Functional Skills Mathematics
Level 2 sample assessment

Sample paper 2

Candidate Name (First, Middle, Last)

Candidate enrolment number   DOB (DDMMYYYY)

Candidate signature

Assessment date (DDMMYYYY)   Centre number

Total marks	
Task	**Mark**
Total	

Length of assessment: **1 hour 30 minutes**

You should have the following for this assessment

- a pen with black or blue ink
- a pencil and eraser
- a 30cm ruler
- graph paper
- a calculator
- a protractor.

- You may use a dictionary.

General instructions
- There are **3** tasks to complete.
- Each task is worth 20 marks
- You should spend an equal amount of time on each task.
- Read through each task carefully.
- Show your working out. You may get marks for it.
- Check your calculations.
- Remember to put units on your answers.
- Write all working out and answers in this booklet.

Task 1   Team meeting

There are **20** marks available for this task.

Introduction
This task is about arranging an event.

You work for a large company. Your job is to organise a team meeting for the staff.

1A
Your manager asks you to book a meeting room in a hotel for any **Wednesday** in June.
You have to email the staff with information at least **6 weeks** before the meeting.

Meeting room availability

Today's date

April						
Sun	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Sun	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Sun	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Room not available for hire

Room booked

Room available for hire

Choose a date in June for the meeting **and** work out the **latest date** you can email the staff.

Space for working.

Meeting date _____

Latest date to email the staff _____

(3 marks)

1B
You need to hire the meeting room for a **full day**.
There will be a maximum of **30** people at the meeting.

You need to book
- lunch for **each** person
- **three** servings of tea or coffee for **each** person.

The hotel has **two** different options for meetings - normal rate or all inclusive rate.

Here is a price list:

Option A	
Normal rate for meetings	
Meeting room hire	Half day - £100 Full day - £180
Lunch	£14.50 per person
Tea or coffee	£2.50 per person per serving

During the month of June **lunch** is **half price**.

Work out the total cost for
- the hire of the meeting room
- lunch
- tea or coffee.

Show your working.

Total cost _____

(5 marks)

1C

Option B	
All inclusive daily rate for meetings	
This includes • hire of meeting room • lunch • three servings of tea or coffee per person • biscuits • fruit juice and water	**All for £25 per person**

What is the total cost for 30 people using the all inclusive rate?

Show your working.

Total cost _____

(1 mark)

1D

You have to pay a deposit of 15% of the total amount when you book.
How much is the deposit for each option?

Show your working.

Deposit for Option A _____

Deposit for Option B _____

(3 marks)

1E
Make a table to show your supervisor a summary of what you found out.
Include the total cost, the deposit and the amount left to pay for each option.

(5 marks)

1F
Decide which option you will choose for the hire of the meeting room.
Give one reason for your answer.

Option _____

Reason

(1 mark)

1G
Check one of your calculations.

Write your check here.

(2 marks)

Task 2   Gravel driveway

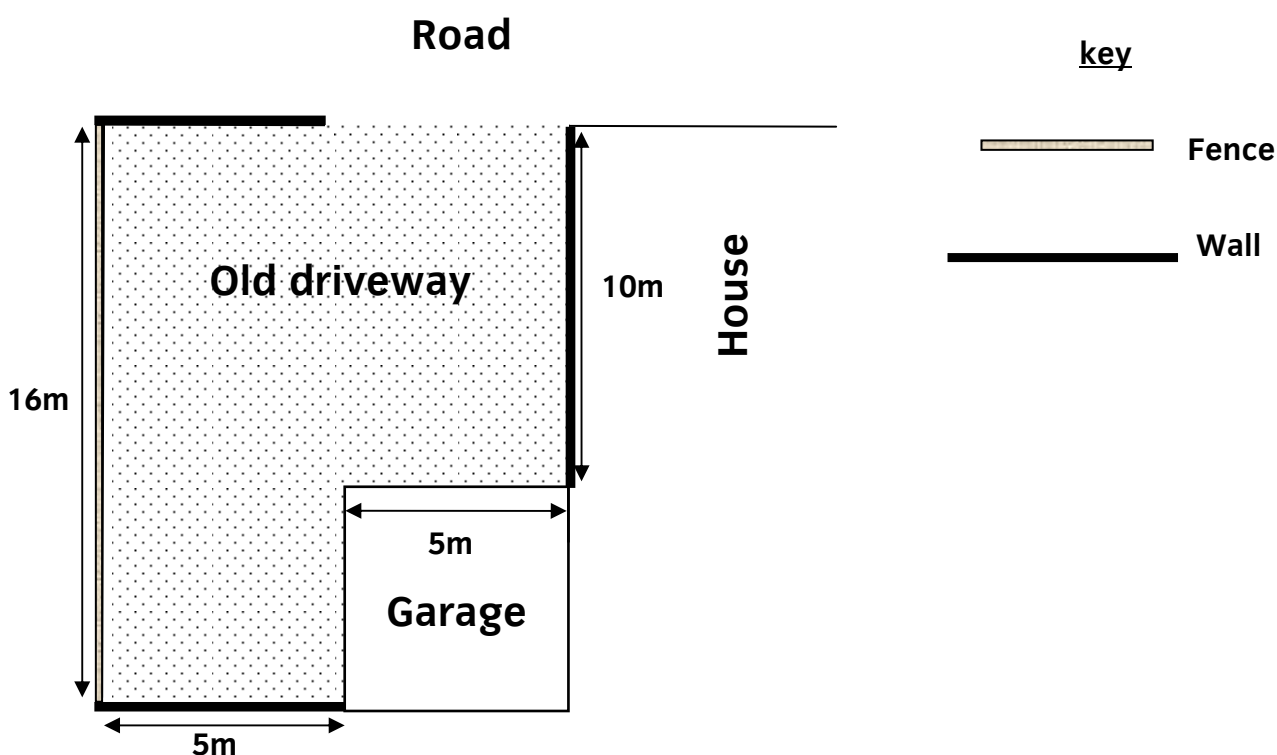There are **20** marks available for this task.

Introduction
This task is about working out the cost of the gravel for a driveway.

You work for a building company. A customer wants a gravel driveway.

Sketch of customer's old driveway.
Not to scale

2A
The customer wants a flower bed approximately 5 feet wide all along the fence.

1 foot is equivalent to 0.305 metres

Work out the **width** of the flower bed in metres.

Show your working.

Width of flower bed _____
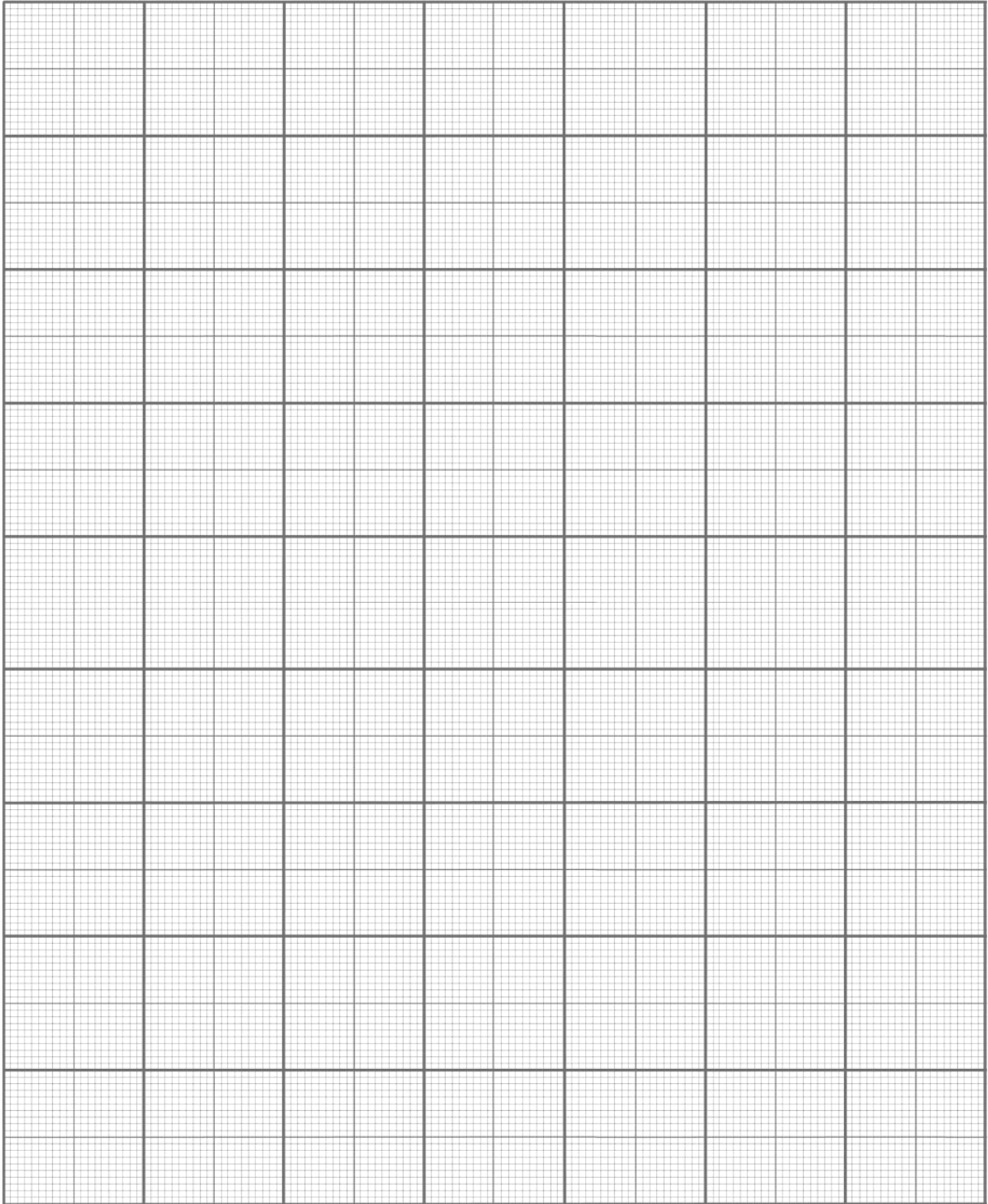
(2 marks)

2B

Draw a scale diagram of the driveway and the flower bed.

Label your diagram and show the scale.

Use the graph paper below.   **(6 marks)**

2C

The customer wants gravel on the whole driveway apart from the flower bed.
What is the area of the driveway that needs gravel?

Show your working.

Area that needs gravel _____

(4 marks)

2D

1000kg of gravel will cover approx 14m^2

How many kilograms of gravel do you need for the driveway?

Show your working.

Amount of gravel (kg) _____

(3 marks)

2E

The supplier sells gravel in bags.

Bag 875kg

£118 per bag

How much will it cost to buy enough gravel for the driveway?

Show your working.

Total cost of gravel _____

(3 marks)

2F

Check one of your calculations.

Write your check here.

(2 marks)

Task 3   Staff training

There are **20** marks available for this task.

Introduction
This task is about deciding which staff training to run.

You are the manager of a shop.
Head Office provides training sessions to improve staff performance.

20 customers completed a survey **last week** about the shop assistants.
Here are the results.

Customer	speed of service?	attitude?	appearance?	product knowledge?
	How would you rate the shop assistant for			
	Scores out of 10 1 is very poor 10 is excellent			
A	5	9	2	2
B	8	10	5	3
C	5	10	3	
D	7	9	5	3
E	7	8	5	5
F	8	9	3	1
G	6	8	4	
H	5	9	3	6
I	6	9	5	2
J	8	8	3	2
K	5	7	2	3
L	7	8	4	4
M	6	9	5	2
N	6	8	2	2
O	7	9	3	
P	6	7	4	5
Q	8	8	4	9
R	5	7	5	
S	6	7	5	
T	7	7	4	

3A

What percentage of the customers in **last week's survey** gave scores of 8 or more for attitude?

Show your working.

Percentage of customers' _____

(2 marks)

3B

In a survey before the training session on staff attitude 15% of customers gave scores of 8 or more for attitude.

Was the training successful? Give one reason for your decision.

(1 mark)

3C

What is the range of the scores for **each** question in last week's survey?

Show your working.

Speed of service	
Attitude	
Appearance	
Product knowledge	

(3 marks)

3D

You need to work out the average score for each question in last week's survey.
Decide which **one type** of average to use.

Work out the average scores.

Show your working.

Circle type of average used   mean   median   mode

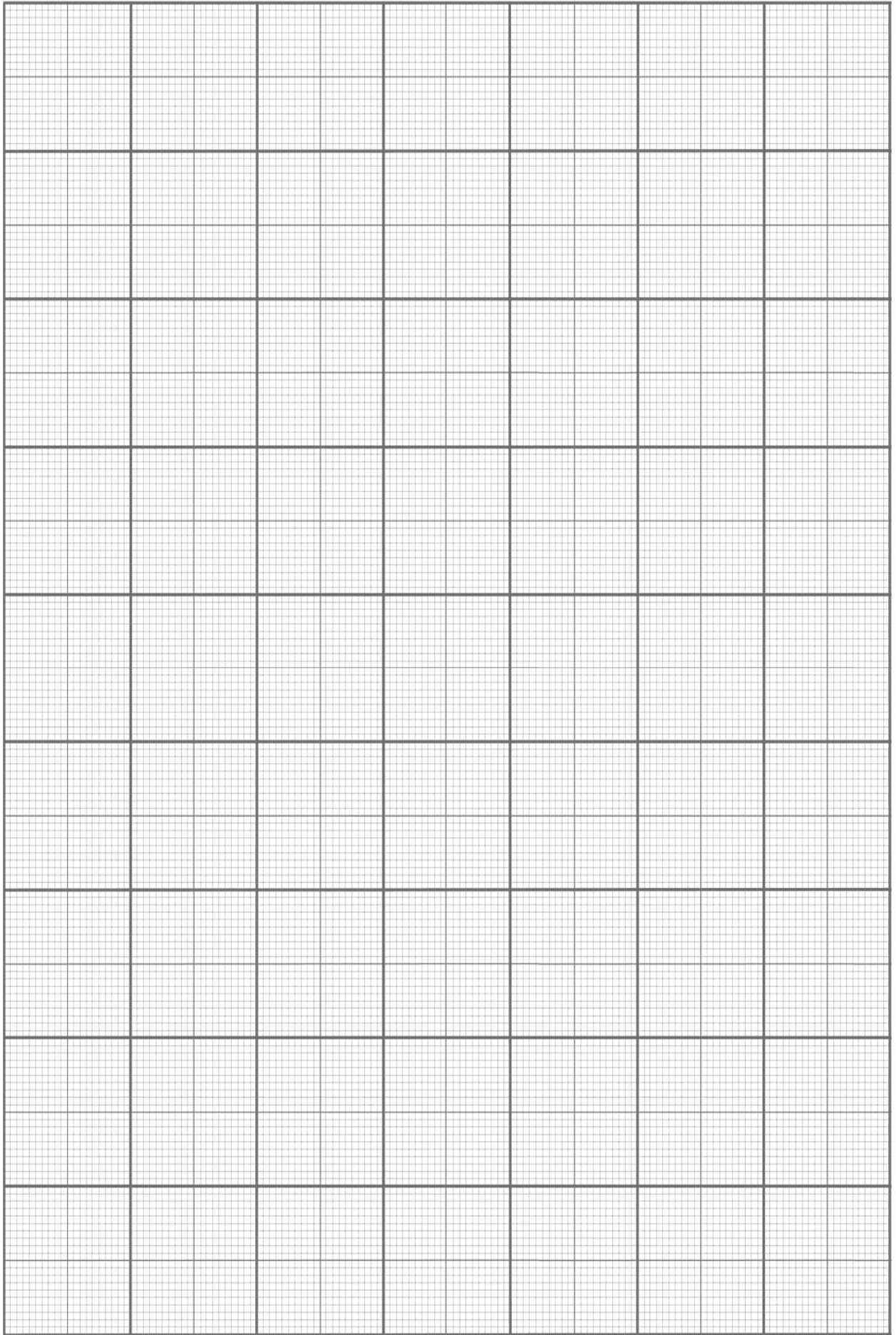| Speed of service	
Attitude	
Appearance	
Product knowledge	

(5 marks)

3E

You need to send a summary of the results of the survey to Head Office.
Draw a suitable chart to show the average scores.

Use the graph paper on the next page.   **(5 marks)**

3F

Head Office provides training sessions on

- Speed of service
- Attitude
- Appearance
- Product knowledge.

Decide which training session you will include in the staff training day.

Explain to Head Office the reasons for your decision. Include one comment using your results for the average and one comment using your results for the range.

Training session _____

Reasons

(2 marks)

3G

Check one of your calculations.

Write your check here.

(2 marks)

End of assessment