

Mark Scheme

Sample Assessment Material

Summer 2008

Level 1

Level 1 Functional Skills
ICT

FUNCTIONAL SKILLS: ICT – Level 1

Mark scheme

Allocation of marks:

Activity 1: Office party 16 marks

Activity 2: Poster 18 marks

Activity 3: Sales chart 5 marks

Activity 4: Mileage claims 6 marks

Presentation and printing 5 marks

Total for paper: 50 marks

Notice to examiners

Students are assessed on functionality. It is important to accept that there is not one correct procedure and position. For example, a letter heading can be presented in a range of ways. You are asked to apply the mark scheme to the work of the candidate and assess whether or not the evidence is fit for purpose and appropriate for the intended audience.

Activity 1 Office party (letter to staff about the office party)

| Marking Guide | Marks |
|---|---------------------|
| Text inserted into letter | 1 |
| Name and address added to letter | 1 |
| Name and address correctly spelt | 1 |
| Name and address placed in appropriate position | 1 |
| Table | |
| Table inserted into letter | 1 |
| Table placed in appropriate position in the letter | 1 |
| Bullets | |
| Change second paragraph from continuous writing to bullet points which may include any of the following: | |
| <ul style="list-style-type: none"> • Friday 6th Dec • 6pm • £3 • tickets on sale Monday/Maureen/Reception • cost includes light refreshments • first come first served | |
| * Do not award marks for information from third paragraph. | |
| Comprehensive detail and in bulleted list appropriately placed in the letter (3 marks) | Maximum of 3 |
| Some detail used and in bulleted list appropriately placed in the letter (2 marks) | |
| Attempt to use bullets evident but not entirely appropriate format/position (1 mark) | |
| Heading | |
| Staff Party added in correct position | 1 |
| Spell check | |
| All words that spell checker would identify correctly spelt | 1 |
| Fonts/sizes | |
| Appropriate uses of font styles | 1 |
| Appropriate use of font size | 1 |
| Overall: | |
| <ul style="list-style-type: none"> • Candidate has produced a letter that could be sent with no amendments and is fit for purpose (3 marks) | |
| <ul style="list-style-type: none"> • Candidate has produced a letter that could be sent with some minor changes, e.g. spelling correction (2 marks) | Maximum of 3 |
| <ul style="list-style-type: none"> • Candidate has produced a letter that contains most essential elements but would require some more work before being used. (1 mark) | |
| Total for Activity 1 16marks | |

| Activity 2 Poster | |
|---|--|
| Marking Guide | Marks |
| <p>Relevant information for poster which may include any of the following:</p> <ul style="list-style-type: none"> • Friday 6th Dec • 6pm • £3 • tickets on sale Monday/Maureen/Reception • first come first served • cost includes light refreshments • live band • raffle • dancing competition <p>1 mark for each of the above up to a maximum of 5</p> <p>Title Suitable title</p> <p>Image suitable image</p> <p>Appropriate positioning of image</p> <p>Appropriate size</p> <p>Design features Range of appropriate design features for example:</p> <ul style="list-style-type: none"> • borders • font style • font size • positioning of elements • use of “white space2 <p>1 mark for each of the above up to a maximum of 3 marks</p> <p>Overall:</p> <ul style="list-style-type: none"> • For candidate who has produced a poster that could be put up with no amendments and is fit for purpose (5-6 marks) • For candidate who has produced a poster that could be put up with some minor changes, e.g. spelling correction (3-4 marks) • For candidate who has produced a poster that contains most essential elements but would require some more work before being used. (1-2 mark) | <p>Maximum of 5</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>Maximum of 3</p> <p>Maximum of 6</p> |
| Total for Activity 2 | 18 marks |

| Activity 3 Sales chart | |
|--|--|
| Marking Guide | Marks |
| <p>Successful selection of top 5 customers The pie shop Elbief Bedlow and Cole Graham & Graham Jones and sons</p> <p>Title Appropriate choice</p> <p>Either Bar chart For 2 marks: correct labelling of axes Or Pie chart For 2 marks: labelling of all (or key)</p> <p>Either Bar chart For 1 mark: correct labelling of axis or Pie Chart For 1 mark: labelling up to 4 segments (or key)</p> <p>Customers clearly identifiable Key Data labels</p> | <p>1</p> <p>1</p> <p>Maximum of 2</p> <p>1</p> |
| Total for Activity 3 | 5 marks |

Activity 4 Mileage claims

| Marking Guide | Marks |
|--|--------------|
| <p>Spreadsheet Inputting information given into spreadsheet</p> | 1 |
| <p>Staff names Placing in alphabetical order</p> | 1 |
| <p>Correct application of formula for Smyth as evidenced in print out</p> | 1 |
| <p>Answer is given to two decimal places</p> | 1 |
| <p>Replicating formula for other reps</p> | 1 |
| <p>Column title Total</p> | 1 |
| <p>*Where candidate has entered e.g. incorrect mileage do not award mark but do award for correct calculation that may follow.</p> | |
| 6 marks | |

Presentation and printing

| Marking Guide | Marks |
|--|---------------------|
| <p>Footers All information required in the footers is present (3 marks)</p> | Maximum of 3 |
| <p>Most information required in the footers is present (2 marks)</p> | |
| <p>Some information required in the footers is present (1 mark)</p> | |
| <p>Quality of printing All documents printed appropriately (2 marks)</p> | Maximum of 2 |
| <p>Some documents printed appropriately (1 mark)</p> | |
| 5 marks | |

Total for paper: **50**

ICT Standards Coverage in Assessment

| Level 1 Coverage | Centre Assessed Component | Tested component* | Activity No. (2007/8 Sample Assessment) |
|------------------|---------------------------|-------------------|---|
| 1.1 | ✓ | | |
| 1.2 | ✓ | | |
| 1.3 | | ✓ | 2 |
| 1.4 | ✓ | | |
| 1.5 | ✓ | | |
| 1.6 | ✓ | | |
| 1.7 | ✓ | | |
| 1.8 | ✓ | | |
| | | | |
| 2.1 | ✓ | | |
| 2.2 | ✓ | | |
| 2.3 | ✓ | | |
| 2.4 | ✓ | | |
| | | | |
| 3.1 | | ✓ | 2 |
| 3.2 | ✓ | | |
| | | | |
| 4.1 | ✓ | | |
| 4.2 | | ✓ | |
| 4.3 | | ✓ | |
| | | | |
| 5.1 | | ✓ | 1 |
| 5.2 | | ✓ | 2 |
| 5.3 | | ✓ | 1, 2 |
| 5.4 | | ✓ | 2 |
| 5.5 | | ✓ | 4 |
| 5.6 | | ✓ | 4 |
| 5.7 | | ✓ | 3 |
| 5.8 | | ✓ | 3,4 |
| 5.9 | | ✓ | 2 |
| | | | |
| 6.1 | | ✓ | 1 |
| 6.2 | | ✓ | 2 |
| 6.3 | ✓ | | |
| 6.4 | | ✓ | |
| | | | |
| 7.1 | ✓ | | |
| 7.2 | ✓ | | |

* each test will not necessarily cover all aspects of 'coverage'.