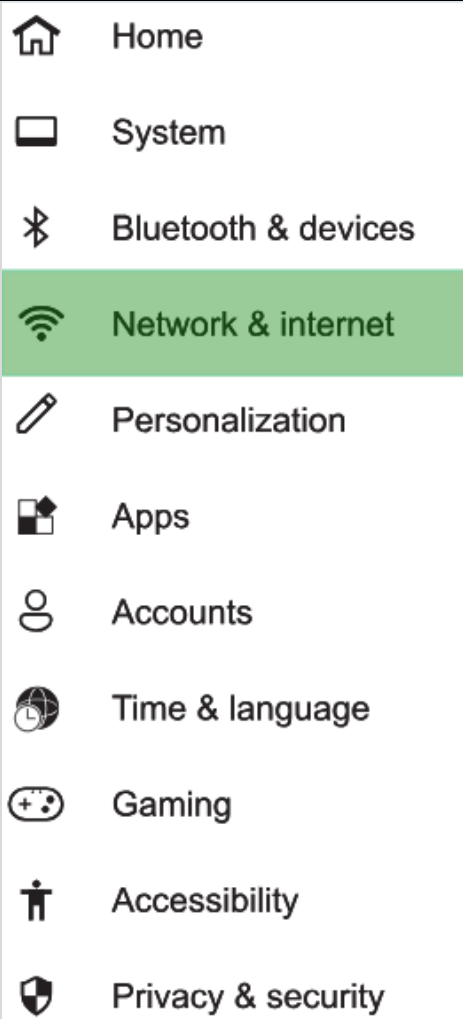
Section A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
Q1	1	Which one of the following best helps protect privacy and reduce exposure to suspicious online messages? Answer – A Blocking or unsubscribing from unwanted communication	1.1.1
Q2	1	Which one of the following is commonly used to help recover access to an online account? Answer – D Secret question	1.1.2
Q3	1	Which one of the following is the most likely to indicate a scam shopping website? Answer – C Poor spelling and grammar on product pages	5.2.3
Q4	1	Which one of the following explains why a video file may fail to upload to a website due to website restrictions? Answer – B The file size is larger than the website allows	2.2.1
Q5	1	Which one of the following is the most appropriate content for a personal vlog? Answer – D Sharing travel experiences and opinions	4.1.1
Q6	1	Safia wants to keep up to date with the latest news and her friend recommended a news forum. Which one of the following best describes how Safia should use the information posted on the news forum? Answer – B Believe it may not be reliable or accurate	2.3.1
Q7	1	Which one of the following is an example of managing privacy settings in an online account? Answer – A Adjusting who can see personal information	5.1.3
Q8	1	Which one of the following best describes a computer worm? Answer – C A type of harmful software that spreads automatically across the network	1.1.4
Q9	1	Which one of the following features distinguishes instant messaging from email? Answer – C It enables real-time communication	4.1.2
Q10	1	Ajay gets a technical error message on his gaming application. Which one of the following is the most effective way to solve this technical problem?	2.3.1

		Answer – B Follow an online tutorial on how to change the application settings	
Q11	1	Which one of the following demonstrates responsible use of email? Answer – C Sending emails with appropriate language and tone	1.2.1
Q12	1	Nora wants to buy a jacket online for her next hiking trip. Which one of the following filters is based on fitness for purpose? Answer – C Product features	5.2.2
Q13	1	Which one of the following is an example of sanctions an online user may face if they act irresponsibly online? Answer – B Being reported, banned or blocked	1.2.1
Q14	1	Which one of the following statements best explains why context matters in online communication? Answer – A Context determines the tone, language and content appropriate for the audience	4.1.1
Q15	1	Which one of these pieces of ergonomic equipment is best suited to reduce the risk of repetitive strain injuries? Answer – D Wrist rest	1.3.3
Q16	1	Which one of the following best explains why tutorials are useful for learning digital skills? Answer – D They provide step-by-step solutions to common problems	2.4.1
Q17	1	Which one of the following is an effective way to compare online buying options? Answer – C Searching for the same product on multiple websites using search engines	5.2.1
Q18	1	Ahmed is searching for information online. Which one of the following explains why would he use quotation marks around the search terms? Answer – A to find an exact match	2.1.1
Total marks	18		

Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a)	1	Types relevant exact search words relating to finding the supplies for sale, for example 'copper heating system pipes 22 mm in diameter'.	2.1.1
(b)	1	Selects 'Copyright 2026' area.  © Copyright 2026 NCFE Plumbing. All rights reserved. NCFE Plumbing, Hemingdon Court, Bletham, United Kingdom, BL7 9AC NCFE Plumbing is a trading name of NCFE limited and is registered in the United Kingdom.	2.1.2
(c)	1	Selects '2.7 – 3.0' from drop-down options.	5.2.2
(d)	1	Selects 'Add a tag' option. 	2.2.1
(e)	1	Selects '7.69 Mbps' area.	2.2.1

Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
			
(f)	1	Selects 'microphone' icon. 	2.1.1
(g)	1	Selects 'Privacy and security' option.	1.1.1

Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
		 The screenshot shows the Windows Settings application. The 'Privacy and security' option is highlighted in green. Other visible options include 'Autofill and passwords', 'Performance', 'Appearance', 'Search engine', 'Default browser', 'Languages', 'Accessibility', 'System', 'Reset settings', and 'Extensions'.	
(h)	1	Selects 'Network and internet' option.	2.3.1

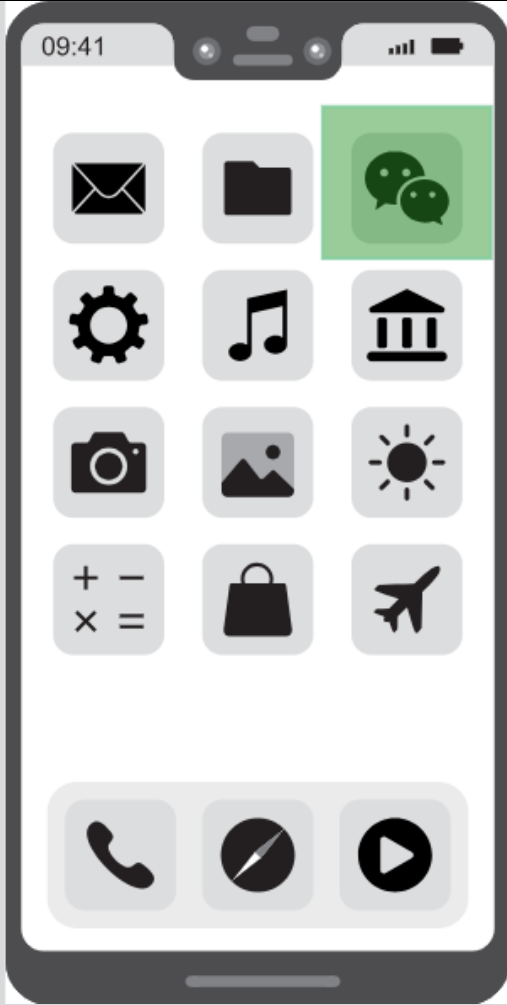
Section B Part A	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
			
(i)	1	Creates a folder named Images inside the folder named Heating job Note: ignore spelling mistakes and incorrect cases in folder and subfolder names as long as the meaning is clear. Note: evidenced in screenshot upload	2.2.1
Total marks	9		

Section B Part B	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome				
(a)	1	Crops the image so that the incomplete boiler on the left-hand side is not shown Note: the image must show the other three boilers in full but ignore additional cropping	3.2.1				
	1	Changes the height of the image to 12 cm Note: accept manual change $\pm 2\text{mm}$	3.2.1				
	1	Increases the colour saturation of the image to 150%	3.2.1				
	1	Places the image in the horizontal centre of the slide below the text Note: award the mark even if the image is not formatted	3.1.1				
(b)	1	Changes the font of the three lines of text to Calibri size 26 Note: ignore font changes in the heading	3.1.1				
	1	Inserts bullet points for the three lines of text Note: award the mark if at least 1 bullet point is inserted	3.1.1				
	1	Left aligns the three lines of text Note: award the mark if at least 1 line is left aligned	3.1.1				
(c)	1	Changes the width of the graph image to 24 cm Note: accept manual change $\pm 2\text{mm}$	3.1.1				
	1	Places the graph image in the centre of the slide	3.1.1				
	1	Puts a border around the graph image. Note: accept any style and thickness of border.	3.1.1				
(d)	1	Selects 'save' icon in local storage. <table border="1"><thead><tr><th>Local Storage</th><th>Cloud Storage</th></tr></thead><tbody><tr><td>   </td><td>   </td></tr></tbody></table>	Local Storage	Cloud Storage	   	   	2.2.1
Local Storage	Cloud Storage						
   	   						
Total marks	11						

Section B Part C	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a)	1	Adjusts the height of all rows with data to 15 Note: award this mark even if the width of at least one column is correct. Allow ± 2 tolerance	3.3.1
	1	Enters text 'Job' in cell A1 Note: ignore spelling errors provided the meaning is clear	3.3.1
	1	Aligns all text and data to the centre and top in each cell Note: award this mark even if the alignment is correct in only one row or column	3.3.1
	1	Displays data in column E as currency to 2 decimal places. Note: do not accept manual change of the money format	3.3.1
	1	Puts a border around A1:A7 cells Note: award this mark even if the border is around any one cell	3.3.1
	1	Inserts filters in all columns with data	3.3.1
(b)	1	Uses a formula in cell H2 to find the total labour cost for Job A, for example =F2*G2 Note: award this mark even if the formula is in an incorrect cell or applies to incorrect numerical data from Job A	3.3.3
	1	Uses a formula in cell I2 to find the total cost of Job A, for example =E2+H2 Note: award this mark even if the formula is in an incorrect cell or applies to incorrect numerical data from Job A Note: if sorting is done incorrectly the formula may be in a different row but marks can be awarded if it is correct for the row with Job A	3.3.3
	1	Sorts data in column C from oldest to newest and maintains the data integrity	3.3.3
(c)	1	Creates a bar chart to show numerical data. Note: award this mark even if the bar chart is created for incorrect numerical data.	3.3.2
	1	Creates a bar chart to show the cost of materials for the six jobs. Note: do not award this mark if the bar chart is showing incorrect or incomplete data.	3.3.2

Section B Part C	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
		Note: award this mark even if the chart is not a bar chart.	
	1	Creates a graph with appropriate chart title, for example 'Cost of materials for the six jobs' Note: award this mark even if the learner uses incomplete data from the spreadsheet provided it includes at least 3 numerical values. Note: allow spelling errors as long as meaning is clear. Note: award this mark even if the chart is not a bar chart.	3.3.2
	1	Creates a graph with appropriate axes labels, for example, x-axis 'Jobs', y-axis 'cost of materials' Note: award this mark even if the learner uses incomplete data from the spreadsheet provided it includes at least 3 numerical values. Note: allow spelling errors as long as meaning is clear. Note: award this mark even if the chart is not a bar chart.	3.3.2
(d)	1	Renames their Jobs file to show it is a new version, for example Jobs_Final	1.1.3
Total marks	14		

Section B Part D	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
(a)	1	Sets up the new profile correctly. Set up your profile First name Angela Surname Plackett Email address AP1998@inbox.org Date of birth (dd/mm/yyyy) 24 / 08 / 1998 Note: do not allow any spelling errors in email but ignore incorrect case.	5.1.3
	1	Selects 'Fingerprint' sign-in method.	5.1.3
	1	Selects 'Email only' in notifications preferences.	5.1.3
	1	Selects 'Google pay' in payment method options.	5.1.3
(b)	1	Sets up and confirms a strong password that includes lower- and upper-case letters, numbers, symbols and is at least 8 characters long.	5.1.3
(c)	1	Selects instant messaging icon	4.1.2

Section B Part D	Marks	Process and answer Additional or alternative evidence (with guidance)	Learning outcome
			
(d)	1	Uses appropriate greeting and closing, for example: 'Hi Patrick' and 'See ya'. Note: allow any spelling errors provided meaning is clear	4.1.1
	1	Writes an instant message informing a friend about starting the online plumbing course on Tuesday using appropriate language, for example: 'I'm starting my online plumbing course on Tuesday.' Note: allow any spelling errors provided meaning is clear	4.1.1
Total marks	8		

- 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
13	1		1
14	1		1
15	1		1
16	1		1
17	1		1
18	1		1
Section B			
Part A		9	9
Part B		11	11
Part C		14	14
Part D		8	8
Total	18	42	60
%	30	70	100

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