



Principal Examiner's Report

IQ Functional Skills Qualification in ICT at

Level 1 and Level 2

April 2014

Industry Qualifications

IQ is approved by the UK's national regulator of qualifications Ofqual and by the Scottish regulator SQA Accreditation. It was launched in 2011 to provide users and learners with the objective of achieving the highest levels of assessment integrity, customer service and sector engagement. Uniquely, it is a membership based awarding organisation bringing together the best of UK vocational education in a not for profit environment.

Further information can be found on the IQ web-site www.industryqualifications.org.uk
Enquiries: 01952 457452

Introduction

This is the first report that IQ has published on Functional Skills English/Maths/ ICT and is intended to provide centres with feedback, guidance and help to prepare learners for the external assessments. It is based on the external assessments submitted and marked by IQ and written by the Principal Examiner for this subject.

In order to further help centres IQ is launching the following guides in May 2014, these will be available from the IQ website:

- IQ Guide to Teaching Functional English
- IQ Guide to Assessing Functional English
- IQ Guide to Teaching Functional Mathematics
- IQ Guide to Assessing Functional Mathematics
- IQ Guide to Teaching Functional ICT
- IQ Guide to Assessing Functional ICT

ICT Level 1

Assessment is only available on line.

- Some assessments require the creation of a chart or graph. It is important that titles and axes labels are included to gain maximum marks for this activity. Surplus information such as “series 1” should be removed.
- Formatting is very limited. Candidates need to think about the intended audience for the spreadsheet, word processed document or presentation. There are several marks available for formatting.
 - Currency symbols should be used where appropriate.
 - Font sizes need to be appropriate for the intended purpose, for example, posters that are intended to be affixed to a notice board need to use suitable font sizes such that they can be easily read.
 - Margins should be wide enough to ensure that all information is printed and images are not truncated. A minimum of 1cm all round.
- Images should be resized without distorting them. Drag the corners rather than the sides of images to ensure that the aspect ratio is not changed.
- Screen prints are used as a mean of providing additional evidence of search terms and results. These need to be large enough so that they are legible.
- All emails must be created using the IQ Portal and NOT using a standard email package. Failure to do this can mean that the assessment is not submitted for marking.

ICT Level 2

Assessment is only available on line. To date there have been only limited number of ICT assessments at L2.

At level 2, many candidates are being entered when they have clearly not been adequately prepared for this level.

- At Level 2 the following functions may be included: =sum, =average, =max, =min, =count, =if in addition to the use of absolute cell referencing. Very few candidates were able to use these functions resulting in the loss of up to 6 marks.
- Formatting is very limited. Candidates need to think about the intended audience for the spreadsheet, word processed document or presentation. There are several marks available for formatting.
 - Currency symbols and two decimal places should be used where appropriate.
 - Font sizes need to be appropriate for the intended purpose, for example, posters that are intended to be affixed to a notice board need to use suitable font sizes such that they can be easily read.
 - Margins should be wide enough to ensure that all information is printed and images are not truncated. A minimum of 1cm all round.
- Images should be resized without distorting them. Drag the corners rather than the sides of images to ensure that the aspect ratio is not changed.

- Some assessments require the creation of a chart or graph. It is important that axes labels are included to gain all of the marks for this activity. Surplus information such as “series 1” should be removed.
- Screen prints are used as a mean of providing additional evidence of search terms and results. These need to be large enough so that they are legible.
- All emails must be created using the IQ Portal and NOT using a standard email package. Failure to do this can mean that the assessment is not submitted for marking.

IQ Principal Examiner ICT
David Seabrook

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