

Functional Skills ICT

Entry 1 sample assessment



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July 2017
Version 1.1

Mark scheme
Car Boot Sale

Time guidance
2 hours

Prior to assessment refer to Assessment Guidance for full assessor instructions.

Question	Mark scheme	Maximum marks	Candidate mark	Coverage and Range
1	<p>Candidate demonstrates safe working practices throughout the assessment by:</p> <ul style="list-style-type: none"> • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards <p>Give one example of a safe working practice observed:</p>	1		2a
2	Find and open the email	1		5
3	Find the correct name of the person to contact from the email (Indra Ghosh)	1		3a
	Find the correct number from the email (203296)	1		3a
4	Open the poster using the password carboot	1		2b
5	Telephone Number changed to 203296	1		4a
	Add Indra Ghosh as the Contact Name – do not penalise spelling	1		4
	Contact Name entered in the correct position	1		4
6	Centre the picture	1		1
7	Add a label A busy morning to the picture – do not penalise spelling	1		4b

Total marks available: 10		Pass mark: 7	
Candidate total marks:			
PRINT Assessor name:	Signature:	Date:	
PRINT IQA's name: (if sampled)	Signature	Date:	
PRINT EQA's name: (if sampled)	Signature	Date:	

Please indicate as applicable:

Candidate has achieved: **Candidate has not achieved:**

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