

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	<p>Information presented includes full name, address, postcode, telephone number and date. Information may be fictitious, but must be appropriate to that required by the membership form.</p> <p>Written response shows learner is able to:</p> <table> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>use written words and phrases to present information mostly appropriate completion of details = 2 marks some incomplete or inappropriate details = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>construct simple sentences using full stops mostly accurate sentence construction using full stops = 2 marks some evidence of sentence construction using full stops = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>spell correctly some personal or very familiar words almost all correct = 2 marks some correct = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td colspan="2">Total for task</td></tr> <tr> <td colspan="2">6</td></tr> </table>	Coverage and range	Mark	use written words and phrases to present information mostly appropriate completion of details = 2 marks some incomplete or inappropriate details = 1 mark up to a maximum of two marks	2	Coverage and range	Mark	construct simple sentences using full stops mostly accurate sentence construction using full stops = 2 marks some evidence of sentence construction using full stops = 1 mark up to a maximum of two marks	2	Coverage and range	Mark	spell correctly some personal or very familiar words almost all correct = 2 marks some correct = 1 mark up to a maximum of two marks	2	Total for task		6	
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2	<p>Appropriate email to a friend. Appropriate get well soon message. Task assesses sentence construction.</p> <p>Written response shows learner is able to:</p> <table> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>use written words and phrases to present information mostly appropriate completion of details = 2 marks some incomplete or inappropriate details = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>construct simple sentences using full stops mostly accurate sentence construction using full stops = 2 marks some evidence of sentence construction using full stops = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td>Coverage and range</td><td>Mark</td></tr> <tr> <td>spell correctly some personal or very familiar words almost all correct = 2 marks some correct = 1 mark up to a maximum of two marks</td><td>2</td></tr> <tr> <td colspan="2">Total for task</td></tr> <tr> <td colspan="2">6</td></tr> </table>	Coverage and range	Mark	use written words and phrases to present information mostly appropriate completion of details = 2 marks some incomplete or inappropriate details = 1 mark up to a maximum of two marks	2	Coverage and range	Mark	construct simple sentences using full stops mostly accurate sentence construction using full stops = 2 marks some evidence of sentence construction using full stops = 1 mark up to a maximum of two marks	2	Coverage and range	Mark	spell correctly some personal or very familiar words almost all correct = 2 marks some correct = 1 mark up to a maximum of two marks	2	Total for task		6	
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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"> use written words and phrases to present information 	4	$33\frac{1}{3}$
E1.3.2	Task 1 and Task 2	<ul style="list-style-type: none"> construct simple sentences using full stops 	4	$33\frac{1}{3}$
E1.3.3	Task 1 and Task 2	<ul style="list-style-type: none"> spell correctly some personal or very familiar words 	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

TOTAL MARK for writing component:

/12

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.

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

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