# Mark Scheme

# Set 3 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 the requirements of the form.<br><br>Information presented includes Name, Address, Postcode, Telephone number<br><br>The learner will write 2 or 3 sentences about where they would like to live. This may include the type of accommodation and/or the area.<br><br>Response can include any valid information and will reflect the experiences of the learner.<br><br>**Written response shows learner is able to:** | |

| Coverage and range | Mark |
|---|---|
| **use written words and phrases to present information**<br>mostly appropriate completion of details = 2 marks<br>some incomplete or inappropriate details = 1 mark<br>up to a maximum of **two** marks | **2** |

| Coverage and range | Mark |
|---|---|
| **construct simple sentences using full stops**<br>mostly accurate sentence construction using full stops = 2 marks<br>some evidence of sentence construction using full stops = 1 mark<br>up to a maximum of **two** marks | **2** |

| Coverage and range | Mark |
|---|---|
| **spell correctly some personal or very familiar words**<br>almost all correct = 2 marks<br>some correct = 1 mark<br>up to a maximum of **two** marks | **2** |
| **Total for task** | **6** |

| Task | Content required | | |
|---|---|---|---|
| 2 | Write a reply to an email. | | |
| | The learner will write 2 or 3 sentences, including information on what time Dave should be there and if he should bring boxes or not. | | |
| | Response can include any valid information and will reflect the experiences of the learner. | | |

**Written response shows learner is able to:**

| Coverage and range | Mark |
|---|---|
| **use written words and phrases to present information**<br>mostly appropriate completion of details = 2 marks<br>some incomplete or inappropriate details = 1 mark<br>up to a maximum of **two** marks | 2 |
| Coverage and range | Mark |
| **construct simple sentences using full stops**<br>mostly accurate sentence construction using full stops = 2 marks<br>some evidence of sentence construction using full stops = 1 mark<br>up to a maximum of **two** marks | 2 |
| Coverage and range | Mark |
| **spell correctly some personal or very familiar words**<br>almost all correct = 2 marks<br>some correct = 1 mark<br>up to a maximum of **two** marks | 2 |
| **Total for task** | 6 |

# 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 | | | | |
|---|---|---|---|---|
| **Writing** | | | | |
| **<u>Skill Standard</u>** <br> Write short, simple sentences. | | | | |
| **<u>Criterion Ref. no.</u>** | **<u>Coverage</u>** | **<u>Description</u>** | **<u>No. of marks</u>** | **<u>%</u>** |
| **E1.3.1** | Task 1 and Task 2 | • use written words and phrases to present information | 4 | $33\frac{1}{3}$ |
| **E1.3.2** | Task 1 and Task 2 | • construct simple sentences using full stops | 4 | $33\frac{1}{3}$ |
| **E1.3.3** | Task 1 and Task 2 | • spell correctly some personal or very familiar words | 4 | $33\frac{1}{3}$ |
| | | **Total for writing** | **12** | **100** |

# 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 |

| | TOTAL MARK for writing component: /12 |
|---|---|
| The pass percentage is 75%<br>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. | |

| Please tick the box if the learner has achieved writing entry 1. | |
|---|---|
| Centre comment: | |

Assessor Name:

Assessor Signature:                                      Date:

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