

Guidance for assessors

Adaptation

These tasks are designed so that they can be adapted to meet local needs. Therefore centres are permitted to adapt the context of the assessment. This means that centres may change names, locations and types of event but **not** the purpose or audience of a task. For example, for Task 1 the context may be changed to an alternative such as their home, street, town and, for Task 2 the context for the email may be changed for an alternative type of holiday, a day trip or activity. Learners must complete **both** writing tasks. For further details on adaptation, refer to the *Quality Assurance Handbook* available on qualifications.pearson.com/en/qualifications/edexcel-functional-skills.html

Interpretation

A medium level of control for task taking means that assessors may respond to questions to explain difficult words and phrases to learners by paraphrasing and redefining. Assessors must not give learners solutions to task questions. For further details on interpretation, refer to the *Quality Assurance Handbook* available on qualifications.pearson.com/en/qualifications/edexcel-functional-skills.html

Timing

Learners must complete **two** tasks in 45 minutes – these need not be taken in one sitting and time may be divided at the centre's discretion. For further details refer to the *Instructions for the Conduct of Controlled Assessment* (ICCA/formerly ICE) document available on qualifications.pearson.com/en/qualifications/edexcel-functional-skills.html

Marking

Marks should be awarded for each task according to the appropriate mark scheme. The total number of marks that can be awarded across the two tasks is 20. The pass percentage for the writing component is 75 per cent. In order to achieve 75 per cent learners must achieve at least 15 marks out of the available 20 across the two completed tasks.

Record Sheet

A completed *Assessment Record and Authentication Sheet* with the recorded marks must be attached to each learner's completed tasks. Where the context of the task has been adapted by the centre the updated task must also be attached to the *Writing Assessment Record Sheet* with learners' work.

Specific requirements

Before learners undertake the controlled assessment tasks for the Entry Level 3 writing assessment, it is advisable that tutors help them to become familiar with the words and phrases listed below (and any other words and phrases tutors consider relevant and necessary). Tutors should ensure that learners understand the implications that these words and phrases might have on how they respond. *(Turn over)*

Write complete sentences.	Use joining words (conjunctions), for example: and, as, but, or.	Write your draft here:
Use capital letters.	Check your spellings.	Write your final response here:
Use full stops and question marks where you need to.	You could include.	Write your email here.
Community	Outdoor activity	

Use of a dictionary is permitted.