

Example Script – Commentary

Functional Skills Information Communication Technology (ICT) Level 2

The candidate has attempted all questions. The candidate gained 35 marks out of a possible 60 marks. The notional pass mark is 60% and so this candidate has not achieved a pass but is a borderline candidate. This candidate would be reviewed by different examiners and data files would be requested. The data files could contain evidence of correctly saving the individual logos from section A, part B and would give the candidate an extra mark required to achieve a pass, as this candidate clearly demonstrated that they were functioning at a level 2 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	8	3	The candidate produced a screenshot showing the search engine and relevant criteria (1 out of 1 mark). The screenshots presented identified the 2 Theme Parks' homepages, including their URL addresses (1 out of 1 mark). Candidate presented evidence that showed the Theme Parks' entry fees (1 out of 1 mark). Candidate found the Theme Parks' logos but they were not downloaded and saved in an appropriate format (appropriate saving can be verified by looking at the screenshots showing the content of individual task folders). They were copied and pasted into a word document, which did not have the candidate's name on it (0 out of 1 mark). The candidate did not present any evidence of using a web tool to find distances and times on how to get to each Theme Park (0 out of 1 mark). The final marks for presenting their findings were also lost as no evidence was presented, such as suitable format table or similar (0 out of 1 mark). Information including the details of the two Theme Parks & the time/distance (0 out of 2 marks)
1c	7	5	The candidate opened suitable email software (1 out of 1 mark). The candidate did not present a screenshot to show that the contacts had been added to the address book. However, they will only appear in the following format if they had been added to the address book: Vicky <Vicky.Moran@mycollege.ac.uk> Unfortunately, the candidate had several spelling errors within the "To" address therefore received no mark for adding contacts to address book (0 out of 1 mark). The candidate successfully completed "TO,CC, email message including URL and added an attachment" but failed to enter a subject (4 out of 5 marks)

Q.	Marks Available	Marks Awarded	Commentary
2a	2	2	Candidate selected Excel (1 out of 1 mark) and imported all of the data (30 records) from the text file (1 out of 1 mark).
2b	5	2	The purpose of this activity was to format the fields appropriate to content, that clearly shows data types, such as text (0 out of 1 mark), length for gender field (0 out of 1 mark) and was requested to assign a primary key if applicable (0 out 1 mark). In this instance no Primary Key was necessary, as the data file did not contain a unique field but candidate could not provide evidence of selecting/deselecting a primary key due to using Excel. The only marks given were for the use of hyperlink (1 out of 1 mark) and currency (1 out of 1 mark).
2c/d	2	1	The candidate produced the correct outcome list (1 out of 1 mark) by using a filter, but was not awarded the mark for showing the criteria used (0 out of 1 mark).
2e	3	2	Candidate produced a list by using a custom sort that is not the same as grouping a report (0 out of 1 mark). However, individual sections were sorted into ascending order of surname (1 out of 1 mark) and the total amount of deposit received was shown (1 out of 1 mark).
2f	1	0	The list presented was not a report, did not contain a suitable title or had an appropriate layout and therefore was not considered to be fit for purpose (0 out of 1 mark).
2g	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
3a	11	3	The candidate opened the csv file in suitable software (1 out of 1 mark) and carried out the first 2 calculations correctly but did not show formulae (2 out of 4 marks). The next 2 calculations were incorrect and again no formula view was presented (0 out of 5 marks). Due to the fact that no formula view was presented the mark for replication could also not be awarded (0 out of 1 mark).
3b	1	1	The candidate successfully formatted all of the cells appropriate to content, i.e. number to currency using correct decimal places (1 out of 1 mark).
3c	2	2	2 changes were made by the candidate to highlight key information in the worksheet, i.e. font colour and shading (2 out of 2 marks).

3d	1	0	The evidence presented was only presented in normal view with formulae view missing (0 out of 1 mark).
4a	10	9	The candidate opened suitable software (1 out of 1 mark). The required information included: Name and location of Theme Park was not awarded a mark as the address did not match the Theme Park (0 out of 1 mark), date of trip (1 out of 1 mark), cost per person without discount (1 out of 1 mark), correct park logo (1 out of 1 mark) and one other relevant piece of information (1 out of 1 mark). The candidate was awarded for using a wide range of text, graphic/layout tools, features and techniques (4 out of 4 marks), i.e. different font size, colour/bold, centre alignment and shading.
4b	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.
5a	1	1	The candidate named "Firewall" as the device to protect networks (1 out of 1 mark).
5b	1	1	The candidate named "Control Panel", as to where you would go to change systems and security settings (1 out of 1 mark).
5c	2	1	The candidate did not explain the term "Copyright" (0 out of 1 mark), but did explain what you need to adhere to prior to using information (copyrighted) on the Internet (1 out of 1 mark).
5d	1	0	The candidate did not provide an advantage for displaying statistical data in graphical format (0 out of 1 mark).
5e/f	N/A	N/A	This is an instruction to the candidate for which no marks are awarded.