



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY

09876

ON DEMAND SAMPLE PAPER – A10 TASK AND ANSWER BOOKLET

TIME: 2 HOURS

INSTRUCTIONS

Fill in all the boxes below. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

FOR EXAMINER USE ONLY	
Task No.	Mark
1	/8
2	/20
3	/14
4	/11
5	/5
6	/2
Total	/60

This TASK AND ANSWER BOOKLET consists of:

- Part A
- Part B (you must not start Part B until you are told to do so by your supervisor).

YOU NEED

- This task and answer booklet.
- Access to a computer and a printer.
- Access to the internet (**For Part A only**).
- Access to the data files listed below. Your supervisor will tell you where these are stored.

ali's bicycles logo
 bmx bicycles price list
 cruiser bicycles data
 customer details text

cycling gloves image
 cycling helmet image
 cycling vest image
 special offer flyer text

- A pen with black ink.

YOU HAVE 2 HOURS TO COMPLETE THE TASK

- Where a question requires a written response, space has been provided for your answer. You may word process your answer if you prefer and provide a printout.
- Printing may be carried out after the time allocated for this assessment.

Ofqual Qualification Reference Number – 500/8505/0

This document consists of 12 pages. Any blank pages are indicated.

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PART A

Ali owns a shop that sells bicycles. You need to do the following task for Ali.

TASK 1

Ali needs to know what Rule 59 of the UK Highway Code states.

- (i) Find out the contents of Rule 59 of the Highway Code using the internet.
- (ii) Prepare an email to send the information you have found to Ali. Ali's email address is ali@progress-media.co.uk

Evidence you must provide

Screen dump(s) showing the search you did.

A screen dump or printout showing the information you found.

Screen dump(s) showing the email you prepared.

(8 marks)

END OF PART A

Make sure that you have put your name on EVERY printout. **Printouts without your name will be awarded no marks.**

When you have completed both Part A and Part B of this test, insert your printouts into this booklet in the correct order and hand it to the supervisor.

[Turn over

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Part B starts on page 7

- You must not use the internet for Part B
- Do not turn over this page until you are told to do so by your supervisor.

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PART B

Ali owns a shop that sells bicycles. You need to do the following tasks for Ali.

Save your work regularly. You should save any files you create so it is clear to Ali what is in them.

Ali has provided you with the files listed below.

ali's bicycles logo
BMX bicycles price list
cruiser bicycles data
customer details text
cycling gloves image
cycling helmet image
cycling vest image
special offer flyer text

TASK 2

Ali is going to do a special offer on children's cruiser bicycles.

- (i) Ali needs you to find the details of all the children's cruiser bicycles from the file he has provided.
- (ii) Create a flyer to tell customers about the special offer. The flyer must include:
 - the special offer flyer text that Ali has provided
 - the details of the children's cruiser bicycles that you found
 - a suitable image from those Ali has provided.
- (iii) Make sure that the flyer is formatted appropriately.

Evidence you must provide

A printout of the flyer you created.

(20 marks)

[Turn over

TASK 3

Ali needs a new price list for the BMX bicycles. He has decided to increase the price of each BMX bicycle by 2.45%.

(i) Calculate the new price for each of the BMX bicycles.

(The new price is the existing price multiplied by 102.45%).

(ii) Provide Ali with the new price list showing the new price of each BMX bicycle.

Evidence you must provide

A printout of the new price list showing the new prices.

A printout of how you used ICT to calculate the new prices (eg a formula printout).

(14 marks)

TASK 4

Ali needs a document that he can give customers to get some details from them. He has provided the text he wants in the document in a file.

The details he needs to collect from each customer are: First name, Last name, Address, Town, County, Postcode, Phone number and Email address.

Create the document for Ali.

Evidence you must provide

A printout of the document you created.

(11 marks)

TASK 5

Ali needs you to create a folder and put the files you have created for him into it.

Evidence you must provide

A screen dump showing the folder and files you created for Ali.

(5 marks)

TASK 6

Protect the cruiser bicycles data file with a password.

Evidence you must provide

A screen dump showing that the cruiser bicycles data file has been protected by a password.

(2 marks)

END OF TEST

Make sure that you have put your name on EVERY printout. **Printouts without your name will be awarded no marks.**

When you have completed both Part A and Part B of this test, insert your printouts into this booklet in the correct order and hand it to the supervisor.

Evidence checklist:

Part A

- Task 1** Screen dump(s) of the search you did.
Screen dump or printout showing the information you found.
Screen dump(s) of the email you prepared.

Part B

- Task 2** A printout of the flyer you created.
Task 3 A printout of the new price list showing the new prices.
A printout of how you used ICT to calculate the new prices (eg a formula printout).
Task 4 A printout of the document you created.
Task 5 A screen dump showing the folder and files you created for Ali.
Task 6 A screen dump showing that the cruiser bicycles data file has been protected by a password.

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