



## Functional Skills ICT Assessment

Level 1 - Mark Scheme

### 'Exercise to Get Fit'

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## Total marks 60

Task	Task description	Skill areas	Marks
1	Create a folder for your work.	1: 3.1, 3.2	4
2	Open and read an email.	1: 1.3, 1.4 3: 5.1	4
3	Find information for a leaflet.	1: 1.2, 1.3 2: 1.1, 1.2, 2.1, 2.2, 2.3	9
4	Create a leaflet.	1: 1.3, 1.4, 2.1, 3.1 3: 1.1, 1.2, 1.3, 1.4, 2.1, 3.1, 3.2, 4.1, 4.2	22
5	Work on a spreadsheet.	1: 1.3, 1.4, 3.1 3: 1.3, 1.5, 1.6, 1.7	18
6	Reply to email.	3: 5.1	3
TOTAL			60

<b>Use computer</b>	<b>Refer to</b>	<b>Mark</b>
Start computer and log-on. Log-off and shut down computer.	Note 1	<b>5</b>

	<b>TASK 1</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
1a	Create folder on memory stick.  Folder given appropriate name. Example folder names: 'New Folder' 0 marks, 'My work' 1-2 mark, 'Exercise' 3 marks	1  0-3	Folder	<b>4</b>

	<b>Task 2</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
2a	Open specified email.	1	File screen captures.bmp	<b>4</b>
2b-d	Save screen grab of email to file:  File content <ul style="list-style-type: none"> <li>No image, 0 marks.</li> <li>Image of wrong email or other window, 1 mark.</li> <li>Partial image of correct email, 2 marks.</li> <li>Complete image of correct email, 3 marks)</li> </ul>	0-3		

	<b>Task 3</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
3b	Save record of websites used to file:  File content <ul style="list-style-type: none"> <li>No content, 0 marks.</li> <li>URL or website name of <b>one</b> *appropriate website, 1 mark.</li> <li>URLs or website names of <b>two</b> or more *appropriate websites, 2 marks.</li> <li>URLs or website names of <b>three</b> or more *appropriate websites, 3 marks.</li> </ul>	0-3	File information sources.txt	<b>9</b>

	<b>Task 3</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
	(*websites must relate to assessment context)			
3c	<p>Save search key words to file.</p> <p>File content</p> <ul style="list-style-type: none"> <li>No content, 0 marks</li> <li>1 mark for each key word used to search</li> <li>1 further mark for each if key phrases are used to search</li> </ul> <p>Example search phrases:</p> <ul style="list-style-type: none"> <li>exercise get fit</li> <li>home exercise</li> <li>get fit exercises</li> <li>exercising at home</li> </ul> <p>(Award more marks for search phrases than single words.)</p>	0-6		

	<b>Task 4</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
4a	<p>One-page leaflet (information sheet) produced:</p> <ul style="list-style-type: none"> <li>Fit for <b>purpose</b> and <b>audience</b>. 0-2</li> <li>Visually attractive to reader. 1</li> <li>Provides acceptable, accurate introduction to home exercising. 0-3</li> <li>Provides acceptable, accurate description of exercises. 0-3</li> <li>At least <b>one</b> image used in leaflet. (Image must be <b>appropriate</b> and <b>suitably positioned</b> and <b>sized</b> for full marks.) 0-4</li> <li>Table used for an <b>appropriate purpose</b> with <b>appropriate content</b>. (Must contain at least two rows and two columns for third mark.) 0-3</li> <li>Contains <b>correct contact details</b></li> </ul>		File F3 and exemplar candidate work	<b>22</b>

	<b>Task 4</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
	for leisure centre. (Partial information, 1 mark.)	2		
4b	<b>Name</b> and <b>date</b> in footer. (Name or date only, 1 mark.)	2		
4c	File saved with correct name.	1		

	<b>Task 5</b>	<b>Mark</b>	<b>Refer to</b>	<b>Maximum Mark</b>
5a	Correct file opened in spreadsheet application.	1		
5b	Range A1:D3 is bigger, bolded or underlined. (Range incorrect, 1 mark.)	0-2		
5c	B16 contains 'Percentage of maximum'. (One or more errors in text, 1 mark.)	0-2		
5d	B16 is right aligned. (Other alignment, except default, 1mark.)	0-2		
5e	Range C16:D16 is percent format, 0dp. <ul style="list-style-type: none"> <li>Other format, 0 marks.</li> <li>Correct format, wrong range, 1 mark.</li> <li>Percent format with other dp setting, 2 marks.)</li> </ul>	0-3	File F4 and exemplar candidate work	<b>18</b>
5f	C16 formula is =C14/B14 <ul style="list-style-type: none"> <li>Wrong formula, e.g. =C14*B14, 1 mark.</li> <li>Row or column error in one cell reference only, 2 marks</li> <li>Both cell references wrong, 0 marks.</li> </ul>	2		
5g	D16 formula is =D14/B14 <ul style="list-style-type: none"> <li>Wrong formula, e.g. =D14*B14, 1 mark.</li> <li>Row or column error in one cell reference, 2 marks.</li> <li>Both cell references wrong, 0 marks.</li> </ul>	2		

	Task 5	Mark	Refer to	Maximum Mark
5h	<p>Correct line graph created with appropriate titles.</p> <ul style="list-style-type: none"> <li>Line graph created 2 marks, (if chart is not a line graph 1 mark only)</li> <li>Line graph created with appropriate title 1 mark</li> </ul> <p>Example titles</p> <ul style="list-style-type: none"> <li>'Average Maximum Heart Rate'.</li> <li>Y- axis 'Beats per minute'.</li> <li>X-axis 'Age in years'</li> </ul>	3		
5i	File saved with correct name.	1		

	Task 6	Mark	Refer to	Maximum Mark
6a-e	<p>Save screen grab of email to file: File content</p> <ul style="list-style-type: none"> <li>No image, 0 marks.</li> <li>1 mark for image of wrong email or other window 1 mark</li> <li>Partial image of correct email 1 marks</li> <li>Partial image of correct email with correct attachment, 1 mark</li> <li><b>Complete image of correct email with correct attachment 3 marks.</b></li> </ul> <p>Deduct 1 mark for error in email subject line.</p>	3	File screen captures.bmp	3

TOTAL NUMBER OF MARKS FOR ASSESSMENT:

**60**

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**Notes:**

1. Use computer.  
Award mark only if centre staff witness candidate independently completed start-up/shut-down and log-on/log-off procedures.
2. The mark scheme complies with the following \*skills weighting ranges:
  - Use ICT systems: 20%-30% (actual 25%)
  - Find and select information: 10%-20% (actual 14%)
  - Develop, present and communicate information: 50%-70% (actual 61%)

\*Ref QCA: ICT\_functional\_skills\_pilot\_assessment\_principles\_2008-2009\_v1\_0.pdf