

Mark Scheme

Set 2 2012-2013

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

### Entry 3: Writing mark scheme

Task	Content required	
1	Job agency application. Responses could include information on what the learners are doing now, the work they have done before, the type of job they want and the hours they are available to work.	
	Response can include any valid information and will reflect the experiences of the learner.	
	<b>The job agency application shows the learner is able to:</b>	
	<b>Coverage and range</b>	
	<b>use written words and phrases to record and present information</b> <ul style="list-style-type: none"> <li>• plan work (1)</li> <li>• draft before beginning final version (1)</li> <li>• organise ideas (1)</li> <li>• include appropriate details for the intended audience (1)</li> </ul> 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 <b>four</b> marks	<b>4</b>
	<b>Coverage and range</b>	
	<b>sequence writing logically and clearly</b> <ul style="list-style-type: none"> <li>• considerable clarity and logical organisation = 3 marks</li> <li>• reasonable clarity/organisation = 2 marks</li> <li>• limited clarity/organisation = 1 mark</li> <li>• Up to a maximum of three marks</li> </ul>	<b>3</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<ul style="list-style-type: none"> <li>• basic grammar is correct (1)</li> <li>• appropriate verb tense (1)</li> <li>• appropriate subject/verb agreement (1)</li> </ul> Award 1 mark for evidence of each up to a maximum of <b>three</b> marks	<b>3</b>
	<b>Coverage and range</b>	
	<b>with few exceptions, common words are spelt correctly (1)</b> <b>there is accurate use of full stops and question marks (1)</b> Award 1 mark for each up to a maximum of two marks	<b>2</b>
<b>Total for task</b>		<b>12</b>

Task	Content required	
2	<p>Email giving advice to a friend on where to go on holiday. Responses may include ideas on where to go, why their friend would like it there and any other relevant advice.</p> <p>Response can include any valid information and will reflect the experience of the learner.</p> <p><b>Email shows learner is able to:</b></p>	
	<b>Coverage and range</b>	
	<p><b>write clearly with appropriate level of detail for the intended audience</b></p> <ul style="list-style-type: none"> <li>• clear, detailed ideas in a logical sequence = 4 marks</li> <li>• reasonable clarity, detail and organisation = 3 marks</li> <li>• reasonable in some aspects but limited in others = 2 marks</li> <li>• limited clarity, detail and organisation of ideas = 1 mark</li> </ul> <p>Up to a maximum of <b>four</b> marks</p>	<b>4</b>
	<b>Coverage and range</b>	
	<ul style="list-style-type: none"> <li>• <b>basic grammar is correct (1)</b></li> <li>• <b>appropriate verb tense and subject/verb agreement (1)</b></li> </ul> <p>Award 1 mark for each up to a maximum of <b>two</b> marks</p>	<b>2</b>
	<b>Coverage and range</b>	
	<p><b>with few exceptions, common words are spelt correctly (1)</b></p> <p><b>there is accurate use of full stops and question marks (1)</b></p> <p>Award 1 mark for each up to a maximum of two marks</p>	<b>2</b>
<b>Total for task</b>		<b>8</b>

## 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

<b>Writing</b>				
<b><u>Skill Standard</u></b>				
Write texts with some adaptation to the intended audience.				
<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>E3.3.1</b>	Task 1	<ul style="list-style-type: none"> <li>Plan, draft and organise writing</li> </ul>	4	20
<b>E3.3.2</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Sequence writing logically and clearly</li> </ul>	7	35
<b>E3.3.3</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Use basic grammar including appropriate verb-tense and subject-verb agreement.</li> </ul>	5	25
<b>E3.3.4</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>Check work for accuracy, including spelling.</li> </ul>	4	20
<b>Total for writing</b>			<b>20</b>	<b>100</b>

## 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.

<b>Task One</b>	
<b>Date(s) taken:</b>	
	Task one <div style="text-align: right;">/12</div>
<b>Task Two</b>	
<b>Date(s) taken:</b>	
	Task two <div style="text-align: right;">/8</div>
<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>	<b>TOTAL MARK for writing component:</b> <div style="text-align: right;">/20</div>

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.

