

Mark Scheme

Functional
Skills

Edexcel Functional Skills qualifications in English at Entry Level 2 - Writing mark scheme



Entry 2: Writing mark scheme

Task	Content required	
1	Email inviting friend to see a band. Responses may include when the band is playing, where the band is playing, what the band is like, how they will get there and how much the tickets cost.	
	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

Task	Content required	
2	Description of a set of keys which have been found. Responses may refer to the image of the keys in the task instructions. Responses may include where found, the number, size and shape of keys. Features of the keyring such as colour, photographs etc... Responses may be fictitious but must include appropriate information.	
	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 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 a 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 structures = 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 where appropriate <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 standard at entry level 2.

Tasks 1 and 2

Writing				
<u>Skill Standard</u>				
<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	<ul style="list-style-type: none"> use written words and phrases to record and present information 	8	40
E2.3.2	Task 1 and Task 2	<ul style="list-style-type: none"> construct compound sentences using common conjunctions 	4	20
E2.3.3	Task 1 and Task 2	<ul style="list-style-type: none"> punctuate correctly, using upper and lower case, full stops and question marks 	4	20
E2.3.4	Task 1 and Task 2	<ul style="list-style-type: none"> spell correctly all high frequency words and words with common spelling patterns 	4	20
Total for writing			20	100

Centre name:	Learner name:
Centre number:	Learner number:

Learners must take **both** tasks at entry level 2. If the tasks are contextualised, these must also be attached to this record sheet with the learners completed work.

Task One	
Date(s) taken:	
	Task one <div style="text-align: right;">/10</div>
Task Two	
Date(s) taken:	
	Task two <div style="text-align: right;">/10</div>
<p>The pass percentage is 75%</p> <p>To pass the writing component at entry level 2 the learner must score at least 15 marks out of the available 20 across the two tasks</p>	
TOTAL MARK for writing component: <div style="text-align: right;">/20</div>	

The pass percentage is 75%
To pass the writing component at entry level 2 the learner must score at least 15 marks out of the available 20 across the two tasks.

Please tick the box if the learner has achieved writing entry 2.	
Centre comment:	
Assessor Name:	Date:
Assessor Signature:	

Please attach another page if you wish to make additional comments.