Functional Skills ICT
Entry 2 sample assessment

Mark scheme
Garden Plants

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	Candidate seen using computer hardware for the purpose of completing the set task. **Give one example of hardware used:**	1		*1a*
	Candidate demonstrates safe working practices throughout the assessment by: • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards **Give two examples of a safe working practice observed (one mark for each):** 1. 2.	2		*2a*
2	Finds and opens the email from assessor	1		*7*
3	Writes correct words from email (ignore spelling)	1		*3a*
4	Uses the password **garden** from the email to open the notice	1		*2b*
5	Adds wording given – **Close the door.** Minor typing errors (ignore case) – 1 mark only	2		*1b*
6	Adds **Greenhouse** image	1		*6a*
	Adds image in a suitable place	1		*6a*
7	Centres the image	1		*1c*
8	Changes the title to **Garden Plants** (ignore case)	1		*5a*
9	Use of formatting: **Bold Text** **Underline** **Bigger Font Size** **Italic**	1 1 1 1		*5a*
10	Notice fits on one page	1		*7a*

11	Notice fit for purpose	**1**		**_7b_**
12	Notice saved	**1**		**_2_**
13	Notice printed	**1**		**_7a_**

Total marks available: 20	Pass mark: 15	
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:** ☐

This page is intentionally blank