

Mark Scheme

Set 2 2012-2013

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

Entry 1: Writing mark scheme

Task	Content required	
1	Information may be fictitious, but must be appropriate to the requirements of the form.	
	Information presented includes full name, address, postcode and telephone number.	
	Written response shows learner is able to:	
	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

Task	Content required	
2	Suitable content for an email to a friend, with an appropriate message of good luck.	
	Written response shows learner is able to:	
	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

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

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:	
Assessor Signature:	Date:

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

