

Mark Scheme

Set 2 2013-2014

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

Task	Content required	
1	<p>Appropriate email to the manager of the community centre, asking to book a room. Responses should include detail such as the day/time the request is for, what the booking is for and if they want food.</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

Task	Content required	
2	<p>Appropriate response giving ideas on future events at the community centre. Responses should include detail such as what the learner would like to see and why this would be good.</p> <p>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

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

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