

Mark Scheme

Set 1 2012-2013

Edexcel Functional Skills
qualifications in English at
Entry Level 2 - Writing

Task	Content required	
1	<p>Write a letter to the manager of the furniture store. Responses could include what item of furniture they bought, details of the damage and what they want the manager to do about it. Response may include any valid information and will reflect the experiences of the learner.</p> <p>Written response shows learner is able to:</p>	
	Coverage and range	Mark
	Use written words and phrases to record and present information <ul style="list-style-type: none"> a developed response, clearly expressed = 4 marks some developed detail and clearly expressed for the majority of the time = 3 marks either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks minimal response lacking clarity of expression = 1 mark <p>up to maximum of four marks</p>	4
	Coverage and range	Mark
	Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.) <ul style="list-style-type: none"> sound use of compound sentence construction = 2 marks compound sentences attempted but with errors = 1 mark <p>Up to a maximum of two marks</p>	2
	Coverage and range	Mark
	Punctuate correctly, using upper and lower case, full stops and question marks <ul style="list-style-type: none"> accurate use of capital letters, full stops and / or question marks = 2 marks reasonable accuracy but with a few errors = 1 mark <p>Up to a maximum of two marks</p>	2
	Coverage and range	Mark
	Spell correctly all high frequency words and words with common spelling patterns <ul style="list-style-type: none"> all or almost all correct = 2 marks some correct = 1 mark <p>up to a maximum of two marks</p>	2
Total for task		10

Task	Content required	
2	<p>Email to new students. Responses could include who they are, where to meet the new students and what the students need to bring with them.</p> <p>Response may include any valid information and will reflect the experiences of the learner.</p> <p>Email response shows learner is able to:</p>	
	Coverage and range	Mark
	<p>Use written words and phrases to record and present information</p> <ul style="list-style-type: none"> • a developed response, clearly expressed = 4 marks • some developed detail and clearly expressed for the majority of the time = 3 marks • either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks • minimal response lacking clarity of expression = 1 mark <p>up to maximum of four marks</p>	4
	Coverage and range	Mark
	<p>Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)</p> <ul style="list-style-type: none"> • sound use of compound sentence construction = 2 marks • compound sentences attempted but with errors = 1 mark <p>up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Punctuate correctly, using upper and lower case, full stops and question marks</p> <ul style="list-style-type: none"> • accurate use of capital letters, full stops and / or question marks = 2 marks • reasonable accuracy but with a few errors = 1 mark <p>up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Spell correctly all high frequency words and words with common spelling patterns</p> <ul style="list-style-type: none"> • all or almost all correct = 2 marks • some correct = 1 mark <p>up to a maximum of two marks</p>	2
Total for task		10

Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at entry level 2.

Tasks 1 and 2

Writing				
<u>Skill Standard</u> Write short documents with some awareness of the intended audience.				
<u>Criterion Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</u>
E2.3.1	Task 1 and Task 2	Use written words and phrases to record/present information	8	40
E2.3.2	Task 1 and Task 2	Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)	4	20
E2.3.3	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
E2.3.4	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
Total for writing			20	100

Functional Skills English Entry 2: Writing Assessment Record Sheet

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

Learners must take **both** tasks at entry level 2. 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 /10
Task Two	
Date(s) taken:	
	Task two /10
<p>The pass percentage is 75%</p> <p>To pass the writing component at entry level 2 the learner must score at least 15 marks out of the available 20 across the two tasks.</p>	
TOTAL MARK for writing component: /20	

The pass percentage is 75%
To pass the writing component at entry level 2 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 2.		
Centre comment:		
Assessor Name:		
Assessor Signature:		Date:

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

