

Mark Scheme Set 3

Functional
Skills

Edexcel Functional Skills qualifications in English at
Entry Level 3 - Writing mark scheme

Entry 3: Writing mark scheme

| Task | Content required | |
|----------------|---|------|
| 1 | Learners at Entry 3 are not required to set out addresses in letters nor are they expected to be precise in their opening and closing of the response. Letter of complaint. Response should include references to the problems and what actions they would like the manager to take. Response can include any valid information and will reflect the experiences of the learner. | |
| | The letter shows the learner is able to: | |
| | Coverage and range | |
| | use written words and phrases to record and present information <ul style="list-style-type: none"> plan work (1) draft before beginning final version (1) organise ideas (1) include appropriate details for the intended audience (1) Award 1 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 | |
| | sequence writing logically and clearly <ul style="list-style-type: none"> 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 |
| | <ul style="list-style-type: none"> basic grammar is correct (1) appropriate verb tense (1) appropriate subject/verb agreement (1) Award 1 mark for evidence of each up to a maximum of three marks | 3 |
| | Coverage and range | |
| | with few exceptions, common words are spelt correctly (1) there is accurate use of full stops and question marks (1) Award 1 mark for each up to a maximum of two marks | 2 |
| Total for task | | 12 |

| Task | Content required | |
|----------------|--|---|
| 2 | Responses should include description of learner's pet (or any other lost property) and learner's contact details. Response can include any valid information and will reflect the experience of the learner. | |
| | Notice shows learner is able to: | |
| | Coverage and range | |
| | <p>write clearly with appropriate level of detail for the intended audience</p> <ul style="list-style-type: none"> • clear, detailed ideas in a 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 <p>Up to a maximum of four marks</p> | 4 |
| | Coverage and range | |
| | <ul style="list-style-type: none"> • basic grammar is correct (1) • appropriate verb tense and subject/verb agreement (1) <p>Award 1 mark for each up to a maximum of two marks</p> | 2 |
| | Coverage and range | |
| | <p>with few exceptions, common words are spelt correctly (1)</p> <p>there is accurate use of full stops and question marks (1)</p> <p>Award 1 mark for each up to a maximum of two marks</p> | 2 |
| Total for task | | 8 |

Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at Entry level 3.

Tasks 1 and 2

| Writing | | | | |
|---|-------------------|--|---------------------|----------|
| <u>Skill Standard</u> Write texts with some adaptation to the intended audience. | | | | |
| <u>Criterion Ref. no.</u> | <u>Coverage</u> | <u>Description</u> | <u>No. of marks</u> | <u>%</u> |
| E3.3.1 | Task 1 and Task 2 | <ul style="list-style-type: none">Plan, draft and organise writing | 4 | 20 |
| E3.3.2 | Task 1 and Task 2 | <ul style="list-style-type: none">Sequence writing logically and clearly | 7 | 35 |
| E3.3.3 | Task 1 and Task 2 | <ul style="list-style-type: none">Use basic grammar including appropriate verb-tense and subject-verb agreement. | 5 | 25 |
| E3.3.4 | Task 1 and Task 2 | <ul style="list-style-type: none">Check work for accuracy, including spelling. | 4 | 20 |
| Total for writing | | | 20 | 100 |

Functional Skills English Entry 3: Writing Assessment Record Sheet

| | |
|----------------|-----------------|
| Centre name: | Learner name: |
| Centre number: | Learner number: |

Learners must take **both** tasks at entry level 3. 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 /12 |
| Task Two | |
| Date(s) taken: | |
| | Task two /8 |
| <p>The pass percentage is 75%</p> <p>To pass the writing component at entry level 3 the learner must score at least 15 marks out of the available 20 across the two tasks.</p> | |
| TOTAL MARK for writing component: /20 | |

The pass percentage is 75%
To pass the writing component at entry level 3 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 3: | | |
| Centre comment: | | |
| Assessor Name: | | |
| Assessor Signature: | | Date: |

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

