

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.

Standards/Coverage		Mark
1.2.1	Appropriate programs used to produce documents	2
1.2.2	Interface features used to meet needs <ul style="list-style-type: none"> ▪ Menus, toolbars, print screen function, dialogue boxes 	2
1.3.1	Work with files and folders to organise, store and retrieve information	2
Total marks for generic skills		6

Task A – Searching for information on the Internet

Number	Standards/Coverage		Mark
1	1.1.1	Use ICT to organise work into a folder with suitable name (evidence Task B)	1
	2.1.1		1
2	2.1.1	Appropriate web site selected and used	1
	2.1.1	Effective use of search engine, browsing (evidence – address and telephone number of fancy dress shop)	1
2i)	2.2	Relevant information located and selected	1
	2.2	URL of information page added to favourites (evidence – screenshot)	1
2ii)	1.2.1 (gen)	Appropriate software program selected	0
	2.1.2	Saved information matches requirements	1
2iii)	3.1.1	Information copied and pasted to an appropriate document	1
	1.2.2 (gen)	Document minimised and accessed at Q3 (evidence – printed document)	0
3	2.1.2	Selected information matches requirements	1
	2.2	URL of information page added to favourites (evidence – screenshot)	1
3ii)	3.1.1	Information and map added to document	1
3iii)	1.3.1 (gen)	Document saved and printed	0
4	1.2.2 (gen)	Interface feature used to access bookmarks	0
	3.1.1	Screenshot formatted so it is easy to read and both sites are visible.	1
	1.3.1 (gen)	Document saved and printed with name and centre details in header or footer	0
Total marks for Task A			12

Task B – Presenting information

Number	Standards/Coverage		Mark
1	1.3.1 (gen)	Document opened from folder	0
	3.1.1	Appropriate heading entered. (eg “Information found on the internet”, “Names and addresses from the Internet”, “Fancy dress shop and party venue”, or any other appropriate heading)	1
	3.1.1	Introductory sentence should state that a local fancy dress shop (1) and address (1) and map (1) of venue have been found	Max 3
	3.4.1	Spelling has been checked. Up to 3 errors – 1 mark, 4 or more errors – 0 marks	Max 1
2	1.1.1	Plan improvements to document	1
	3.1.1	Obvious changes made to the original document (printed in Task A):	Max 3
	3.4.1	Size and/or style of text is consistent (1) Position and alignment of text and image improves appearance (1) document fills page with minimal white space (1)	
	3.5.1	Review use of formatting tools and make changes as required	1
	1.3.1 (gen)	New file name given to document (evidence screenshot of backup files)	0
3	1.3.1	Backup folder created and named YOURNAME BACKUP	1
	1.3.1 (gen)	Backup folder opened	0
	1.2.2 (gen)	Screenshot taken showing files in Backup folder	0
	1.3.1 (gen)	Document saved and printed with name and centre details	0
Total marks for Task B			11

Task C – Email

Number	Standards/Coverage		Mark
1	1.4.1	Password used to open email account	1
	3.3.1	Leader’s email address entered in correct place – in To: box	1
	3.1.1	Message entered in appropriate position. Message to say that you are attaching the information you found on the internet	1
	3.3.1	Suitable heading entered in Subject line	1
	3.3.2	Language used is appropriate – polite	1
	3.4.2	Fit for purpose (to organiser) and meaning is clear	1
	3.4.2	Message checked for errors, no more than 3 errors (1 mark)	1
	3.3.1	Formatted document from Task B attached to email and email sent	1
2	3.3.1	Navigate to Sent folder	1
	1.3.1	Sent message printed	1
3	3.3.1	Leader’s email address added to Contacts List.	1
	1.2.2 (gen)	Screenshot of Contacts list showing organiser’s email address	0
Total marks for Task C			11

Task D – Checking a document for accuracy

Number	Standards/ Coverage		Mark	
1	1.4.1	File Letter opened with password	1	
	3.1.1	Today's date entered in correct location	1	
	3.4.2	Any English (ie not American) date format, e.g. 17 December 2009, 17/12/2009	1	
		Proofreading evident by errors corrected in reply slip:	Max 2	
	3.1.1	Sport changed to Community (1) 4.30 changed to 4.00 (1)		
	1.2.2	Layout is consistent and fit for purpose – line spacing consistent (line space added above Yours sincerely) Font changed to be consistent (Guardians) Interface feature used to Spell check document (4 errors found and amended in main letter)	1 1 4	
	1.3.1 (gen)	Community (1) your (1) fill (1) sincerely (1)		
	3.5.1	evaluate use of ICT to make it fit for audience (1) Document saved and printed	1 0	
	Total marks for Task D			12

Task E – Working out the cost of the party

Number	Standards/ Coverage		Mark
1	1.2.1 (gen)	Spreadsheet program opened	0
	3.1.1	Data entered in correct location	1
	3.4.2	All data entered accurately	1
2	3.1.1	Data fully displayed	1
		Column headings aligned correctly (right align over figures, left align over text)	1
		Headings formatted in bold font	1
3	3.1.1	Heading TOTAL entered in a new row (caps or u/l case)	1
	3.2.1	Formula entered to calculate total cost	1
4	3.1.1	Heading BALANCE entered in a new row (caps or u/l case)	1
	3.2.1	Formula entered to calculate figure (budget – total cost)	1
5	3.2.3	Figures formatted to currency (1 mark)	Max 2
		2 decimal places (1 mark)	
6	3.1.1	Row inserted and heading PARTY COST entered in inserted row	1
		Heading formatted. Obviously enlarged text, formatted bold, underlined or italic	Max 2
7	1.3.1	Sheet saved and printed showing all values	1
8	3.2.1	Sheet printed showing formulae.	1
	3.1.1	Structure of worksheet - row and column headings	1
		Formatted to fit on one page using appropriate orientation	1
Total marks for Task E			18

Task F – Presenting information in a graph

Number	Standards/ Coverage		Mark
1	3.2.2	Graph shows total cost of each item	1
2	3.2.2	Graph contains: a main title Axis titles and labels Legend is deselected	1 1 1
3	3.2.2	Graph is fit for purpose (i.e. pie chart or column chart) and shows only required data	1
4	3.1.1	Graph presented on a new sheet	1
Total marks for Task F			6

Total marks available across the Level 1 ICT Assessment paper: 76

Weighting across skills areas

Using ICT systems:	17	22%
Find and select information:	8	11%
Develop, present and communicate information:	51	67%

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. 1.3.1 Skill area is Using ICT systems. Skill standard is 'manage information storage' Coverage and range statement is, 'work with files, folders and other media to access, organise, store, label and retrieve information'