

# Mark Scheme Set 2

Functional  
Skills

Edexcel Functional Skills qualifications in English at  
Entry Level 3 - Writing mark scheme

## Entry 3: Writing mark scheme

Task	Content required	
1	<p>Learners at Entry 3 are not required to set out addresses in letters nor are they expected to be precise in their opening and closing of the response. Letter of complaint. Response should include what the problem is and the action they would like the council to take. Response can include any valid information and will reflect the experiences of the learner.</p> <p>The letter shows the learner is able to:</p>	
	Coverage and range	
	<p>Use written words and phrases to record and present information</p> <ul style="list-style-type: none"> <li>• plan work (1)</li> <li>• draft before beginning final version (1)</li> <li>• organise ideas (1)</li> <li>• include appropriate details for the intended audience (1)</li> </ul> <p>Award 1 mark for evidence of each up to four marks. Bullet Points 3 and 4 may be evidenced either in the plan/draft or in the final version. Up to a maximum of four marks</p>	4
	Coverage and range	
	<p>Sequence writing logically and clearly</p> <ul style="list-style-type: none"> <li>• considerable clarity and logical organisation = 3 marks</li> <li>• reasonable clarity /organisation = 2 marks</li> <li>• limited clarity /organisation = 1 mark</li> </ul> <p>Up to a maximum of three marks</p>	3
	Coverage and range	Mark
	<ul style="list-style-type: none"> <li>• basic grammar is correct (1)</li> <li>• appropriate verb tense (1)</li> <li>• appropriate subject/verb agreement (1)</li> </ul> <p>Award 1 mark for evidence of each up to a maximum of three marks</p>	3
	Coverage and range	
	<p>With few exceptions, common words are spelt correctly (1) there is accurate use of full stops and question marks (1)</p> <p>Award 1 mark for each up to a maximum of two marks</p>	2
	Total for task	12

Task	Content required	
2	<p>Email giving advice to a friend on buying a mobile phone. Responses may include advice on types of phone, ideas on what you can use phones for and advice on costs. Response can include any valid information and will reflect the experience of the learner.</p> <p>Email shows learner is able to:</p>	
	Coverage and range	
	<p>Write clearly with appropriate level of detail for the intended audience</p> <ul style="list-style-type: none"> <li>• clear, detailed ideas in a logical sequence = 4 marks</li> <li>• reasonable clarity, detail and organisation = 3 marks</li> <li>• reasonable in some aspects but limited in others = 2 marks</li> <li>• limited clarity, detail and organisation of ideas = 1 mark</li> </ul> <p>Up to a maximum of four marks</p>	4
	Coverage and range	
	<ul style="list-style-type: none"> <li>• basic grammar is correct (1)</li> <li>• appropriate verb tense and subject/verb agreement (1)</li> </ul> <p>Award 1 mark for each up to a maximum of two marks</p>	2
	Coverage and range	
	<ul style="list-style-type: none"> <li>• with few exceptions, common words are spelt correctly (1)</li> <li>• there is accurate use of full stops and question marks (1)</li> </ul> <p>Award 1 mark for each up to a maximum of two marks</p>	2
Total for task		8

## Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at Entry level 3.

### Tasks 1 and 2

Writing				
<u>Skill Standard</u> Write texts with some adaptation to the intended audience.				
<u>Criterion Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</u>
E3.3.1	Task 1 and Task 2	<ul style="list-style-type: none"><li>Plan, draft and organise writing</li></ul>	4	20
E3.3.2	Task 1 and Task 2	<ul style="list-style-type: none"><li>Sequence writing logically and clearly</li></ul>	7	35
E3.3.3	Task 1 and Task 2	<ul style="list-style-type: none"><li>Use basic grammar including appropriate verb-tense and subject-verb agreement.</li></ul>	5	25
E3.3.4	Task 1 and Task 2	<ul style="list-style-type: none"><li>Check work for accuracy, including spelling.</li></ul>	4	20
Total for writing			20	100

## Functional Skills English Entry 3: Writing Assessment Record Sheet

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

Learners must take **both** tasks at entry level 3. If the tasks are contextualised, these must also be attached to this record sheet with the learners completed work.

<b>Task One</b>	
<b>Date(s) taken:</b>	
	<b>Task one</b>  <div style="text-align: right;">/12</div>
<b>Task Two</b>	
<b>Date(s) taken:</b>	
	<b>Task two</b>  <div style="text-align: right;">/8</div>
<p>The pass percentage is 75%</p> <p>To pass the writing component at entry level 3 the learner must score at least 15 marks out of the available 20 across the two tasks.</p>	<div style="background-color: #92d050; padding: 5px;"> <b>TOTAL MARK for writing component:</b>   <div style="text-align: right;">/20</div> </div>

The pass percentage is 75%  
To pass the writing component at entry level 3 the learner must score at least 15 marks out of the available 20 across the two tasks.

Please tick the box if the learner has achieved writing entry 3:		
Centre comment:		
Assessor Name:		
Assessor Signature:		Date:

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

