



ICT Level 1 Mark Scheme Set 2 – Sample Assessment

The Sample Assessment for Level 1 Functional Skills ICT can be viewed on the XAMS platform by clicking [here](#).

The mark scheme is available below.

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)	1
	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			