

Mark Scheme

Set 1 2013-2014

Functional Skills
qualifications in English at
Entry Level 3 - Writing

General guidance on the use of the mark scheme:

- Mark crossed out work if it is legible and has not been replaced.
- If the answer is clearly given accept it even if it is not in the answer space.

Entry 3: Writing mark scheme

Task	Content required	
1	Letter to Mr Shaw at the council. Responses should include why they are writing, some details of the problems in the road by the school and what they would like the council to do about it.	
	Response can include any valid information and will reflect the experiences of the learner.	
	The letter to a manager shows the learner is able to:	
	Coverage and range	Mark
	<ul style="list-style-type: none">plan work (1)draft before beginning final version (1)organise ideas (1)include appropriate details for the intended audience (1) 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.	4
	Coverage and range	Mark
	sequence writing logically and clearly <ul style="list-style-type: none">considerable clarity and logical organisation = 3 marksreasonable clarity / organisation = 2 markslimited clarity / organisation = 1 mark Up to a maximum of three marks	3
	Coverage and range	Mark
	<ul style="list-style-type: none">basic grammar is correct (1)appropriate verb tense (1)appropriate subject/verb agreement (1) Award 1 mark for each up to a maximum of three marks	3
	Coverage and range	Mark
<ul style="list-style-type: none">with few exceptions, common words are spelt correctly (1)there is accurate use of full stops and question marks (1) Award 1 mark for each up to a maximum of two marks	2	
Total for task		12

Task	Content required	
2	Email to Jamie the activity manager to describe the type of activity holiday they would like. Responses could include the type of activities, the number and ages of people in the group or family, whether they are beginners or have some experience of the activities and the length of the holiday.	
	Response can include any valid information and will reflect the experiences of the learner.	
	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"> • clear, detailed instructions in logical sequence = 4 marks • reasonable clarity, detail and organisation = 3 marks • reasonable in some aspects but limited in others = 2 marks • limited clarity, detail and organisation of ideas = 1 mark Up to a maximum of four marks	4
	Coverage and range	Mark
	<ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense and subject/verb agreement (1) Award 1 mark for each up to a maximum of two marks	2
	Coverage and range	Mark
	<ul style="list-style-type: none"> • with few exceptions, common words are spelt correctly (1) • there is accurate use of full stops and question marks (1) 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> 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	<ul style="list-style-type: none">Plan, draft and organise writing	4	20
E3.3.2	Task 1 and Task 2	<ul style="list-style-type: none">Sequence writing logically and clearly	7	35
E3.3.3	Task 1 and Task 2	<ul style="list-style-type: none">Use basic grammar including appropriate verb-tense and subject agreement	5	25
E3.3.4	Task 1 and Task 2	<ul style="list-style-type: none">Check work for accuracy, including spelling	4	20
Total for writing			20	100

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