

Functional Skills ICT

Entry 1 sample assessment



www.cityandguilds.com
July 2017
Version 2.1

Mark scheme

Lost Dog

Time guidance

2 hours

Prior to assessment refer to Assessment Guidance for full assessor instructions.

Question	Mark scheme	Maximum marks	Candidate mark	Coverage and Range
1	<p>Candidate demonstrates safe working practices throughout the assessment by:</p> <ul style="list-style-type: none"> • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards <p>Give one example of a safe working practice observed:</p>	1		2a
2	Find and open the email	1		5
3	Find the correct name of the dog from the email	1		3a
4	Use a password to open the draft poster	1		2b
5	Label image with the dog's name – Monty	1		4b
	Name added in the correct position	1		4b
6	Add the telephone number (698252)	1		4
	Telephone number entered in the correct position	1		4
7	Change Wednesday to Tuesday (Do not penalise spelling)	1		4a
8	Underline the first line	1		1

Total marks available: 10		Pass mark: 7	
Candidate total marks:			
PRINT Assessor's name:	Signature:	Date:	
PRINT IQA's Name: (if sampled)	Signature	Date:	
PRINT EQA's Name: (if sampled)	Signature	Date:	

Please indicate as applicable:

Candidate has achieved: **Candidate has not achieved:**

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