

Task A – Internet and Email

Question	Standard	Answer guidance	Marks Available	Notes
1	3.2.1 2.1.1 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, January 24 th) (1) Find appropriate information – Length of walk (10 miles) (1)	4	
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	1.2.2 3.1.1 3.2.1 3.1.1 3.2.1 1.1.3	Keep access information secure – use password (1) Enter and edit information – correct username (1) Check accuracy and correct errors – username correctly entered (1) Enter and edit information – type password (1) Check accuracy and correct errors – password correctly entered (1) Recognise and use interface features i.e submit button (1)	6	If candidates have been assisted in this process then they cannot be awarded marks for those parts of the question.
4	3.3.1 1.1.2 2.2.1	Use ICT to send and receive information – view the message(1) Use software application for a given purpose – finding information (1) Find appropriate information from the email – Barry or Walk Organiser (1) .	3	Indicated by correct answers found Both Barry and/or Walk Organiser acceptable
5	1.1.3 1.1.1.	Recognise and use interface features i.e reply button (1) Use computer hardware – point and click	2	

		device (1)		
6	3.1.1	Enter and edit information – type name of Charity to be used (1)	3	
	3.2.2	Enter and edit information – type name (1) Bring together two types of information – for viewing on screen (1)		
7	3.2.2	Bring together two types of information – identify and correct simple errors (1)	3	Full marks for both spelled correctly. 1 mark deducted for missing or incorrect word.
	3.2.2	Name Charity correctly entered (1) Candidate name correctly entered (1)		
8	3.3.1	Use ICT to send and receive information – send message (1)	1	
9	2.2.1	Use Find specified information – use simple search facilities (1)	4	Mark awarded for printed evidence thermos found. If candidates have been assisted in this process then they cannot receive the mark.
	1.1.2	Use software application for a given purpose – finding information (1)		
	2.2.1	Find appropriate information from the web page – select thermos (1)		
	1.1.1	Use computer hardware – printer (1)		
10	1.2.3	Follow and understand recommended safe practices – understand the need to stay safe (1)	1	Answer : b. By the company's secure line
TOTAL				
28				

Task B – Presenting Information

Question	Standard	Answer guidance	Marks Available	Notes
1	1.1.1 3.1.1	Use computer hardware – keyboard or other text entry device (1) Enter and edit information insert h in word Charity in the heading (1)	2	
2	3.1.1	Enter and edit information – delete 25th in the sub-heading (1) Enter and edit information – insert 24th in the sub-heading (1)	2	
3	3.1.1	Enter and edit information – delete morning of in second column next to make lunch (1) Enter and edit information – insert day before in second column next to make lunch (1)	2	
4	3.1.1	Enter and edit information – delete No in the top row (1) Enter and edit information – ensure Yes in the top row (1)	2	
5	3.1.1	Enter and edit information – insert name at bottom form (1)	1	
6	3.2.2	Bring together two types of information – identify and correct simple errors (1) No errors (2) Up to 3 errors (1) More than 3 errors or assistance (0)	3	Full marks for all correct amendments with no assistance
7	1.1.3 1.1.1 1.1.2	Recognise and use interface features e.g print icon, print on a menu (1) Use computer software – printer (1) Use software application for a purpose – produce a checklist (1)	3	
TOTAL			15	

Total marks 43

Weighting across skills areas

Use ICT systems 30%

Find and select information 14%

Develop, present and communicate information 56%

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 physical stress'