Comparison of key skills specifications 2000/2002 with 2004 standardsX015461July 2004Issue 1

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Mark Scheme

Set 3 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 | **Letter to relative thanking him / her for a present.**  Responses could include why they are writing, what the present is, why it is a good present and a question asking something about their relative.  Responses can include any valid information.  **The letter to a relative shows the learner is able to:** | |
| **Coverage and range** | **Mark** |
| * **plan work(1)** * **draft before beginning final version(1)** * **organise ideas (1)** * **include appropriate details for the intended audience (1)**   Award one 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 | **4** |
| **Coverage and range** | **Mark** |
| **sequence writing logically and clearly**   * considerable clarity and logical organisation = 3 marks * reasonable clarity / organisation = 2 marks * limited clarity / organisation = 1 mark   Up to a maximum of **three** marks | **3** |
| **Coverage and range** | **Mark** |
| * **basic grammar is correct (1)** * **appropriate verb tense (1)** * **appropriate subject/verb agreement (1)**   Award one mark for each up to a maximum of **three** marks. | **3** |
| **Coverage and range** | **Mark** |
| * **with few exceptions, common words are spelt correctly (1)** * **there is accurate use of full stops and question marks(1)**   Award one mark for each up to a maximum of **two** marks. | **2** |
| **Total for task** | | **12** |

|  |  |  |
| --- | --- | --- |
| Task | **Content required** | |
| 2 | **Learners will complete the online form.**  Responses could include what work they can do, any skills or qualifications they have, any experience they may have and when they can work.  Responses can include any valid information and will reflect the experiences of the learner.  **Information shows learner is able to:** | |
| **Coverage and range** | **Mark** |
| **Write clearly with appropriate level of detail for the intended audience in a logical sequence**   * clear and 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** |
| * **basic grammar is correct (1)** * **appropriate verb tense and subject/verb agreement (1)**   Award one mark for each up to a maximum of **two** marks. | **2** |
| **Coverage and range** | **Mark** |
| * **with few exceptions, common words are spelt correctly (1)** * **there is accurate use of full stops and question marks (1)**   Award one 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**  **Skill Standard**  Write texts with some adaptation to the intended audience. | | | | |
| **Criterion**  **Ref. no.** | **Coverage** | **Description** | **No. of**  **marks** | **%** |
| **E3.3.1** | Task 1 | * Plan, draft and organise writing | 4 | 20 |
| **E3.3.2** | Task 1 and Task 2 | * Sequence writing logically and clearly | 7 | 35 |
| **E3.3.3** | Task 1 and Task 2 | * Use basic grammar including appropriate verb-tense and subject-verb agreement | 5 | 25 |
| **E3.3.4** | Task 1 and Task 2 | * Check work for accuracy, including spelling | 4 | 20 |
| **Total for writing** | | | **20** | **100** |

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