

Functional Skills ICT Assessment
 Spelling Bee SAMPLE PAPER
 Level 1

Learner Name	Learner Signature	Assessment Date
Centre		Run Number
Assessor Name	Assessor Signature	Date

Task	1	2	3	4	5	Total
Available Marks	6	5	15	21	3	50
Assessor Marker						
IQA Marker						

Instructions to learners

You will need the following files for this assessment:

- Spelling Bee Answer Booklet
- Leaflet text
- Heatherdene logo
- Stars
- SB Sponsorship

There are 2 sections to complete, Section A and Section B

Total marks available: 50

You **may** use the internet for **Section A**

Section B is **not to be accessed** whilst Section A is active

CHECK YOUR WORK CAREFULLY AND SAVE YOUR WORK REGULARLY

REMEMBER TO ADD YOUR NAME AND THE DATE TO ALL FILES.

You have **2 hours** to complete the assessment.

Scenario

You are a volunteer at Heatherdene School. Nicola, a teacher, is planning a sponsored Spelling Bee and she wants your help.

A Spelling Bee is a competition in which school students are asked to spell a wide selection of words.

Your task is to help Nicola with the following:

- Research the internet for information about Spelling Bees
- Create a leaflet for children and parents to explain about the sponsored Spelling Bee
- Edit a spreadsheet that will record the income from the sponsored Spelling Bee

Section A

You may use the internet for this task only.

Section B is not to be accessed whilst Section A is still active.

You have **30 minutes** to locate all relevant information. Make sure you save the information as you will not be allowed to return to the internet.

Task 1

Nicola needs a leaflet about the sponsored Spelling Bee for the children to take home to their parents. You are asked to find information to go in the leaflet.

- a. Create a folder to save your work in. The folder name must include your name and the words **Spelling Bee**.

Take a screen print showing the folder name and display this in the **Spelling Bee Answer Booklet**.

(2 marks)

- b. Search the internet to find information to include in the leaflet:

- The year that Frank Neuhauser won the first Spelling Bee
- The age of Frank Neuhauser when he won the first Spelling Bee
- An image of a Spelling Bee

Produce a screen print, showing the search terms you have used to find the year that Frank Neuhauser won the first Spelling Bee and display this in the **Spelling Bee Answer Booklet**.

In the **Spelling Bee Answer Booklet**, enter the year that Frank Neuhauser won the first Spelling Bee.

In the **Spelling Bee Answer Booklet**, enter the age of Frank Neuhauser when he won the first Spelling Bee.

Save the image of the Spelling Bee as **Bee**. Display a screen print showing the filename in the **Spelling Bee Answer Booklet**.

(4 marks)

(Total 6 marks)

You will need the above information for later tasks. Make sure all information has been saved.

Task 2

Prepare an email to Nicola. Tell Nicola you have found the information she asked for.

Include the image you saved during your research. Ask Nicola if the image is suitable.

nicola.smith@heatherdene.sch.uk

You do not need to send the e-mail, just prepare it.

Produce a screen print of the prepared email and display in the **Spelling Bee Answer Booklet**. Make sure all text is visible.

(Total 5 marks)

Check that you have the following for Section A:

- Task 1 evidence completed in the **Spelling Bee Answer Booklet**
- Screen print of the email from Task 2 completed in the **Spelling Bee Answer Booklet**

Your internet access has ended.

You must not use the internet from this point forward.

Using the internet after this point will result in disqualification.

Section B

Not to be accessed until completion of Section A.

The internet may NOT be used to complete any part of Section B.

Task 3

Nicola would like you to create a leaflet announcing the Spelling Bee competition.

The leaflet must:

- Include all the text from the file **Leaflet text**
- Include the image **Heatherdene logo** on the first page
- Include the year Frank Neuhauser won the first Spelling Bee, and his age, that you found in **Task 1**
- Include the image supplied
- Display the capitalised text from the **Leaflet text** file, in a large font size, to fill the first page
- Be formatted with a page border
- Be on two pages of A4 portrait

a. Create the leaflet following Nicola's instructions above.

(8 marks)

b. Insert your name and today's date in the footer.

(1 mark)

c. Make sure all the information is displayed appropriately, so it is clear, easy to read, and free of errors.

(4 marks)

d. Save the leaflet in the **Spelling Bee** folder using the filename **Competition**.

Produce a screen print showing the file saved into the folder. Display this in the **Spelling Bee Answer Booklet**.

Print the leaflet.

(2 marks)

(Total 15 marks)

Make sure you have the following evidence:

- Screen print showing the file saved in the folder, displayed in the **Spelling Bee Answer Booklet**
- Printout of the leaflet

Task 4

Nicola would like you to complete the spreadsheet she is using to manage the Spelling Bee sponsorship money. Open the file named **SB Sponsorship**.

a. Make the following additions and correction to the data:

- Ticket sales **250**
- Pupil's sponsorship money **862**
- Equipment hire should be **137.50**

(2 marks)

b. A decision has been made not to charge entry fees for under 12s. Delete the Entry fees (under 12s) row.

(1 mark)

c. Calculate and display the:

- Total income
- Total expenses
- Total profit for school funds

(4 marks)

d. Format the spreadsheet so it is clear and easy to understand.

Make sure all information is fully visible and display the spreadsheet on one page.

Format financial data as currency to 2 decimal places.

(4 marks)

e. Print two copies of the spreadsheet, one in Normal View and one in Formula View.

(2 marks)

f. Nicola wants a chart showing only the income categories and amounts. Produce a chart that is clearly labelled and easy to read.

Produce a screen print of the chart and display in the **Spelling Bee Answer Booklet**.

(6 marks)

- g. Save the spreadsheet into the **Spelling Bee** folder using the filename **SB Accounts**.

Produce a screen print showing the file saved into the folder. Display this in the **Spelling Bee Answer Booklet**.

(2 marks)

(Total 21 marks)

Make sure you have the following evidence:

- A screen print showing the file saved into the folder, displayed in the **Spelling Bee Answer Booklet**
- Printouts of the spreadsheet in Normal View and Formula View

Task 5 – Theory

Answer the following questions in the Task 5 Section of the **Spelling Bee Answer Booklet** document.

- a. What is the name of the feature that allows you to have the titles of a spreadsheet remain in view whilst scrolling down multiple rows?
(1 mark)
- b. Nicola has password protected the files you have been working on using her first name as the password. How can you make the password more secure?
(1 mark)
- c. You receive an email from someone you've never heard of. The email has an attachment. Name **one** method of making sure the attachment is safe to open.
(1 mark)
- (Total 3 marks)**

Finishing Off

Check you have all your work printed and your name is on every piece of paper:

- Print of the leaflet from Task 3
- Print of the spreadsheet from Task 4
- Print of the spreadsheet showing formula from Task 4
- Print of the document **Spelling Bee Answer Booklet**

End of Assessment

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