

# 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	<p>Ideas given on how the learner's organisation could raise money. Responses should contain consideration of what people would enjoy doing and what would raise lots of money.</p> <p>Written response shows learner is able to:</p>	
	Coverage and range	
	<p>use written words and phrases to record and present information</p> <ul style="list-style-type: none"> <li>a developed response, clearly expressed = 4 marks</li> <li>some developed detail and clearly expressed for the majority of the time = 3 marks</li> <li>either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks</li> <li>minimal response lacking clarity of expression = 1</li> </ul> <p>up to a maximum of four marks</p>	4
	Coverage and range	
	<p>construct compound sentences using common conjunctions (and, but, or, if, unless, etc.)</p> <p>sound use of compound sentence structures = 2 marks</p> <p>compound sentences attempted but with errors = 1 mark</p> <p>up to a maximum of two marks</p>	2
	Coverage and range	Mark
	<p>punctuate correctly, using upper and lower case, full stops and question marks</p> <p>accurate use of capital letters, full stops and/or question marks = 2 marks</p> <p>reasonable accuracy but with a few errors = 1 mark</p> <p>up to a maximum of two marks</p>	2
	Coverage and range	
	<p>spell correctly all high frequency words and words with common spelling patterns</p> <p>all or almost all correct = 2 marks</p> <p>some correct = 1 mark</p> <p>up to a maximum of two marks</p>	2
Total for task		10

Task	Content required	
2	Appropriate email to a tutor/boss. Explanation as to why the learner needs time off and what the concert is for and what the learners will be doing.	
	Written response shows learner is able to:	
	Coverage and range	
	use written words and phrases to record and present information <ul style="list-style-type: none"> <li>a developed response, clearly expressed = 4 marks</li> <li>some developed detail and clearly expressed for the majority of the time = 3 marks</li> <li>either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks</li> <li>minimal response lacking clarity of expression = 1</li> </ul> up to a maximum of four marks	4
	Coverage and range	
	construct compound sentences using common conjunctions (and, but, or, if, unless, etc.) 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 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	
	spell correctly all high frequency words and words with common spelling patterns 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> Write short texts 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	<ul style="list-style-type: none"><li>use written words and phrases to record and present information</li></ul>	8	40
E2.3.2	Task 1 and Task 2	<ul style="list-style-type: none"><li>construct compound sentences using common conjunctions</li></ul>	4	20
E2.3.3	Task 1 and Task 2	<ul style="list-style-type: none"><li>punctuate correctly, using upper and lower case, full stops and question marks</li></ul>	4	20
E2.3.4	Task 1 and Task 2	<ul style="list-style-type: none"><li>spell correctly all high frequency words and words with common spelling patterns</li></ul>	4	20
Total for writing			20	100

## Functional Skills English Entry 2: Writing Assessment Record Sheet

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
/10

Task Two	
Date(s) taken:	

Task two
/10

**TOTAL MARK for writing component:**

/20

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:	
Assessor Signature:	Date:

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