

# Mark Scheme

Functional  
Skills

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

## Entry 3: Writing mark scheme

Task	Content required	
1	Letter to tutor / employer requesting a reference. Responses should include who they are when they attended the school or college, the reason for writing and brief details of the job they are applying for. Response can include any valid information and will reflect the experiences of the learner.	
	The letter to a tutor / employer shows the learner is able to:	
	Coverage and range	Mark
	<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> Award 1 mark for evidence of each up to <b>four</b> marks. Bullet points 3 and 4 may be evidenced either in the plan/draft or in the final version. Up to a maximum of <b>four</b> marks.	4
	Coverage and range	Mark
	sequence writing logically and clearly <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> Up to a maximum of <b>three</b> marks	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> Award 1 mark for each up to a maximum of <b>three</b> marks	3
	Coverage and range	Mark
<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> Award 1 mark for each up to a maximum of <b>two</b> marks	2	
Total for task		12

Task	Content required	
2	Write an advert to sell a games console. The response could include the make, age and condition, colour or any special features, the price and any games or items included in the sale.	
	Information shows learner is able to:	
	Coverage and range	Mark
	Write clearly with appropriate level of detail for the intended audience and write instructions in a logical sequence <ul style="list-style-type: none"> <li>• clear, detailed instructions in 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> Up to a maximum of four marks	4
	Coverage and range	Mark
	<ul style="list-style-type: none"> <li>• basic grammar is correct (1)</li> <li>• appropriate verb tense and subject/verb agreement (1)</li> </ul> Award 1 mark for each up to a maximum of two marks	2
	Coverage and range	Mark
	<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> Award 1 mark for each up to a maximum of two marks	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>				
<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 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>  /12
<b>Task Two</b>	
<b>Date(s) taken:</b>	
	<b>Task two</b>  /8
<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>	
<b>TOTAL MARK for writing component:</b>  /20	

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

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