

Mark Scheme

Set 3 2012-2013

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

Entry 3: Writing mark scheme

Task	Content required																				
1	<p>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. (We already give them an opening)</p> <p>Responses should include reference to the problems the learner has had. Response can include any valid comment. Response should also give suggestions for improvement</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p>The letter shows the learner is able to:</p> <table border="1"> <tr> <th>Coverage and range</th><th></th></tr> <tr> <td> 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 </td><td>4</td></tr> <tr> <th>Coverage and range</th><th></th></tr> <tr> <td> 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 </td><td>3</td></tr> <tr> <th>Coverage and range</th><th>Mark</th></tr> <tr> <td> <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 </td><td>3</td></tr> <tr> <th>Coverage and range</th><th></th></tr> <tr> <td> 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 </td><td>2</td></tr> <tr> <td colspan="2">Total for task</td></tr> <tr> <td></td><td>12</td></tr> </table>	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
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	12																				

Task	Content required	
2	<p>Responses should include date/day of walk, how long walk may take, suggestions on what to wear. Response may include any other valid comment.</p> <p>Response can include any valid information and will reflect the experience of the learner.</p> <p>Email shows learner is able to:</p>	
	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	<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.

