

Functional Skills ICT Level 1  
Spelling Bee SAMPLE PAPER

Task 1 – Folders and Internet		Evidence	Criteria	Marks Available	Mark Given
a	<b>1 mark</b> – Folder created <b>1 mark</b> – Folder called <b>Spelling Bee</b> ( <i>Learner Name</i> )	Screen print in <b>Answer Booklet</b>	3.1 3.1	2	
b	<b>1 mark</b> – Screen print, pasted in <b>Answer Booklet</b> , showing search terms used to find the year in which Frank Neuhauser won the first Spelling Bee <b>1 mark</b> – The year that Frank Neuhauser won the first Spelling Bee, entered in <b>Answer Booklet</b> Answer: 1925 <b>1 mark</b> – The age of Frank Neuhauser when he won the first Spelling Bee, entered in <b>Answer Booklet</b> Answer: 11 <b>1 mark</b> – Screen print showing filename of image, saved as <b>Bee</b> (file type irrelevant) entered in <b>Answer Booklet</b>	Screen print in <b>Answer Booklet</b>	5.1  6.1  6.1  3.1	4	
<b>TOTAL FOR TASK 1</b>				<b>6</b>	

Task 2 – Email		Evidence	Criteria	Marks Available	Mark Given
a	<b>1 mark</b> – Email software used <b>1 mark</b> – To <a href="mailto:nicola.smith@heatherdene.sch.uk">nicola.smith@heatherdene.sch.uk</a> <b>1 mark</b> – Suitable subject <b>1 mark</b> – Image (Bee) attached <b>1 mark</b> – Message explains that the information she wanted has been found and asks if the image is suitable.	Screen print in <b>Answer Booklet</b>	2.1 9.1 9.1 9.1 9.1	5	
<b>TOTAL FOR TASK 2</b>				<b>5</b>	

Task 3 – Word Processing		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> - Appropriate software, e.g. WP or DTP</p> <p><b>1 mark</b> - Learner has clearly attempted to plan the task, evidenced by the use of at least two of: <b>Leaflet text</b> file, the insertion of the logo and the supplied image, insertion of age / year</p> <p><b>1 mark</b> - All text used from <b>Leaflet text</b></p> <p><b>1 mark</b> - Images inserted – <b>Heatherdene logo</b> on page 1 and <b>Stars</b></p> <p><b>1 mark</b> - ALL capitalised text formatted in large font sizes to fill the first page</p> <p><b>1 mark</b> - Year and age that Frank Neuhauser won the first Spelling Bee entered where indicated by &lt;&lt;chevrons&gt;&gt; on page two. (Answers: 1925 and age 11)</p> <p><b>1 mark</b> - Page border</p> <p><b>1 mark</b> - Two pages of A4 portrait</p>	Printout of leaflet	2.1 1.1  7.1 6.1  7.1 6.1  10.1 10.1	8	
b	<p><b>1 mark</b> - Learner's name and date of test entered in the footer</p>	Printout of leaflet	2.2	1	
c	<p><b>1 mark</b> – Images not distorted or cause text truncation</p> <p><b>1 mark</b> - Learner has applied formatting to enhance the document, e.g. emphasis of headings, colour, font styles</p> <p><b>1 mark</b> – Leaflet free of errors and corrections made to (usualy / usually; channce / chance</p> <p><b>1 mark</b> – Leaflet fit for purpose, ALL above marks (3a, 3b and 3c) have been awarded</p>	Printout of leaflet	7.1 7.1  10.2 11.1	4	
d	<p><b>1 mark</b> – Leaflet is saved into the <b>Spelling Bee</b> folder AND using the filename <b>Competition</b></p> <p><b>1 mark</b> – Leaflet is printed</p>	Screen print in <b>Answer Booklet</b> Printout of leaflet	3.1  10.1	2	
<b>TOTAL FOR TASK 3</b>				<b>15</b>	

Task 4 – Spreadsheet		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> – Added: Ticket sales <b>250</b> and Pupil's sponsorship money <b>862</b></p> <p><b>1 mark</b> - Amended: Equipment hire <b>137.50</b></p>	Printout of spreadsheet	8.4	2	
b	<p><b>1 mark</b> – Entry fees (under 12s) and row deleted from income section</p> <p><i>Award 0 mark if data removed but row not deleted, or row is hidden</i></p>	Printout of spreadsheet	8.4	1	
c	<p><b>1 mark</b> – Total income calculated e.g. =SUM(B3:B9) or =B3+B4+B5+B6+B7+B8=B9 (Answer £2,769.00)</p> <p><b>1 mark</b> – Total expenses calculated e.g. =SUM(E3:E5) or =E3+E4+E5 (Answer £270.50)</p> <p><b>1 mark</b> – Use of SUM function in either of the above calculations</p> <p><b>1 mark</b> – Formula entered to calculate the total raised for school funds e.g. =B11-B12 (Answer £2,498.50)</p>	Printout of spreadsheet	8.1	4	
d	<p><b>1 mark</b> – Formatting enhances data e.g. title and / or headings emphasised, border, shading</p> <p><b>1 mark</b> – Spreadsheet prints on one page only (e.g. landscape, fit to page)</p> <p><b>1 mark</b> – No truncation</p> <p><b>1 mark</b> – ALL financial data formatted to currency and 2 decimal places</p>	Printout of spreadsheet	7.1 10.1 7.1 8.3	4	
e	<p><b>1 mark</b> – Print out of Normal View and</p> <p><b>1 mark</b> - Print out of Formula View</p>	Printout of spreadsheet	10.1 10.1	2	
f	<p><b>1 mark</b> – Chart created e.g. Pie/column/bar</p> <p><b>1 mark</b> – Correct data used for chart A3:B9</p> <p><b>1 mark</b> – Suitable chart title e.g. Spelling Bee Accounts</p> <p><b>2 marks</b> – Suitable axis labels (1 mark per label) Column/bar chart e.g. Amount, Income categories Pie chart e.g. Legend and Data label is Value</p> <p><b>1 mark</b> – Fit for purpose (only allow if all other marks awarded)</p>	Screen print of chart in <b>Answer Booklet</b>	8.2 6.1 7.1 7.1 11.1	6	
g	<p><b>1 mark</b> – Spreadsheet saved in <b>Spelling Bee</b> folder as <b>SB Accounts</b></p> <p><b>1 mark</b> – Screen print showing file saved in folder in <b>Answer Booklet</b></p>	Screen print in <b>Answer Booklet</b>	3.1	2	
<b>TOTAL FOR TASK 4</b>				<b>21</b>	

Task 5 – Theory		Evidence	Criteria	Marks Available	Mark Given
a	<b>1 mark</b> – Freeze panes	<b>Answer Booklet</b>	2.2	1	
b	<b>1 mark</b> – Accept <b>any one</b> of the following: <ul style="list-style-type: none"> <li>• Add capitals letters</li> <li>• Add numbers</li> <li>• Add symbols</li> <li>• Make it longer</li> <li>• Change it to something that is not her name that can't be guessed</li> </ul> Or any other valid response	<b>Answer Booklet</b>	4.1	1	
c	<b>1 mark</b> – Accept <b>any one</b> of: <ul style="list-style-type: none"> <li>• Run anti-virus scan</li> <li>• Contact the sender to verify who they are and ask what they've sent you</li> <li>• Keep anti-virus software up to date</li> </ul> Or any other valid response	<b>Answer Booklet</b>	4.2	1	
<b>TOTAL FOR TASK 5</b>				<b>3</b>	