

Functional Skills ICT

Entry 1 sample assessment



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July 2017
Version 1.1

Mark scheme
Garden Plants

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 the email	1		5
	Open the email	1		5
3	Use the password from the email to open the notice	1		3c
4	Change 5 degrees to 2 degrees	1		4a
5	Label the picture Orchid	1		4b
	Orchid inserted in the correct position (ignore spelling and case)	1		4b
6	Image centred	1		1
7	Change the title to Garden Plants	1		4a
8	Format the title to Bold text	1		1

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:**

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
www.cityandguilds.com**

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