

Mark Scheme

Sample Assessment Material

Summer 2008

Level 2

Level 2 Functional Skills
ICT

Activity 1

Task 1: Letter to customer

Marking Guide	Marks
Spellings/punctuation (including capitalisation)/paragraphing and grammar <ul style="list-style-type: none">• Letter contains no spelling, punctuation or grammar errors or contains only minor errors which do not affect purpose (2 marks)• Letter contains some errors which would affect purpose and would require some amendments before posting (1 mark)	Maximum 2
Layout and use of font <ul style="list-style-type: none">• Letter uses suitable layout which would be fit for purpose (2 marks)• Letter layout would require some amendment before sending (1 mark)	Maximum 2
Tone <ul style="list-style-type: none">• Letter uses a suitable tone which would be fit for purpose. (2 marks)• Letter tone would require some amendment before sending. (1 mark)	Maximum 2
Use of standard features <ul style="list-style-type: none">• Letter contains all standard features and all are purposeful:<ul style="list-style-type: none">○ Company logo○ Company address○ Date○ Inside address○ Suitable salutation○ Suitable heading○ Suitable close○ Signatory line• Letter contains either all features but some are not purposeful or some key features are omitted. (1 mark)	Maximum 2
Overall <ul style="list-style-type: none">• Letter is fit for purpose and ready to be mailed. (3 marks)• Letter is almost fit for purpose and will be ready to mail after minor amendments. (2 marks)• Letter will be fit for purpose but will require more significant amendments. (1 mark)	Maximum 3
Total for Task 1	11

Activity 1	
Task 2: booking form	
Marking Guide	Marks
<p>Table selection</p> <ul style="list-style-type: none"> • Candidate has used suitable table 	1
<p>Inclusion of components</p> <ul style="list-style-type: none"> • Candidate has included all the components and they are correctly spelt. (2 marks) <ul style="list-style-type: none"> • Our logo • Our name and address • Some text to explain its purpose • Customer Name • Customer Address • Customer Booking Reference • Date of stay • Number of nights • Whether deposit has been paid or not • Amount paid • Candidate has included all the components but some amendments on spellings would be required. (1 mark) 	Maximum of 2
1 mark for correct image has been chosen and inserted	1
1 mark for image resized correctly.	1
<ul style="list-style-type: none"> • Candidate has produced a table which has a suitable layout and has made good use of merging, colours/shading, borders, etc. Sufficient room has been left to add details. It fully meets its purpose. (3 marks) • Candidate has produced a table which is useful but some elements prevent it from being a quality product. (2 marks) • Candidate has produced a table but some reworking would be required to make it useful. (1 mark) 	Maximum of 3
Total for Task 2	9

Activity 2 - Sunnycoombe Invoice

Task 1: spreadsheet version

Marking Guide	Marks
<ul style="list-style-type: none">• Spreadsheet layout has been followed and retains all elements.• 17.5% has been entered in a suitable location and in a suitable format• Suitable function has been used (e.g., validation) to ensure that an error message appears should incorrect numbers be entered.• Numbers are entered using suitable cell format.• Suitable formula entered to work out charges.• Suitable formula entered to work out total.• Suitable formula entered to work out VAT.• Suitable formula entered to work out total charge • Design features are used which make the spreadsheet suitable for the audience and purpose and demonstrate a good understanding of use of features. (3 marks)• Design features are used to good effect but the spreadsheet would need minor amendments to be used successfully. (2 marks)• Few design features have been used and significant amendments would be needed for the spreadsheet to be used successfully. (1 mark) • Spreadsheet has been printed as per instructions:<ul style="list-style-type: none">○ Landscape○ Row and column headings○ Formula view with all information visible (3 marks)• Spreadsheet has been printed in formula view (all information visible) but other instructions have not been met. (2 marks)• Spreadsheet has been printed in formulae view with sufficient information for infer competence in use of formulae. (1 mark)	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">Maximum 3 marks</p> <p style="text-align: center;">Maximum 3 marks</p>
Total for Task 1:	15

Activity 2

Task 2: entering client details

Marking Guide	Marks
Data All data has been inserted correctly with no spelling, capitalisation, etc, errors. (2 marks) All data has been inserted but some errors in spelling, capitalisation. (1 mark)	Maximum of 2
Cells All cells show use of appropriate cell formats. (3 marks) Most cells show use of appropriate cell formats. (2 marks) Some cells show use of appropriate formats. (1 marks)	Maximum of 3
Overall: <ul style="list-style-type: none">• The spreadsheet template and completed invoice show fitness for purpose and would be good enough for use by a business with few, if any, improvements. (3 marks)• The spreadsheet would require some minor amendments to improve before being FFP for business. All formulae are accurate. (2 marks)• The spreadsheet has some errors including some errors in formulae but could be used after some revision. (1 mark)	Maximum of 3
Total for Task 2	8

Activity 3 Presentation

Marking Guide	Marks
<p>Presentation of 5 slides</p> <ul style="list-style-type: none"> Sunnycoombe logo, date and slide number on all slides 	<p>1</p>
<p>Slide 1: Welcoming screen</p> <ul style="list-style-type: none"> Readable text and suitable colour scheme (2 marks) Welcoming screen produced but quality affected by (e.g.) use of colours (1 mark) 	<p>Maximum of 2</p>
<p>Slide 2: Map</p> <ul style="list-style-type: none"> Appropriate slide with suitable text and colour scheme with map inserted which is of an appropriate size. Appropriate title or text included to explain image. (2 marks) As above but has omitted text to explain map. (1 marks) 	<p>Maximum of 2</p>
<p>Slide 3-5: Camp Shop/Entertainment/Staff List</p> <ul style="list-style-type: none"> Appropriate slide/screens with suitable and readable text and/or images. Images have been appropriately acknowledged. Content meets the purpose and audience requirements. Suitable colour schemes, consistent use of font/text styles. (5-6 marks) Slides/screens contain most of the required elements but some minor issues affect quality. Images appropriate but may be superfluous, e.g. too much clip art. Candidate has mostly used consistent schemes and/or text styles but some noticeable differences remain. (3-4 marks) Slides/screens contain some of the required elements. Images not always appropriate and colour schemes not consistent. Some use of consistency styles, etc, but most slides have some inconsistencies. (1-2 marks) 	<p>Maximum of 6</p>
<p>Overall:</p> <ul style="list-style-type: none"> Candidate has produced a scrolling presentation which is fit for audience and purpose. Text could be read easily on the screen and design is attractive. Text shows that the candidate has understood the purpose of the document – to promote camp to adults and children. Text is accurate with few or no SPAG errors. Those remaining do not affect FFP. (3 marks) Candidate has produced a useful presentation but some issues affect the product and it would require some minor amendments, e.g., correction of minor errors. Text shows that the candidate has either understood purpose or audience, but not both. Mostly accurate but some errors do detract from quality. (2marks) Candidate has produced a presentation that meets some of the requirements but it would need work before use to make purposeful. Errors are more significant. Text is appropriate but does not really demonstrate a clear understanding of either audience or purpose. Use of 	<p>Maximum of 3</p>

spell checking obvious but other errors remain. (1 mark)	
Text for email	1
<ul style="list-style-type: none"> • ICT tools and purposes appropriately identified • Candidate makes valid evaluative points about use of ICT systems applicable to this activity (1 mark for each point up to maximum of 2) 	Maximum of 2
Total for Activity 3	17

Total for paper: 60 marks

ICT Standards Coverage in Assessment

Level 2 Coverage	Centre Assessed Component	Tested component*	Activity No. (2007/8 Sample Assessment)
1.1	✓		
1.2	✓		
1.3		✓	All
1.4	✓		
1.5	✓		
1.6	✓		
1.7	✓		
1.8	✓		
2.1	✓		
2.2	✓		
2.3	✓		
2.4	✓		
2.5	✓		
3.1		✓	2, 4
3.2	✓		
4.1	✓		
4.2		✓	
4.3		✓	3
5.1		✓	1, 2, 3
5.2		✓	1
5.3		✓	1, 2, 3
5.4		✓	2
5.5		✓	3
5.6		✓	2
5.7		✓	2
5.8		✓	2
5.9		✓	
5.10		✓	
5.11		✓	3
5.12		✓	3
6.1		✓	1, 2, 3
6.2		✓	3
6.3	✓		
6.4		✓	3
7.1	✓		
7.2	✓		

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