

Example Script – Commentary

Functional Skills Information Communication Technology (ICT) Level 1

The candidate has attempted all questions. The candidate gained 38 marks out of a possible 50 marks. The notional pass mark is 60% and so this candidate has easily achieved the required pass mark. This candidate clearly demonstrated that they were functioning at a level 1 ICT standard.

Q.	Marks Available	Marks Awarded	Commentary
1a	2	2	The candidate created one folder for each task and included their name as part of the folders.
1b	7	5	The candidate produced a screenshot showing the search engine and relevant criteria (1 out of 1 mark). The screenshot presented identified the Theme Parks' homepage (1 out of 1 mark). Candidate presented evidence that showed two attractions within the Theme Park (1 out of 1 mark). Candidate found, downloaded and saved an image relating to Theme Parks in an appropriate format (2 out of 2 marks) (appropriate saving can be verified by looking at the email attachment or from the screenshots showing the content of individual task folders). The final marks for presenting their findings were lost as no evidence was presented, such as suitable format table or similar (0 out of 1 mark). Information including the details of the Theme Parks name, the name of the two attractions found and the image (0 out of 1 mark).
1c	7	7	The candidate opened suitable email software (1 out of 1 mark) and then created a new email (1 out of 1 mark) Candidate completed all required fields, such as "TO" (1 out of 1 mark), "Subject" (1 out of 1 mark), appropriate message including the name of the Theme Park and both names of the attractions (1 out of 1 mark) and added an attachment of the image (1 out of 1 mark). The email was error free (1 out of 1 mark).

Q.	Marks Available	Marks Awarded	Commentary
2a	2	2	Candidate selected Excel (1 out of 1 mark) and imported all of the data (25 records) from the text file (1 out of 1 mark).
2b	1	0	The purpose of this activity was to format the Email field from text to a Hyperlink (0 out of 1 mark).
2c	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
2d	3	1	Candidate produced a list showing the correct amount of students who require a letter (1 out 1 mark) but did not present evidence that a search was carried out (0 out of 1 mark). Candidate failed to omit the Email field/column (0 out of 1 mark).
2e	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
3a	2	2	The candidate opened the csv file in suitable software (1 out of 1 mark) and corrected the two errors, i.e. Alana Robson changed to Alan Robson and Gareth James changed to Gareth Jones (1 out of 1 mark).
3b	5	2	Candidate was required to calculate the total cost of the trip (1 out of 1 mark), calculate the amount of money owed by each student, correct outcome using an absolute cell reference is 2 marks and 1 mark for any other correct formula or correct outcome (1 out of 2 marks). The second calculation also awards 1 mark for replication provided evidence is presented in a formula view (0 out of 1 mark). The final calculation was to find the total of money still outstanding (0 out of 1 mark)
3c	1	1	The candidate successfully formatted all of the appropriate cells, i.e. number to currency using correct decimal places (1 out of 1 mark).
3d	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
3e	3	1	Candidate had to produce a suitable graph to compare the total cost of the trip and the money still owed (1 out of 1 mark). The chart had to be labelled appropriately, i.e. title, x/y axis (y axis only required if a legend is present) (0 out of 2 marks)
3f	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.

Q	Marks Available	Marks Awarded	Commentary
4a	9	9	The candidate opened suitable software (1 out of 1 mark). Candidate could achieve a maximum of 2 marks for including any 2 pieces of information requested in the paper, i.e. Date of trip and cost of trip per student (2 out of 2 marks), included relevant image from Section A, part B (1 out of 1 mark). The candidate was awarded (1 mark each) for using a wide range of text, graphic/layout tools, features and techniques, i.e. different font size, bold, centre alignment, text wrap and resizing of image. (5 out of 5 marks)
4b	1	1	The information sheet was free from errors and was fit for purpose (1 out of 1 mark).
4c	1	1	The information sheet fitted to one A4 sheet of paper (1 out of 1 mark).
4d	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
5a	4	2	The candidate needed to name two ways on how they could ensure that the information sheet is free from errors. Candidate named one function "Spell check" (1 out of 2 marks). Candidate needed to identify the most suitable method of ensuring that their information sheet was free from errors, i.e. "Spell checker" and state a valid reason as to why (1 out of 2 marks).
5b	1	1	The candidate was required to provide an 8 digit password that contained one capital letter, one lower case letter and one number, i.e. Steveboy1 (1 out of 1 mark).
5c	2	1	The candidate needed to explain why it is necessary to enter a new password twice. (1 out of 1 mark).
5d/e	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.