



ICT Level 2 Mark Scheme Set 3 – Sample Assessment

The Sample Assessment for Level 2 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	4a	Evidence of appropriate search criteria eg food hygiene rating 5 Partially correct search criteria - 1 mark only	2
	5b	Appropriate image found Image of food rating not showing 5 - 1 mark only	2
	4a	Evidence of appropriate search criteria eg Food Standards Agency helpline Partially correct search criteria - 1 mark only	2
	4a	FSA Helpline number eg 020 7276 8829 or 020 7276 800 (or any other acceptable number which shows it is a helpline)	1
	5b	Indication of reliability eg "Indication of reliability eg includes Crown Copyright; includes GOV.UK	1
8 marks			

Task 2			
Question	Coverage	Answer	Mark
2	1a	Main steps outlined: 2 marks Lists main activities and options available. 1 mark: Basic required steps confirmed.	2
	2d	How to be completed: 2 marks Confirms decisions (e.g. programs/formats/time allocated) for each task. 1 mark Provides only limited information about intended approach; only addresses 1 task.	2

	1a/8c	Key points/issues to consider 2 marks Identifies points to consider/possible challenges, need to stay safe/respect others, issues/risks; 1 mark Only limited info/points noted e.g. few specifics; no challenges identified	2
6 marks			

Task 3			
Question	Coverage	Answer	Mark
3	2a	Correct file selected.	1
	7a	Total number sold for a sandwich type formula effective SUM function (1) Cell range correct eg (E2:J2) (1)	2
	7a	Income for a sandwich type calculated formula effective eg =B2*K2 cell references correct eg B2 and K2 or B2 and SUM(E2:J2) and correct operator	1
	2b	Formula replicated for all rows	1
	7a	Total income formula effective SUM function used (1) Cell range correct eg (L2:L24) (1)	2
	10a	Income values displayed with 2dp (with or without currency) (1) All calculated values labelled, correct and consistent (1) All labels in appropriate locations (1)	3
4	7d	Correct 'Bottom 3' records found for total sales	1
	7d	ICT used to find 'bottom 3' E.g. records sorted or other ICT facility used (e.g. filtered)	1
	10a	List produced contains sandwich name only	1
13 marks			

Task 4			
Question	Coverage	Answer	Mark
5	7d	Correct 'Top 3' records found for total sales	3
	7d	ICT used to find 'top 3' as part of multi-step task. e.g. records sorted or other ICT facility used (e.g. filtered)	1
6	7b	Suitable chart produced (bar chart) Line graph or pie chart - 1 mark only	2

	4a	Correct data charted Correct data with some additional data (do not award if complete data set) - 1 mark only	2
	6a	Chart title included (ignore spelling) eg Number of calories in most popular sandwiches	1
	6a	<u>Bar Chart (or line graph)</u> x and y axes titles meaningful (1) x and y axes data labels meaningful (1) no legend or legend not meaningful, if included (1) <u>Pie Chart</u> Sandwich name included as sector label or legend (1) Number of calories included as value in sector label or legend (2) Number of calories included as % in sector label or value - 1 mark only	3
12 marks			

Task 5			
Question	Coverage	Answer	Mark
7	2a	Software used to combine information eg text provided and a minimum of two components from image, chart, top 5 and address (ignore accuracy)	1
	2b	All of newsletter text has been included (2) any minor changes to text eg a word omitted, added or changed - 1 mark only	2

6a	sandwich bar logo image file included (1) image of food hygiene rating included (1) helpline telephone number included (1) names of bottom 3 selling sandwiches included (1) Chart showing calories included (all elements) (1)	5
2b	Elements combined so that all aspects of newsletter can be seen (ignore accuracy)	1
9a	At least one image file inserted in appropriate location ie does not split text inappropriately eg logo at top/bottom/background and/or food hygiene rating with Food Hygiene Rating section	1
9a	Chart inserted in appropriate location ie within calories section (1)	1
9a	Bottom 3 inserted in appropriate location ie within Special Offer section and after £2.95	1
9a	Telephone number inserted within appropriate section ie after the text 'by phoning'	1
2b	Candidate name and centre number entered in footer	1
10a	Title emphasised, Subheadings consistently emphasised and body text consistent	1
10a	Page break does not split a section inappropriately	1
10a	Document is balanced, including use of white space	1
17 marks		

Task 6			
Question	Coverage	Answer	Mark
8a	8a	Both email addresses entered correctly in 'To' and 'CC' (accept both in 'To')	2
	8a	Subject line is meaningful (1)	1
	8a	Newsletter file and spreadsheet file attached to email (must include both for mark)	1
	8a	Body of email contains relevant message	1

8b	10a	Evaluation summary of tasks 2 marks : + &/or - for each task explained; 1 mark Only limited evaluation e.g. only 1 task, only 1 +or-.	2
	10a	Suitability of programs outlined	1
	10a	Possible improvements outlined	1
8c	8b	Valid statement about data security/confidentiality when sharing staff details	1
	2e	Valid statement about online security at work/work systems (e.g. risk/caution when downloading from unknown sites/sources; spam risks; malware; virus protections)	1
9	3a	All files placed in folder Some of the files placed in folder - 1 mark only	2
	3a	All files saved with meaningful filenames	1
14 marks			