

Mark Scheme

Set 2 2016–2017

Edexcel 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	<p>Information presented includes full name, address, postcode, telephone number and date of birth. Information may be fictitious but must be appropriate to that required by the form.</p> <p>Written response shows learner is able to:</p>	
	Coverage and range	Mark
	<p>Use written words and phrases to present information</p> <ul style="list-style-type: none"> • mostly appropriate completion of details = 2 marks • some incomplete or inappropriate details = 1 mark <p>Up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Construct simple sentences using full stops</p> <ul style="list-style-type: none"> • mostly accurate sentence construction using full stops = 2 marks • some evidence of sentence construction using full stops = 1 mark <p>Up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>Spell correctly some personal or very familiar words</p> <ul style="list-style-type: none"> • almost all correct = 2 marks • some correct = 1 mark <p>Up to a maximum of two marks</p>	2
Total for task		6

Task	Content required	
2	Appropriate wording of an email to a friend who is unwell. The reply can include comments relating to Salma being unwell and how the party went. Task assesses sentence construction.	
	Written response shows learner is able to:	
	Coverage and range	Mark
	Use written words and phrases to present information <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 Standards 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	<ul style="list-style-type: none"> use written words and phrases to present information 	4	$33\frac{1}{3}$
E1.3.2	Task 1 and Task 2	<ul style="list-style-type: none"> construct simple sentences using full stops 	4	$33\frac{1}{3}$
E1.3.3	Task 1 and Task 2	<ul style="list-style-type: none"> spell correctly some personal or very familiar words 	4	$33\frac{1}{3}$
Total for writing			12	100

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