

Generic skills met across completion of all tasks.

These marks are to be awarded only when the skill is first demonstrated. Subsequent demonstration of the skill will not be rewarded. Relevant items indicated by (gen) in the mark scheme.

| Coverage | | Mark |
|--|---|----------|
| 1.1.2 | Use input and output devices: keyboard, mouse, printer etc • (evidenced by completion of tasks using the computer) | 1 |
| 1.1.3 | Use software applications to meet needs and solve given problems - appropriate programs used to produce documents | 1 |
| 1.2.1 | Open and save files - work with files to enable storage and retrieval of information | 1 |
| 3.1.1 | Name and centre number added to documents | 1 |
| Total possible marks for generic skills | | 4 |

Task A – Finding information on the Internet

| Number | Coverage | | Mark |
|--|-------------|--|----------|
| 1 | 1.1.3 (gen) | Web browser opened | 0 |
| | 2.1.2 | Appropriate web site/ software selected and used – candidates may use website or ClipArt etc | 1 |
| | 2.1.2 | Appropriate search tools used to access internet sources of information – search engine, links | 1 |
| | 2.2 | Select relevant information - appropriate search techniques used to find required information (evidence – image of party balloons) | 1 |
| 2 | 1.2.1 | Image saved for future use (evidenced by use in Task B – see printout) | 1 |
| 3 | 2.1.2 | Search web-based sources of information – party supplies provider (1) | 2 |
| | 2.2 | Select relevant information – balloon provider found (1) | |
| 4 | 1.1.2 | Use output device – printer (1) | 2 |
| | 1.1.5 | Change simple software settings to print web page (1) | |
| Total possible marks for Task A | | | 8 |

Task B – Make a party poster

| Number | Coverage | | Mark |
|--------|---|--|-------|
| 1 | 1.1.3 (gen) | Appropriate software selected | 0 |
| | 3.1.1 | Heading PLAYGROUP PARTY entered (1 mark per word) | 2 |
| | 3.1.1 | Enter and edit information – position heading (1) | |
| | | - Heading re-sized (1) | |
| | 3.1.2 | Enter and edit information – position graphics (balloon picture) (1) | |
| | | - Picture re-sized (1) | |
| 3.2.1 | Bring together types of information – for viewing on screen (1) | 5 | |
| 3.1.1 | Text entered as instructed: | | |
| | 17 December entered | 1 | |
| | 2.30-4.00 pm entered | 1 | |
| 2 | 3.2.2 | Spelling checked: | |
| | | heading spelt correctly (1 mark per word) | Max 2 |
| | | 17 December entered correctly (1 mark for 17, 1 mark for December) (17 th or 17th accepted) | Max 2 |
| | | 2.30-4.00 pm entered correctly (1 mark for times, 1 mark for pm) (2.30 – 4.00 p.m. accepted) | Max 2 |
| | | | |

| | | | |
|--|-------------|---|-----------|
| | 3.1.2 | Text and image fills page | 1 |
| | 3.1.1 (gen) | Name and centre details at bottom of page | 0 |
| | 1.1.2 (gen) | Save and print copy of poster | 0 |
| Total possible marks for Task B | | | 16 |

Task C – Working out the cost of the party

| Number | Coverage | | Mark |
|--|-------------|--|----------|
| 1 | 1.1.3 (gen) | Appropriate program opened to work with numbers | 0 |
| | 1.2.1 | Correct file opened: Costs | 1 |
| 2 | 3.1.3 | Process numbers to meet needs - enter numbers: 35, 5, 30, 25 (1 mark for each number correctly entered) | 4 |
| 3 | 3.1.3 | Process numbers to meet needs - total 95 generated | 1 |
| | 3.1.1 (gen) | Own name typed below Total row | 0 |
| | 1.1.2 (gen) | Document saved and printed | 0 |
| Total possible marks for Task D | | | 6 |

Task D – Sending information to others

| Number | Coverage | | Mark |
|--|-------------|---|------------|
| 1 | 1.1.3 (gen) | Appropriate program opened to send an email | 0 |
| | 1.3.1 | Use password (1) | 1 |
| | 3.3.1 | New document created | 1 |
| 2 | 3.3.1 | Leader's email address entered in correct place – in To: box | 1 |
| 3 | 3.1.1 | Enter information - suitable heading entered in Subject line – e.g PARTY COSTS | 1 |
| 4 | 3.1.1 | Message content entered in correct place | 1 |
| | 3.2.3 | Language used is appropriate – polite | 1 |
| | 3.2.3 | fit for purpose (to leader) | 1 |
| | 3.1.1 | Own name typed below the message | 0 |
| 5 | 3.2.2 | Message checked for errors, no more than 3 errors (1 mark) Meaning is clear: <ul style="list-style-type: none"> • Cost of the party is given (£95) (1 mark) • Ask if there is anything else to be done (1 mark). | 1 Max 2 |
| | 3.3.1 | Message sent (evidence – printout from Q6) | 1 |
| 6 | 1.1.4 | Recognise and use interface features - access Sent message folder | 1 |
| | 2.1.1 | Search stored information for correct sent email | 1 |
| | 1.2.1 | Open sent email from list and print it | 1 |
| Total possible marks for Task D | | | 14 |

| | | |
|---|-----------|------------|
| Total possible marks: | 48 | |
| Using ICT systems: | 10 | 21% |
| Find and select information: | 6 | 13% |
| Develop, present and communicate information: | 32 | 66% |