

Functional Skills ICT

Entry 2 sample assessment



www.cityandguilds.com
July 2017
Version 2.1

Mark scheme

Lost Dog

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	Candidate seen using computer hardware for the purpose of completing the set task. Give one example of hardware used:	1		1a
	Candidate demonstrates safe working practices throughout the assessment by: <ul style="list-style-type: none"> • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards Give one example of a safe working practice observed:	1		2a
2	Finds and opens the email	1		7a
3	Correct name of the dog found	1		3a
4	Email sent (Reply or create)	1		7a
	Relevant content in email – do not penalise spelling and grammar	1		7a
5	Password Dog1 used to open the poster	1		2b
6	Poster Pictures file opened	1		3
7	Dog picture selected from given file – 1 mark	1		4a
	Dog picture inserted into the poster – 1 mark	1		6a
8	Name Monty added	1		5a
	Name in correct position	1		5a
9	Day changed - Wednesday to Tuesday (Do not penalise spelling)	1		5a

10	Use of formatting: Bold Text Underline Bigger Font Size Italic	1 1 1 1		5a
11	Poster fits single page	1		6a
12	Poster is fit for purpose	1		6a
13	Poster printed	1		1c

Total marks available: 20		Pass mark: 15	
Candidate total marks:			
PRINT Assessor's 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:**

This page is intentionally blank

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD**

www.cityandguilds.com

**City & Guilds is a registered
charity established to promote
education and training**