

Mark Scheme

Set 3 2012-2013

Edexcel Functional Skills  
qualifications in English at  
Entry Level 2 - Writing

## Entry 2: Writing mark scheme

Task	Content required	
1	<p>Response will include a Get Well card to a friend.</p> <p>Response should include information about missed lessons and Day of visit to friend.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p><b>Written response shows learner is able to:</b></p>	
	<b>Coverage and range</b>	
	<p><b>use written words and phrases to record and present information</b></p> <ul style="list-style-type: none"> <li>a developed response, clearly expressed = 4 marks</li> <li>some developed detail and clearly expressed for the majority of the time = 3 marks</li> <li>either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks</li> <li>minimal response lacking clarity of expression = 1 mark</li> </ul> <p>up to a maximum of <b>four</b> marks</p>	<b>4</b>
	<b>Coverage and range</b>	
	<p><b>construct compound sentences using common conjunctions (and, but, or, if, unless, etc.)</b></p> <p>sound use of compound sentence structures = 2 marks</p> <p>compound sentences attempted but with errors = 1 mark</p> <p>up to a maximum of <b>two</b> marks</p>	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<p><b>punctuate correctly, using upper and lower case, full stops and question marks</b></p> <p>accurate use of capital letters, full stops and/or question marks = 2 marks</p> <p>reasonable accuracy but with a few errors = 1 mark</p> <p>up to a maximum of <b>two</b> marks</p>	<b>2</b>
	<b>Coverage and range</b>	
	<p><b>spell correctly all high frequency words and words with common spelling patterns</b></p> <p>all or almost all correct = 2 marks</p> <p>some correct = 1 mark</p> <p>up to a maximum of <b>two</b> marks</p>	<b>2</b>
<b>Total for task</b>		<b>10</b>

Task	Content required	
2	<p>Response may include details of hotel and weather. Response can include any valid information.</p> <p>Response can include any valid information and will reflect the experiences of the learner.</p> <p><b>Written response shows learner is able to:</b></p>	
	<b>Coverage and range</b>	
	<p><b>use written words and phrases to record and present information</b></p> <ul style="list-style-type: none"> <li>• a developed response, clearly expressed = 4 marks</li> <li>• some developed detail and clearly expressed for the majority of the time = 3 marks</li> <li>• either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks</li> <li>• minimal response lacking clarity of expression = 1 up to a maximum of <b>four</b> marks</li> </ul>	<b>4</b>
	<b>Coverage and range</b>	
	<p><b>construct compound sentences using common conjunctions (and, but, or, if, unless, etc.)</b> sound use of compound sentence structures = 2 marks compound sentences attempted but with errors = 1 mark up to a maximum of <b>two</b> marks</p>	<b>2</b>
	<b>Coverage and range</b>	<b>Mark</b>
	<p><b>punctuate correctly, using upper and lower case, full stops and question marks</b> accurate use of capital letters, full stops and/or question marks= 2 marks reasonable accuracy but with a few errors= 1 mark up to a maximum of <b>two</b> marks</p>	<b>2</b>
	<b>Coverage and range</b>	
	<p><b>spell correctly all high frequency words and words with common spelling patterns</b> all or almost all correct = 2 marks some correct = 1 mark up to a maximum of <b>two</b> marks</p>	<b>2</b>
<b>Total for task</b>		<b>10</b>

## Assessment coverage grid

Learners must complete both tasks to meet the coverage and range of the skills standard at Entry level 2.

### Tasks 1 and 2

<b>Writing</b>				
<b><u>Skill Standard</u></b>				
Write short texts with some awareness of 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>E2.3.1</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>use written words and phrases to record and present information</li> </ul>	8	40
<b>E2.3.2</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>construct compound sentences using common conjunctions</li> </ul>	4	20
<b>E2.3.3</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>punctuate correctly, using upper and lower case, full stops and question marks</li> </ul>	4	20
<b>E2.3.4</b>	Task 1 and Task 2	<ul style="list-style-type: none"> <li>spell correctly all high frequency words and words with common spelling patterns</li> </ul>	4	20
<b>Total for writing</b>			<b>20</b>	<b>100</b>

