

**Functional Skills ICT Level 2**  
**Teaching Assistant SAMPLE PAPER**

Task 1		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> – Two folders created</p> <p><b>1 mark</b> – Main folder called <b>Teaching Assistant</b> (learner name)</p> <p><b>1 mark</b> – Sub-folder called <b>Completed Work</b> (must be a sub-folder)</p> <p><i>(Closed: 3 marks)</i></p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	3.1	3	
b	<p><b>1 mark</b> – Search terms appropriate to locate the meaning of the acronym DBS</p> <p><b>1 mark</b> - Correct meaning of <b>DBS</b> (Disclosure and Barring Service) entered in <b>Teaching Assistant Answer Booklet</b></p> <p><b>1 mark</b> - Website address used to find the meaning of the acronym <b>DBS</b> entered in <b>Teaching Assistant Answer Booklet</b> example: <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a></p> <p><b>1 mark</b> – Date that <b>CRB</b> was replaced by <b>DBS</b> entered: 01/03/2013 OR 01/12/2012</p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	4.1 5.2 4.1 5.2	4	
<b>TOTAL FOR TASK 1</b>				<b>7</b>	

Task 2		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> – Email software used</p> <p><b>1 mark</b> – To: <a href="mailto:caitlyn.elliott@heatherdene.sch.uk">caitlyn.elliott@heatherdene.sch.uk</a></p> <p><b>1 mark</b> – Cc: <a href="mailto:neal.petty@heatherdene.sch.uk">neal.petty@heatherdene.sch.uk</a></p> <p><b>1 mark</b> – Message uses appropriate email elements of salutation, subject line and closing</p> <p><b>1 mark</b> – Message states that the research about DBS has been completed</p> <p><b>1 mark</b> – <b>Teaching Assistant Answer Booklet</b> file attached</p> <p><i>(Closed: 2 marks email addresses)</i></p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	2.1 8.1 8.1 8.3 8.1 8.1	6	
b	<p><b>1 mark</b> – Deputy Head's email address, added to Contacts address book <a href="mailto:neal.petty@heatherdene.sch.uk">neal.petty@heatherdene.sch.uk</a></p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	8.1	1	
<b>TOTAL FOR TASK 2</b>				<b>7</b>	

Task 3 Presentation		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> – Learner has clearly attempted to plan the task, evidenced by the use of at least three of: <b>Presentation</b> text file, insertion of <b>Heatherdene</b> image, using one of the given images on an appropriate slide and insertion of research information</p> <p><b>1 mark</b> – Appropriate software, i.e. Presentation</p> <p><b>1 mark</b> – All text used from <b>Presentation</b></p> <p><b>1 mark</b> – Maximum of five slides, must include a title slide</p> <p><b>2 marks</b> – One of given images (<b>Blackboard, Jigsaw</b> or <b>Tick</b>) inserted in an appropriate location Award: one mark for image inserted Award: one mark for image on slide 3, 4 or 5</p> <p><b>1 mark</b> – Inserted image has no distortion, truncation and is appropriate size</p> <p><b>1 mark</b> – Footer contains learner name and test date on all slides except the title slide</p>	Printout of handouts, two slides to a page	1.1  2.1 5.1 6.1 2.2  2.2  6.1	8	
b	<p><b>2 marks</b> - Image <b>Heatherdene</b> inserted on all slides, except the title slide, using the Slide Master Award: <b>1 mark</b> only if the image is inserted manually <i>i.e. if the logo is aligned and positioned consistently on the four slides</i></p>	Printout of handouts, two slides to a page	9.1	2	
c	<p><b>1 mark</b> - Initials <b>DBS</b> found and replaced with <b>[Disclosure and Barring Service]</b> (allow follow through from any earlier error)</p> <p><b>1 mark</b> – Date that CRB was replaced by DBS added to the end of the first bullet point on slide 2 and placeholder text removed</p>	Printout of handouts, two slides to a page	6.1	2	
d	<p><b>1 mark</b> – Presentation is displayed appropriately, clearly designed, easy to read</p> <p><b>1 mark</b> – Presentation has no spelling errors (<i>yuth/youth</i> corrected and no repeated words (<i>with with</i> deleted from slide 3, 3<sup>rd</sup> bullet point)</p> <p><b>1 mark</b> – Presentation is fit for purpose, ALL above marks (3a – 3d) have been awarded</p>	Printout of handouts, two slides to a page	9.2  9.1  10.1	3	
e	<p><b>1 mark</b> - Transition effect applied to all slides, evidenced by star at bottom right corner of Slide Sorter view</p> <p><b>1 mark</b> - Slides advance every 15 seconds, evidenced by 00:15 in bottom right corner of each slide in Slide Sorter view</p> <p><b>1 mark</b> - Screen print shows the slides in Slide Sorter view</p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	6.1  2.2  2.2	3	
f	<p><b>1 mark</b> – Slide show has the filename <b>Slide Show</b></p> <p><b>1 mark</b> - <b>Slide Show</b> saved in <b>Completed Work</b> sub-folder</p>	Screen print in <b>Teaching Assistant Answer Booklet</b>	3.1	2	
g	<p><b>1 mark</b> - Presentation printed using the handout layout of two slides to a page.</p>	Printout of handouts, two slides to a page	9.1	1	
<b>TOTAL FOR TASK 3</b>				<b>21</b>	

Task 4 Spreadsheet		Evidence	Criteria	Marks Available	Mark Given
a	<p><b>1 mark</b> - Sadele Smith amended to <b>Adele</b> Smith</p> <p><b>1 mark</b> - Neil Blay awarded <b>89</b> marks</p> <p><b>1 mark</b> - Student number for Neil Hyman is <b>T14447</b></p>	Print of spreadsheet	6.1	3	
b	<p><b>4 marks – Grade Achieved</b> displayed using Vlookup e.g. =VLOOKUP(D3,\$G\$2:\$H\$5,2) <i>Award full marks if all correct. Award one mark if Lookup used.</i> <i>If Vlookup used with error, e.g. no absolute, incorrect cells, wrong column, deduct one mark per error up to three errors.</i></p> <p style="text-align: center;"><b>OR</b></p> <p><b>4 marks – Grade Achieved</b> calculated using absolute formulas linked to cells H2, H3, H4, H5 e.g. (=H\$2), (=H\$3), (=H\$4) and (=H\$5) <i>Award 3 marks if 3 absolutes re correct</i> <i>Award 2 marks if 2 absolutes are correct</i> <i>Award 1 mark if one absolute is correct OR no use of absolute, e.g. =H2, =H3, =H4, =H5</i></p>	Print of spreadsheet	7.1	4	
c	<p><b>2 marks –</b> Data sorted in ascending order of <b>Last Name</b> Award: 1 mark for sort on correct column (<b>Last Name</b>) Award: 1 mark for sort order (ascending)</p>	Print of spreadsheet	7.4	2	
d	<p><b>3 marks</b> - Correct functions entered in H8, H9, H10 Award: 1 mark for =MIN(D3:D52) in H8 (Answer: 62) Award: 1 mark for =MAX(D3:D52) in H9 (Answer: 100) Award: 1 mark for =AVERAGE(D3:D52) in H10 (Answer: 80.98 or 81 if zero decimal places)</p>	Print of spreadsheet	7.1	3	
e	<p><b>2 marks</b> - Award: 1 mark for title or column headings emphasised Award: 1 mark for any additional appropriate formatting to improve clarity, e.g. borders, shading, colour</p>	Print of spreadsheet	6.1	2	
f	<p><b>1 mark</b> – Spreadsheet displays on one page of A4 portrait</p> <p><b>1 mark</b> – Spreadsheet has been printed</p> <p><b>1 mark</b> – No truncation</p>	Print of spreadsheet	9.1 9.1 6.1	3	
g	<p><b>1 mark</b> – Printout with formula view</p>	Print of formula view spreadsheet	2.2	1	
h	<p><b>1 mark</b> – Filter feature turned on</p> <p><b>1 mark</b> - Filter used to display only <b>Fail</b> grades</p> <p><b>1 mark</b> – Filtered data saved as <b>Retakes</b> in <b>Completed work</b> sub-folder</p> <p><b>1 mark</b> – Filtered data <b>Retakes</b> printed</p>	Print of spreadsheet with function	2.2 7.4 3.1 9.1	4	
<b>TOTAL FOR TASK 4</b>				<b>22</b>	

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**Mark Scheme**

<b>Task 5 – Theory</b>		<b>Evidence</b>	<b>Criteria</b>	<b>Marks Available</b>	<b>Mark Given</b>
a	<b>1 mark –</b> Give any <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Fingerprint recognition</li> <li>• Voice recognition</li> <li>• Facial/iris recognition</li> <li>• Touchscreen to draw an unlock pattern</li> <li>• Pin code</li> <li>• Verification code via text</li> </ul> Or any other valid response	<b>Teaching Assistant Answer Booklet</b>	2.3	1	
b	<b>1 mark –</b> General Data Protection Regulation  <i>(Closed: 1 mark)</i>	<b>Teaching Assistant Answer Booklet</b>	5.1	1	
c	<b>1 mark –</b> Give any <b>one</b> of the following: <ul style="list-style-type: none"> <li>• Literary books</li> <li>• Newspapers</li> <li>• Blogs</li> <li>• Music</li> <li>• Images</li> <li>• Photographs</li> <li>• Drawings</li> <li>• TV scripts</li> <li>• Screenplays</li> </ul> Or any other valid response	<b>Teaching Assistant Answer Booklet</b>	5.1	1	
<b>TOTAL FOR TASK 5</b>				<b>3</b>	