

# Functional Skills ICT

## Entry 3 sample assessment



[www.cityandguilds.com](http://www.cityandguilds.com)  
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	Computer system started up correctly	1		1a
	Use input device to navigate <b>Give one example of input device observed in use:</b>	1		1b
2	Candidate demonstrates safe working practices throughout the assessment by: <ul style="list-style-type: none"> <li>• Ensuring comfortable and suitable seating</li> <li>• Ensuring comfortable and suitable lighting conditions</li> <li>• Avoiding hazards</li> </ul> <b>Give one example of a safe working practice observed:</b>	1		3b
3	Garden Plant Files folder found	1		4a
<b>TASK 1</b>				
4	Find and open the email	1		8a
5	Correct answer given	1		
6	Email reply created	1		8a
	Email contains the candidate's answer	1		1c
<b>TASK 2</b>				
7	Open the file <b>Plant Sale</b>	1		1c
8	<b>Plant Suppliers Catalogue</b> file opened and effective search used.	1		4a

9	Correct image inserted in the presentation	1		<b>6b</b>
	Image inserted on first slide	1		<b>6a</b>
	Image is a suitable size and in proportion	1		<b>6b</b>
10	Text <b>Tulip</b> added	1		<b>6a</b>
11	Use of formatting: Bold text	1		<b>6a</b>
	Italic	1		
	Bigger font size	1		
12	Presentation has no spelling errors	1		<b>7b</b>
13	Presentation saved	1		<b>7a</b>
<b>TASK 3</b>				
14	File opened using correct password <b>plants</b>	1		<b>3a</b>
	Use the file to complete the tasks set	1		<b>1c</b>
15	Use search to find the price of <b>Tulips</b>	1		<b>4a</b>
16	Enter the price of <b>Tulips</b> in correct position ( <b>B6</b> )	1		<b>6a</b>
17	Correct formula entered <b>=SUM(B3:B9)</b>	1		<b>6c</b>
	Formula entered in correct cell <b>B10</b>	1		<b>6b</b>
18	Heading formatted to stand out	1		<b>6a</b>
19	<b>Price</b> column formatted to currency (£) with 2 decimal places	1		<b>6a</b>
20	All data displayed with no truncation of columns	1		<b>6a</b>
21	File saved and printed	1		<b>7</b>
22	Safely shut down the system	1		<b>1a</b>

<b>Total marks available: 30</b>		<b>Pass mark: 22</b>	
<b>Candidate total marks:</b>			
<b>PRINT Assessor's name:</b>	<b>Signature:</b>	<b>Date:</b>	
<b>PRINT IQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>	
<b>PRINT EQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>	

**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](http://www.cityandguilds.com)**

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