Functional Skills ICT
Entry 3 sample assessment

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	Computer system started up correctly	1		*1a*
	Candidate demonstrates safe working practices throughout the assessment by: • Ensuring comfortable and suitable seating • Ensuring comfortable and suitable lighting conditions • Avoiding hazards **Give two examples of a safe working practice observed (1 mark for each):** 1) 2)	2		*3b*
TASK 1				
2	Find and open the email	1		*8a*
3	Assessor added to contacts – 1 mark All input correct – 1 mark	2		*8b*
4	Suitable software used to create the poster	1		*1c*
	All details inserted into the poster	1		*6a*
	Image **tent** located	1		*4a*
	Image **tent** inserted into the poster	1		*6b*
	Image inserted in a suitable place, ie not obscuring text, fully on page	1		*6b*
	Poster contains no spelling errors	1		*7b*
	Use of formatting: **Bold text** **Colour** **Font size**	1 1 1		*6a*
	Document is fit for purpose.	1		*7a*

	TASK 2			
5	Opened the file **car boot items**	**1**		*1c*
6	All given data correctly entered Minor error or omission – 1 mark only	**2**		*6c*
7	Formula entered in cell **D15**	**1**		*6c*
	Correct formula entered **=SUM(D4:D13)**	**1**		*6c*
8	**Column D** formatted to currency (£) – 1 mark 2 decimal places – 1 mark	**2**		*1d*
9	Underline heading	**1**		*1c*
10	Column headings made to stand out, eg: Bold, underline, change font, colour etc (only one change required)	**1**		*6a*
11	Font colour changed for **Trailer tent**	**1**		*6a*
12	All data displayed with no truncation of columns	**1**		*6a*
13	File saved and printed	**1**		*7*
	TASK 3			
14	Email sent to assessor	**1**		*8a*
15	Correctly shut down the system	**1**		*1a*

Total marks available: 30		Pass mark: 22	
Candidate total marks:			4
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:** ☐

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