

Mark Scheme

Set 2 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 | Letter to friend about a course. The course can be any that the learner chooses. | |
| | Response may include information about what the learners do in class, class size, what the teacher is like and what the learner likes or does not like about the class. The letter 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 | | 10 |

| Task | Content required | |
|-----------------------|---|-------------|
| 2 | Email offering to volunteer in a charity shop. | |
| | Response may include any valid information including when the learner can work and any skills the learner may have. Email will reflect the experiences of the learner. | |
| | Email 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 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 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 marks • compound 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 marks • reasonable 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 marks • some correct = 1 mark Up to a maximum of two marks | 2 |
| Total for task | | 10 |

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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