

Mark Scheme

Set 1 2014-2015

Functional Skills
qualifications in English at
Entry Level 1 - 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 1: Writing mark scheme

Task	Content required	
1	<p>Information may be fictitious but must be appropriate to that required for the competition form.</p> <p>Information required includes full name, first line of address, postcode telephone number and year of birth.</p> <p>Written response shows learner is able to:</p>	
	Coverage and range	Mark
	<p>Use written words and phrases to present information</p> <ul style="list-style-type: none"> • mostly appropriate completion of details = 2 marks • some incomplete or inappropriate details = 1 mark <p>up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Construct simple sentences using full stops</p> <ul style="list-style-type: none"> • mostly accurate sentence construction using full stops = 2 marks • some evidence of sentence construction using full stops = 1 mark <p>up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Spell correctly some personal or very familiar words</p> <ul style="list-style-type: none"> • almost all correct = 2 marks • some correct = 1 mark <p>up to a maximum of two marks</p>	2
Total for task		6

Task	Content required	
2	Appropriate response to an email from a friend. Written response shows learner is able to:	
	Coverage and range	Mark
	Use written words and phrases to present information <ul style="list-style-type: none"> • appropriate detail and accuracy of expression = 2 marks • brief or limited accuracy of expression = 1 mark up to a maximum of two marks	2
	Coverage and range	Mark
	Construct simple sentences using full stops <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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</u> <u>Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of</u> <u>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

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