NCFE

Sample Paper: P000337

NCFE Functional Skills Qualification in ICT at Level 1 – (600/0030/2)

This mark scheme gives you:

- examples and criteria of the types of response expected from a learner
- an idea of how individual marks are to be awarded
- the total mark for each question
- examples of responses that shouldn't receive any marks.

Notes for marker

All learners should receive the same treatment, and should be fairly marked. Markers must mark the first learner in exactly the same way as they mark the last.

Mark schemes should be applied positively. Learners must be rewarded for what they've shown they can do rather than penalised for things they haven't done.

Markers should always award full marks if deserved (ie if the answer matches the mark scheme). Markers should also be prepared to award zero marks if the learner's response is not worthy of credit according to the mark scheme.

The award of each mark is clearly stated in the 'mark' column. Half marks mustn't be used. Where partial achievement of a question can be made, fewer marks should be awarded.

	Question	Task description	Marks	Suggested Time (minutes)	Total Time (minutes)
Part A	**1**	**Activity A:** Receive email	3	10	30
		Activity B: Find information from the Internet	7	20	
Part B	**2**	Work on ticketing data	19	40	90
	3	Create a poster	16	35	
	4	Answer written questions	5	15	
			50	**120**	**120**

Part A – Question 1 Activity A: Receive email	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
Email application used - **1 mark**			1	d3.1(1)	
Email processed: 2 marks - correct email opened (subject: Circus!) - **1 mark** - attachment (Council Permisision.docx) saved to computer - **1 mark** (Do not allow mark for saving if filename changed - ignore spaces)	1		1	u3.1(1) d3.1(1)	**3**
Activity B: Find information from the Internet					
Email created to hold search results: 1 mark Email created and contains search results - **1 mark** (If added text in the original email rather than the new reply - 0 marks)			1	d3.1(1)	
Required information found: 0 - 4 marks Information must be in the body of learner's new email or as an attachment. - Names of suppliers who sell juggling rings - **2 marks (*1 mark each)*** - Web addresses of suppliers (eg oddballs, firetoys or amazon) - **2 marks (1 mark each)**		4		f2.1(4)	**7**
Appropriate search queries: 1 mark Use of a*ppropriate keywords:* - *eg Juggling rings* - **1 mark**		1		f1.1(1)	
Full webpage addresses (at least 2 suppliers) recorded: 1 mark - e.g. http://www.oddballs.co.uk/Juggling Rings *or* http://www.oddballs.co.uk/juggling-rings-c-2420_1210.html - **1 mark** - URL *incomplete e.g. generic amazon.co.uk address* - **0 marks**		1		f1.1(1)	

Part B Question 2: Work on ticketing data	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
a. Data corrected: 2 marks - **Adult** in Collis's (cell C7) edited to 76 (no mark if name altered) - **1 mark** - Row Heading **Biggins** (cell B6) edited to **Higgins** (with capital H) - **1 mark**			2	d2.4(2)	
b. Pie or column or other appropriate chart produced showing number of tickets sold by type (Adult, Child, Concession): 0 - 8 marks Totals calculated: 0 - 3 marks - SUM formula - **1 mark** - SUM with correct range(##:##) - **1 mark** - *formula correctly replicated across all ticket types* - **1 mark** All correct data plotted (3 totals): 2 marks - *all Adult/Child/Conc., or all Ticket totals by Outlet* - **1 mark only** - *any other data* - **0 marks** Chart formatting - allow FT, ie appropriate labels/titles for their data: - *Category labels meaningful (or appropriate legend)-Child/Adult/Conc* - **1 mark** - *X and Y axes titles (for column), or data labels (values) for pie* - **1 mark** - *appropriate (likely to refer to 'tickets') chart title shown* - **1 mark**	1		7	u2.1(1) d2.1(2) d2.2(4) d5.1(1)	19
c. Income by outlet calculated: 0 - 3 marks - Subtotals correctly calculated with cell refs in a multiplication formula (12 * Adult) (7 * Child) (9 * Concession) for at least one outlet - **1 mark** - Formulae (of at least one sub-total) correctly replicated across all outlets - **2 marks** - *Error in replication / incomplete replication, but some correct - 1 mark* *Note: Calculated values may be in existing or new columns.*	1		2	u2.2(1) d2.1(2)	
d. Information formatted appropriately: 0 - 4 marks - Titles (main and column) appropriately formatted (e.g. larger, bold, shaded, etc) - **2 marks** *- only main or column titles formatted - 1 mark* - All information visible e.g. by increasing column width - **1 mark** - All currency formatted (0 or 2 dp) (no non-currency data formatted) - **1 mark**			4	d1.1(4)	

e. Calculation of number of tickets sold by type (Retail, Website, Box Office): 0 - 2 marks *This can be achieved by summing the relevant cells for each outlet type (see "Exemplar" in this mark scheme), or by sorting the data first by outlet type and then summing the (now continuous) data for outlet types.* Any effective formula used, with correct cell references/range - eg SUM or IF, or =A+B+C., for at least 2 types - **2 marks** *- formula used but errors in range - 1 mark*	2			u2.2(2)	

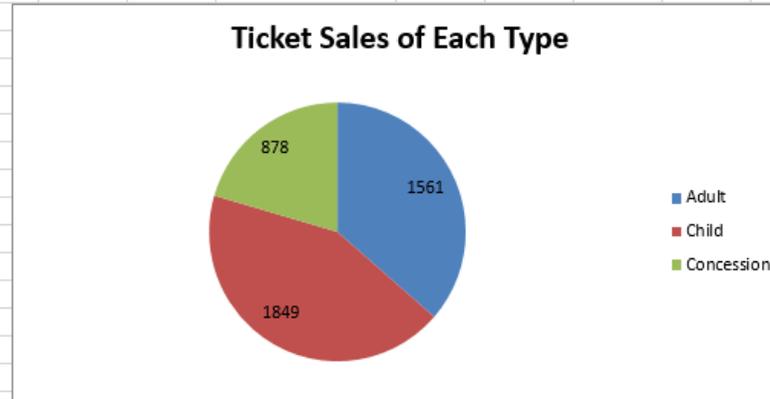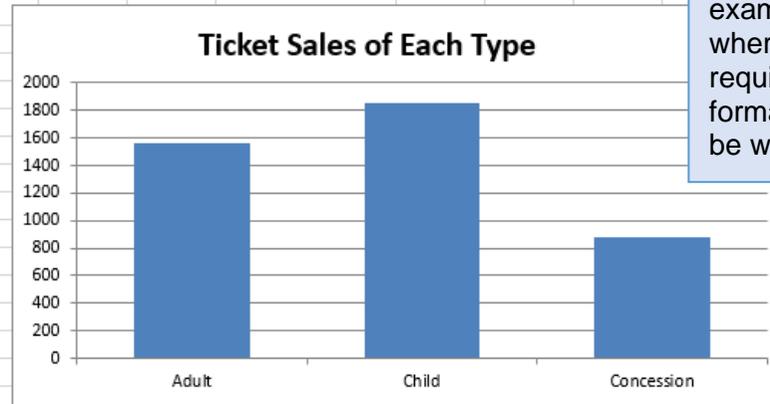| Question 3: Create a poster	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
Document content: 0 - 6 marks - Relevant images and names included (Sherry Beens, Sergey Manichov, The Flying Tamacos) - **1 mark** - Irrelevant images and headings removed - **1 mark** - Includes necessary event details (venue, date, times) - **1 mark** - Includes additional details (Ticket Prices - 3) - **1 mark** Includes candidate edited content: 0 - 2 marks - (suitable) Main title included - **1 mark** - all image numbers removed - **1 mark**	1		5	u1.1(1) d1.1(1) d4.1(3) d4.2(1)	
Document format: 0 - 6 marks One page - **1 mark** Document is fit for purpose as a poster: 0 - 5 marks - appropriate white space as a poster - **1 mark** - portrait format - **1 mark** - fonts/font size/colours appropriate to a poster of this sort (colourful for circus poster) - **1 mark** - content presented with appropriate format and layout - **1 mark** - images appropriately (not distorted) sized and positioned - **1 mark**	1		5	u1.1(1) d1.1(2) d4.1(2) d5.1(1)	**16**
Free from spelling/other errors: 0 - 2 marks Error free - **2 marks** *- limited minor/insignificant errors - 1 mark only*			2	d4.2(2)	
Correct footer text entered: 0 - 2 marks Document has footer - **1 mark** *Footer contains name __and__ date of birth - 1 mark*	1		1	u2.2(1) d1.1(1)	

Question 4: Answer written questions	Max Mark Using	Max Mark Finding	Max Mark Dev.	*C & R	Total Marks
a. Answer explaining that the default image viewer will be set to the Picviewer: 0 - 2 marks In future when an image is opened, it will open in Picviewer - **2 marks** or - will change usual image viewer - 1 mark - next time an image is opened, it will open in Picviewer - **1 mark** *Any of the above or equivalent up to 2 marks max.* *If response is 'Selecting Yes will make PicViewer the default image viewer' or equivalent, without any explanation of this being the software or application used - 0 marks (as this is what the image says - doesn't confirm any understanding). The answer must explain the effect in their words, not repeat.*	2			u2.3(2)	**5**
b. Answer explaining you should not click on link with an explanation of why: 0 - 3 marks - No, should not click - **1 mark** - Email may not be legitimate - **1 mark** - Entering details may compromise mail security etc - **1 mark** - One should never give out passwords etc - **1 mark** - It may be a phishing email - **1 mark** *Any of the above or equivalent up to 3 marks max.* Allow 2 marks for one valid point made with a suitable explanation, eg security risk/virus (1), could cause damage/infection (1).	2		1	u4.2(2) d3.2(1)	

Total marks available:	**50**
Pass mark:	**35**

Question 2: Work on ticketing data (Exemplar)

	A	B	C	D	E	F	G				K	L	M	N
1	Number of Tickets Sold				Ticket Type									
2		Outlet Name	Adult	Child	Concession	Outlet Type	Total Money				Child: £7			
3		4Square	11	10	22	Retail	£400.00				Adult: £12			
4		B & C Bargains	38	30	22	Retail	£864.00				Concession: £9			
5		Big Top Central	120	145	76	Box Office	£3,139.00							
6		Higgins	27	19	31	Retail	£736.00							
7		Collis's	76	120	27	Retail	£1,995.00							
8		CD Bringer	30	28	7	Retail	£619.00							
9		Cutting Crew	43	53	35	Retail	£1,202.00							
10		Dance Fever	54	61	19	Retail	£1,246.00							
11		Deep Roots	51	61	25	Retail	£1,264.00							
12		Eddie's	20	27	27	Retail	£672.00							
13		First Flight	48	55	31	Retail	£1,240.00							
14		Hepworth's	43	41	37	Retail	£1,136.00							
15		Himalaya	10	9	28	Retail	£435.00							
16		Holt's Butchers	48	40	33	Retail	£1,153.00							
17		King's Barbers	25	26	19	Retail	£653.00							
18		Mark & Elliott	42	43	31	Retail	£1,084.00							
19		Muffins	58	48	27	Retail	£1,275.00							
20		Pound Centre	35	43	18	Retail	£883.00							
21		Regis & Samuels	35	33	29	Retail	£912.00							
22		Rob Ryan & Sons	16	10	11	Retail	£361.00							
23		Sign of Four	45	45	27	Retail	£1,098.00							
24		SLH Hire	24	16	18	Retail	£562.00							
25		Starburst Cleaning	54	45	34	Retail	£1,269.00							
26		T.C.M Wade	31	27	11	Retail	£660.00							
27		Terry Wright	10	0	33	Retail	£417.00							
28		Ticket Me	88	151	49	Box Office	£2,554.00							
29		www.bigtopcircus.net	280	376	68	Web	£6,604.00							
30		www.fybpromotion.com	146	220	44	Web	£3,688.00							
31		Yes, Sir!	18	22	6	Retail	£424.00							
32		Your Time	12	8	25	Retail	£425.00							
33		ZZ Spectra	23	37	8	Retail	£607.00							
34		Totals	1561	1849	878									
35							£39,577.00 (total not required - for markers checking only)							
36														
37														
38		Box Office	629											
39		Retail Outlet	2525											
40		Web	1134											

Ticket Sales of Each Type (bar chart: Adult ≈1561, Child ≈1849, Concession ≈878)

Ticket Sales of Each Type (pie chart: Adult 1561, Child 1849, Concession 878)

Question 3: Create a poster (Exemplar)

Functional Skills Criteria for ICT – Level 1

Key: u= Using f= Finding d=Developing

Skills standards		
Using ICT	**Code**	**Assessment weighting**
identify the ICT requirements of a straightforward task.	**u1**	
interact with and use ICT systems to meet requirements of a straightforward task in a familiar context	**u2**	
manage information storage.	**u3**	
follow and demonstrate understand the need for safety and security practices.	**u4**	
Coverage and range		
use ICT to plan and organise work.	**u1.1**	
select and use software applications to meet needs and solve straightforward problems	**u2.1**	**20-30%**
select and use interface features effectively to meet needs	**u2.2**	
adjust system settings as appropriate to individual needs	**u2.3**	
work with files, folders and other media to access, organise, store, label and retrieve information	**u3.1**	
demonstrate how to create, use and maintain secure passwords – replaces 'keep information secure'	**u4.1**	
demonstrate how to minimise the risk of computer viruses	**u4.2**	
Finding and selecting information	**Code**	**Assessment weighting**
use search techniques to locate and select relevant information	**f1**	
select information from a variety of ICT sources for a straightforward task	**f2**	
Coverage and range		**10-20%**
search engines, query	**f1.1**	
recognise and take account of currency, relevance, bias and copyright when selecting and using information	**f2.1**	

Developing, presenting and communicating information	Code	Assessment weighting
enter, develop and refine information using appropriate software to meet the requirements of straightforward tasks	**d1**	
use appropriate software to meet requirements of straightforward data-handling tasks	**d2**	
use communications software to meet requirements of a straightforward task	**d3**	
combine information within a publication for a familiar audience and purpose	**d4**	
evaluate own use of ICT tools	**d5**	
Coverage and range		
apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content	**d1.1**	
process numerical data	**d2.1**	**50-70%**
display numerical data in a graphical format	**d2.2**	
use field names and data types to organise information	**d2.3**	
enter, search, sort and edit records	**d2.4**	
read, send and receive electronic messages with attachments	**d3.1**	
demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication	**d3.2**	
for print and for viewing on screen	**d4.1**	
check for accuracy and meaning	**d4.2**	
at each stage of task and at the task's completion	**d5.1**	