

# Mark Scheme

Functional  
Skills

## Edexcel Functional Skills qualifications in English at Entry Level 1 - Writing mark scheme

## Entry 1: Writing mark scheme

Task	Content required	
1	Content required	
	Information required includes full name, address, postcode, telephone number and any date. Information may be fictitious, but must be appropriate to that required by the delivery details form.	
	Written response shows learner is able to:	
	Coverage and range	Mark
	Use written words and phrases to present information <ul style="list-style-type: none"> <li>mostly appropriate completion of details = 2 marks</li> <li>some incomplete or inappropriate details = 1 mark</li> </ul> Up to a maximum of two marks	2
	Coverage and range	Mark
	Construct simple sentences using full stops <ul style="list-style-type: none"> <li>mostly accurate sentence construction using full stops = 2 marks</li> <li>some evidence of sentence construction using full stops = 1 mark</li> </ul> Up to a maximum of two marks	2
	Coverage and range	Mark
	Spell correctly some personal or familiar words <ul style="list-style-type: none"> <li>almost all correct = 2 marks</li> <li>some correct = 1 mark</li> </ul> Up to a maximum of two marks	2
Total for task		6

Task	Content required	
2	Appropriate response to a shopping invitation. Information might include suggested days/times.	
	Written response show learner is able to:	
	Coverage and range	Mark
	Use written words and phrases to present information <ul style="list-style-type: none"> <li>appropriate detail and accuracy of expression = 2 marks</li> <li>brief or limited accuracy of expression = 1 mark</li> </ul> up to a maximum of two marks	2
	Coverage and range	Mark
	Construct simple sentences using full stops <ul style="list-style-type: none"> <li>mostly accurate sentence construction using full stops = 2 marks</li> <li>some evidence of sentence construction using full stops = 1 mark</li> </ul> up to a maximum of two marks	2
	Coverage and range	Mark
	Spell correctly some personal or very familiar words <ul style="list-style-type: none"> <li>almost all correct = 2 marks</li> <li>some correct = 1 mark</li> </ul> up to a maximum of two marks	2
Total for task		6

## Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at entry level 1.

### Tasks 1 and 2

Writing				
<u>Skill Standard</u> Write short, simple sentences.				
<u>Criterion Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</u>
E1.3.1	Task 1 and Task 2	<ul style="list-style-type: none"> <li>use written words and phrases to present information</li> </ul>	4	$33\frac{1}{3}$
E1.3.2	Task 1 and Task 2	<ul style="list-style-type: none"> <li>construct simple sentences using full stops</li> </ul>	4	$33\frac{1}{3}$
E1.3.3	Task 1 and Task 2	<ul style="list-style-type: none"> <li>spell correctly some personal or very familiar words</li> </ul>	4	$33\frac{1}{3}$
Total for writing			12	100

## Functional Skills English Entry 1: Writing Assessment Record Sheet

Centre name:	Learner name:
Centre number:	Learner number:

Learners must take **both** tasks at entry level 1. If the tasks are contextualised, these must also be attached to this record sheet with the learners completed work.

Task One	
Date(s) taken:	
	Task one  /6
Task Two	
Date(s) taken:	
	Task two  /6

The pass percentage is 75%  
To pass the writing component at entry level 1 the learner must score at least 9 marks out of the available 12 across the two tasks.

**TOTAL MARK for writing component:**

**/12**

Please tick the box if the learner has achieved writing entry 1.		
Centre comment:		
Assessor Name:		Date:
Assessor Signature:		

Please attach another page if you wish to make additional comments.