

# Functional Skills ICT

## Entry 3 sample assessment



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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	Computer system started up correctly	1		1a
	Use input device to navigate <b>Give one example of input device observed in use:</b>	1		1b
2	Candidate demonstrates safe working practices throughout the assessment by: <ul style="list-style-type: none"> <li>• Ensuring comfortable and suitable seating</li> <li>• Ensuring comfortable and suitable lighting conditions</li> <li>• Avoiding hazards</li> </ul> <b>Give one example of a safe working practice observed:</b>	1		3b
3	<b>Lost Dog Files</b> folder found	1		4a
<b>TASK 1</b>				
4	Find and open the email	1		8a
	Search engine accessed	1		4b
	Suitable search term used	1		4b
	<b>Dog Rescue Centre</b> found	1		4b
5	Email reply created New email created – 1 mark only	2		8a
	Email contains the name of a Dog Rescue Centre	1		1c
<b>TASK 2</b>				
6	Use the file to create a poster	1		1c
7	Correct image (from <b>Yorkie</b> file) inserted in the poster	1		6b
	Image is a suitable size and in proportion	1		6b

8	Use of formatting: <b>Bold text</b> <b>Colour</b> <b>Bigger font size</b>	1 1 1		<b>6a</b>
9	Poster has no spelling errors	1		<b>7b</b>
	Poster fits on single page	1		<b>7a</b>
10	Poster printed	1		<b>7a</b>
<b>TASK 3</b>				
11	File opened using password <b>COSTS</b>	1		<b>3a</b>
12	Enter the Labour cost - £55.00 (any format)	1		<b>6a</b>
13	Correct formula entered <b>=SUM(B3:B6)</b>	1		<b>6c</b>
	Formula entered in correct cell ( <b>B7</b> )	1		<b>6b</b>
14	All text in <b>Row 1</b> formatted to stand out	1		<b>6a</b>
15	<b>Column B</b> formatted to currency (£)	1		<b>6a</b>
	<b>Column B</b> formatted to 2 decimal places	1		
16	All data displayed with no truncation of columns	1		<b>6a</b>
17	File saved and printed	1		<b>7</b>
18	Safely shut down the system	1		<b>1a</b>

<b>Total marks available: 30</b>		<b>Pass mark: 22</b>
<b>Candidate total marks:</b>		
<b>PRINT Assessor's name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>PRINT IQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>
<b>PRINT EQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>

**Please indicate as applicable:**

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

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