

# Mark Scheme

Set 1 2012-2013

Edexcel Functional Skills  
qualifications in English at  
Entry Level 1 - Writing

## Entry 1: Writing mark scheme

Task	Content required	
1	Information may be fictitious but must be appropriate to that required for the competition entry. Information presented includes full name, first line of address, postcode, telephone number and year of birth. Appropriate response to where to go for a day out.	
	<b>Written response shows learner is able to:</b>	
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Use written words and phrases to present information</b> <ul style="list-style-type: none"><li>mostly appropriate completion of details = 2 marks</li><li>some incomplete or inappropriate details = 1 mark</li></ul> up to a maximum of <b>two</b> marks	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Construct simple sentences using full stops</b> <ul style="list-style-type: none"><li>mostly accurate sentence construction using full stops = 2 marks</li><li>some evidence of sentence construction using full stops = 1 mark</li></ul> up to a maximum of <b>two</b> marks	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Spell correctly some personal or very familiar words</b> <ul style="list-style-type: none"><li>almost all correct = 2 marks</li><li>some correct = 1 mark</li></ul> up to a maximum of <b>two</b> marks	<b>2</b>
<b>Total for task</b>		<b>6</b>

Task	Content required	
2	Appropriate response to writing a short thank you note.	
	<b>Written response shows learner is able to:</b>	
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Use written words and phrases to present information</b> <ul style="list-style-type: none"> <li>• appropriate detail and accuracy of expression = 2 marks</li> <li>• brief or limited accuracy of expression = 1 mark</li> </ul> up to a maximum of <b>two</b> marks	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Construct simple sentences using full stops</b> <ul style="list-style-type: none"> <li>• mostly accurate sentence construction using full stops = 2 marks</li> <li>• some evidence of sentence construction using full stops = 1 mark</li> </ul> up to a maximum of <b>two</b> marks	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<b>Spell correctly some personal or very familiar words</b> <ul style="list-style-type: none"> <li>• almost all correct = 2 marks</li> <li>• some correct = 1 mark</li> </ul> up to a maximum of <b>two</b> marks	<b>2</b>
<b>Total for task</b>		<b>6</b>

## Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at entry level 1.

### Tasks 1 and 2

Writing				
<b><u>Skill Standard</u></b>				
Write short, simple sentences.				
<b><u>Criterion Ref. no.</u></b>	<b><u>Coverage</u></b>	<b><u>Description</u></b>	<b><u>No. of marks</u></b>	<b><u>%</u></b>
<b>E1.3.1</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>use written words and phrases to present information</li> </ul>	4	$33\frac{1}{3}$
<b>E1.3.2</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>construct simple sentences using full stops</li> </ul>	4	$33\frac{1}{3}$
<b>E1.3.3</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>spell correctly some personal or very familiar words</li> </ul>	4	$33\frac{1}{3}$
<b>Total for writing</b>			<b>12</b>	<b>100</b>

## Functional Skills English Entry 1: Writing Assessment Record Sheet

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

Learners must take **both** tasks at entry level 1. 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  /6

Task Two	
Date(s) taken:	
	Task two
	/6

The pass percentage is 75%  
To pass the writing component at entry level 1 the learner must score at least 9 marks out of the available 12 across the two tasks.

**TOTAL MARK for writing component:**

**/12**

Please tick the box if the learner has achieved writing entry 1.		
Centre comment:		
Assessor Name:		Date:
Assessor Signature:		

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