

Mark Scheme

Set 1 2016–2017

Edexcel 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>Article for a local magazine about their local area. Responses could include what they like and dislike about their local area, what their neighbours are like, what there is to do, how easy it is to get to places.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p>The article for the magazine shows the learner is able to:</p> <table> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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> </td><td>4</td></tr> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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> </td><td>3</td></tr> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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> </td><td>3</td></tr> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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> </td><td>2</td></tr> <tr> <td colspan="2">Total for task</td></tr> <tr> <td></td><td>12</td></tr> </table>	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
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Task	Content required	
2	Email to their friend to ask him or her to go with them on an outdoor activity holiday. Responses could include where the holiday is, how long it is for, why it will be fun, what activities there are, what the friend needs to take. Response can include any valid information and will reflect the experiences of the learner.	
	The email shows the learner is able to:	
	Coverage and range	Mark
	Write clearly with appropriate level of detail for the intended audience and write in a logical sequence <ul style="list-style-type: none"> • clear, detailed 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 Up to a maximum of four marks	4
	Coverage and range	Mark
	<ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense and subject/verb agreement (1) Award 1 mark for each up to a maximum of two marks.	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) Award 1 mark for each up to a maximum of two marks.	2
Total for task		8

Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the Skills Standards 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-verb 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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