Mark Scheme

Set 3 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	Information may be fictitious but must be appropriate for the competition entry. Information presented includes full name, address, postcode, telephone number and email address. Appropriate response to how the pass will be used. **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	Appropriate response to writing an email. **Written response shows learner is able to:**	

Coverage and range	Mark
Use written words and phrases to present information • 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 • 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	• use written words and phrases to present information	4	$33\frac{1}{3}$
E1.3.2	Task 1 and Task 2	• construct simple sentences using full stops	4	$33\frac{1}{3}$
E1.3.3	Task 1 and Task 2	• spell correctly some personal or very familiar words	4	$33\frac{1}{3}$
		Total for writing	**12**	**100**