

Mark Scheme

Set 3 2014-2015

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	<p>Responses should include what the learner listens to, which shows he/she enjoys and whether the station should stay open. Response may include any other valid comment.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p>The letter to the head of the radio station shows the learner is able to:</p>	
	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) <p>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</p>	4
	Coverage and range	Mark
	<p>sequence writing logically and clearly</p> <ul style="list-style-type: none"> • considerable clarity and logical organisation = 3 marks • reasonable clarity / organisation = 2 marks • limited clarity / organisation = 1 mark <p>Up to a maximum of three marks</p>	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) <p>Award 1 mark for each up to a maximum of three marks</p>	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) <p>Award 1 mark for each up to a maximum of two marks</p>	2
	Total for task	12

Task	Content required	
2	<p>Responses could include the time and date of the party, what the friend should bring and how to get to the flat.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p>Information shows learner is able to:</p>	
	Coverage and range	Mark
	<p>Write clearly with appropriate level of detail for the intended audience and write instructions in a logical sequence</p> <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 <p>Up to a maximum of four marks</p>	4
	Coverage and range	Mark
	<ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense and subject/verb agreement (1) <p>Award 1 mark for each up to a maximum of two marks</p>	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) <p>Award 1 mark for each up to a maximum of two marks</p>	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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