

Mark Scheme

Set 1 2016–2017

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	Describe your favourite time of the year. Responses could include what their favourite time of the year is, what the weather is like, where they like to go, what they like to do. Response may include any valid information and will reflect the experiences of the learner. Written response shows learner is able to:	
	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 markssome developed detail and clearly expressed for the majority of the time = 3 markseither some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marksminimal response lacking clarity of expression = 1 mark Up to maximum of four marks	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 markscompound sentences attempted but with errors = 1 mark Up to a maximum of two marks	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 marksreasonable accuracy but with a few errors = 1 mark Up to a maximum of two marks	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 markssome correct = 1 mark Up to a maximum of two marks	2
	Total for task	

Task	Content required														
2	<p>Write an email to a friend about buying a new item for their home.</p> <p>Responses could include what the item is, why they want to buy the item, ask their friend where they can go to buy the item, ask their friend to go with them.</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> <table> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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> </td><td>4</td></tr> <tr> <td> <p>Coverage and range</p> <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> </td><td>2</td></tr> <tr> <td> <p>Coverage and range</p> <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> </td><td>2</td></tr> <tr> <td> <p>Coverage and range</p> <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> </td><td>2</td></tr> <tr> <td colspan="2">Total for task</td></tr> <tr> <td></td><td>10</td></tr> </table>	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	<p>Coverage and range</p> <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	<p>Coverage and range</p> <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	<p>Coverage and range</p> <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
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Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the Skills Standards 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	Spell correctly all high frequency words and words with common spelling patterns	4	20
Total for writing			20	100

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