

Awarding Consortium

PARTNERS IN YOUR SUCCESS

ICT Level 1 Mark Scheme Set 2 – Sample

Task 1			
Question	Coverage	Answer	Mark
1	3a	New folder created	1
	3a	New folder has suitable name eg swimming club	1
2	5a	Search criteria includes Royal Life Saving Society logo award 1 mark for partial criteria OR Search criteria includes Royal Life Saving Society contact number award 1 mark for partial criteria	2
	5a	Second effective search (logo or contact number). Mark can be awarded if information found even if no evidence of the search criteria used.	1
	6a	Information found Logo found includes red colour award 1 mark for logo which does not contain red colour	2
	5a	Contact number found e.g. 01789 773 994	1
8 marks			

Task 2

Question	Coverage	Answer	Mark
3	2a	Appropriate software used - text provided and at least one image combined	1
	1a	Use of ICT to produce a flyer - document resembles a flyer, includes logo from Q1 and/or information from QP	1
	2b	All swimming lessons flyer text appears in document Minor amendment to text eg addition/deletion/order changed - 1 mark only	2
	6a	Swimming School logo image inserted	1
	6a	RLSS logo image found in Q1 inserted	1
	7a	Swimming School logo image positioned appropriately (outside of body of text or as watermark)	1
	7a	RLSS logo image positioned appropriately (does not split a paragraph/list)	1
	7a	Flyer contains accurate contact information 'Phone 07700 900 900 etc' (ignore spacing in phone number) 1 error in data - 1 mark only	2
	10b	All added items in appropriate location (do not split text)	1
	11	Flyer heading has been emphasised (eg larger, bold)	1
	11	Subheadings have been emphasised consistently (eg larger, bold)	1
	10b	Flyer is balanced (eg text, image(s), white space) and within consistent page margins	1
14 marks			

Task 3

Question	Coverage	Answer	Mark
4a	2a	Correct spreadsheet file accessed	1
	7a	2 values edited accurately Stage 2 Thursday is 30 and Stage 4 Monday is 32 1 value edited - 1 mark only	2
4b	8a	Total number in each class is calculated =SUM used (1) correct range eg B2:H2, B2+...+H2 (1)	2
	8a	Smallest value collected calculated eg MIN(B2:H2) 1 error in logic eg, function (such as MAX, AVERAGE), range - 1 mark only	2
	8a	Largest value collected calculated eg MAX(B2:H2) 1 error in logic eg, function (such as MIN, AVERAGE), range - 1 mark only	2
	8a	All 3 formulas replicated for each class (same structure) (SUM/MIN/MAX) Incomplete replication (e.g. Not all rows for all 3 formulas or only 1 or 2 of the 3 formulas replicated)	2
	1a	All calculated values/values added have labels	1
	7a	All labels entered are in suitable location(s)	1
	7a	All labels entered are meaningful	1
	7a	All labels entered are correctly spelt	1
	5	2a	Appropriate use of software - data sorted by column other than Last Name, or filtered (ie less than original number of records)
8d		List contains only correct records for those on Swim Stamina (9 records) List sorted on waiting class - 1 mark only	2
7a		Filtered list contains only Child First Name, Last Name and Email Address fields	1
11a		List produced has a title (1) Title is appropriate (eg People on waiting list for Swim Stamina) (1) Title is spelt accurately (1)	3
22 marks			

Task 4

Question	Coverage	Answer	Mark
6	9a	Email addressed to joy@awardingconsortium.com	1
	9a	Appropriate entry for subject eg Royal Life Saving Society information/RLSS information etc	1
	9a	Logo file included in body of email or attached	1
	9a	Telephone number included in body of email or attached	1
	11a	Email text includes evaluation of tasks: 2 marks Summary of how key tasks went; comment on issue/s or improvement/s; 1 mark for only limited or non-specific evaluation statement.	2
7	3a	At least one file created/saved by the candidate is in the folder	1
	3a	All files have meaningful filenames	1
8 marks			