

**Task A Internet and Email**

Question	Standard	Answer guidance	Marks Available	Notes
1	3.2.1 2.1.1 2.1.1	Receive and open electronic messages – voicemail (1)  Find given information from ICT –based source – voicemail (1)  Find appropriate information – date of walk ( Sunday, December 13 <sup>th</sup> ) (1)	3	December 13 <sup>th</sup> only would be acceptable. NOT Sunday only.
2	1.2.1	Minimise physical stress. The candidate will have checked the chair position and indicated comfort.	1	Candidates may indicate comfort in their normal way.
3	1.2.1	Minimise physical stress – one valid reason given Eg. will not get backache / neck strain/ can reach the keyboard comfortably/ can see the keyboard comfortably	1	Candidates may indicate answer in their normal way.
4 a	1.2.2	Keep access information secure – use password (1)	6	If candidates have been assisted in this process then they cannot be awarded marks.
b	3.1.1	Enter and edit information – type username (1)		
c	3.2.1	Check accuracy and correct errors – username correctly entered (1)		
	3.1.1	Enter and edit information – type password (1)		
	3.2.1	Check accuracy and correct errors – password correctly entered (1)		
	1.1.1	Recognise and use interface features i.e submit button (1)		
5	3.2.1	Receive and open electronic messages – email (1) •	1	
6	1.1.1 2.2.1	Interact with ICT for a given purpose – finding information (1)  Appropriate information found in email:- • Registration number – 1235Z (1)	2	Indicated by correct answers found
<b>TOTAL</b>			<b>14</b>	

## Task B – Presenting Information

Question	Standard	Answer guidance	Marks Available	Notes
1	3.1.1 3.1.1	Enter and edit information – insert date of walk (1) Correctly entered (1)	2	<b>Answer</b> : Sunday, Dec 13th
2	3.1.1	Enter & edit - Check accuracy and correct errors (2)	2	<b>Answer</b> : Capital T for <b>The</b> ; letter <b>i</b> added in correct place in <b>Pink</b>
3	3.1.1 3.1.1	Enter and edit information – insert own name (1) Correctly entered (1)	2	
4	3.1.1 3.1.1	Enter and edit information – decide on appropriate place for registration number (1) Correctly entered (1)	2	
5	1.1.1	Interact with ICT for a given purpose – making a poster. Marks for submission of a complete poster.	1	
<b>TOTAL</b>			<b>9</b>	

Total marks	23
Weighting across skills areas	
Use ICT systems	26%
Find and select information	13%
Develop, present and communicate information	61%

### Key to Standards and Coverage Statements

First number represents skill area:

1-Using ICT systems

2-Finding and Selecting Information and

3- Developing, presenting and communicating information

Second number reflects order of skill standard within skill area

Third number reflects order of coverage and range statement relating to skill standard as appears in the Ofqual FS criteria for ICT.

E.g. 1.2.1 Skill area is Using ICT. Skill standard is 'follow recommended safe practices' Coverage and range statement is, 'minimise the physical stress of seating, lighting and hazards'