

Functional Skills ICT
Entry 3 College Catering SAMPLE PAPER

Learner name:	Run Number:	Date of Assessment:
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Ready to start		Coverage and Range	Marks	Assessor Mark	IQA Mark
a	Learner was observed checking their computer setup was safe. e.g. they checked the seat and desk area and checked that the floor area was clear of trailing wires.	3.2	1		
b	Learner accessed a computer system (this may have involved them logging on, waking up the computer, using an input device (e.g. keyboard) to enter a password.	1.2	1		
c	Learner inserted the USB memory stick into the computer without assistance.	2.2	1		

Task 2		Coverage and Range	Marks	Assessor Mark	IQA Mark
a	Internet used to search for image of salt and pepper pots.	4.2	1		
	Image is suitable to be used in the menu.	7.3	1		
	Image of pepper pots saved.	2.1	1		
b	Full website address of BBC Good Food found i.e. https://www.bbcgoodfood.com	4.2	1		
	Website address added to a document.	7.2	1		

Task 3		Coverage and Range	Marks	Assessor Mark	IQA Mark
a	Email program checked for new messages.	5.1	1		
b	New message opened and read.	8.1	1		
c	Learner selects 'Reply' to respond to the email.	8.1	1		
	In the email reply, Learner states that they will make the requested changes to the menu (accept any similar response).	8.1	1		
d	The Learner printed a copy of the prepared email.	7.1	1		

Task 4		Coverage and Range	Marks	Assessor Mark	IQA Mark
a	File Catering Menu found.	4.1	1		
	File Catering Menu opened.	2.1	1		
b	File Catering Images found.	4.1	1		
	Learner has searched Catering Images and located the College Cafe image.	4.1	1		
	College Cafe image inserted at the top of the menu.	6.2	1		
c	Image of salt and pepper pots, found during internet search, inserted in menu.	6.1	1		
d	The learner has added the following information: <ul style="list-style-type: none"> ▪ £17.50 added as the price of 'Sandwich Platters' ▪ Date changed from 23rd August to 7th September 	6.1	1 1		
	▪ Full website address of BBC Good Food added to menu. Allow follow through of any earlier errors.	6.2	1		
	Full website address of BBC Good Food added at the bottom of the menu. Allow follow through of any earlier errors.	6.1	1		
e	Top, bottom, left and right margins adjusted to 1cm.	1.5	1		
f	The learner has improved the layout and format of the poster to make it look more interesting using any 4 of: <ul style="list-style-type: none"> ▪ Word Art ▪ Borders or shading ▪ Page and text colour ▪ Different fonts ▪ Any other formatting. 	6.1	1 1 1 1		
g	The Learner has checked the menu for sense and accuracy. The spelling error of <u>tomatoe</u> has been corrected to tomato (in Cold Canapes).	7.2	1		
h	The Learner has saved the menu.	2.1	1		
	The Learner has printed the menu.	7.1	1		

Task 5		Coverage and Range	Marks	Assessor Mark	IQA Mark
a	File Invoice found.	4.1	1		
	File Invoice opened using the password 2308JM	3.1	1		
b	Quantity of 12 added to SPARKLING WATER row.	6.1	1		
	Cost of 6.00 added to SPARKLING WATER row.	6.1	1		
c	TOTAL AMOUNT calculated e.g. =SUM(G18:G22) or =G18+G19+G20+G21+G22 (Answer £311.00)	6.3	1		
	Use of SUM function in the above calculation.	6.3	1		
d	Spreadsheet saved in landscape.	1.5	1		
	Spreadsheet printed.	7.1	1		
e	Learner has safely removed USB memory stick from computer.	2.2	1		
Total Marks			40		
Pass Mark			28		

Assessor/Tutor Name			
Assessor/Tutor Signature		Date:	
IQA Name (if sampled)			
IQA Signature		Date:	
EQA Name (if sampled)			
EQA Signature		Date:	