Mark Scheme

Set 1 2013-2014

Functional Skills qualifications in English at Entry Level 2 - Writing

General guidance on the use of the mark scheme:

- Mark crossed out work if it is legible and has not been replaced.
- If the answer is clearly given accept it even if it is not in the answer space.

Entry 2: Writing mark scheme

Task	Content required	
1	Fill in a form to describe their favourite place to eat out. Responses could include the name of their favourite place to eat out, the type of eating place it is, brief comments about the food, staff and service Response may 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 record and present information • a developed response, clearly expressed = 4 marks • some developed detail and clearly expressed for the majority of the time = 3 marks • either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks • minimal response lacking clarity of expression = 1 mark up to maximum of **four** marks	**4**
	Coverage and range	**Mark**
	Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.) • sound use of compound sentence construction = 2 marks • compound sentences attempted but with errors = 1 mark Up to a maximum of **two** marks	**2**
	Coverage and range	**Mark**
	Punctuate correctly, using upper and lower case, full stops and question marks • 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 **two** marks	**2**
	Coverage and range	**Mark**
	Spell correctly all high frequency words and words with common spelling patterns • all or almost all correct = 2 marks • some correct = 1 mark up to a maximum of **two** marks	**2**
	Total for task	**10**

Task	Content required	
2	Email to learners. Responses could include who they are, where their centre is, what is good about the courses and staff, what is good about the canteen and food and any clubs there are at the centre. Response may include any valid information and will reflect the experiences of the learner. **Email response shows learner is able to:**	

Coverage and range	Mark
Use written words and phrases to record and present information • a developed response, clearly expressed = 4 marks • some developed detail and clearly expressed for the majority of the time = 3 marks • either some detail is evident but there are slips in expression or expression is clear but the response lacks development = 2 marks • minimal response lacking clarity of expression = 1 mark up to maximum of **four** marks	4
Coverage and range	**Mark**
Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.) • sound use of compound sentence construction = 2 marks • compound sentences attempted but with errors = 1 mark up to a maximum of **two** marks	2
Coverage and range	**Mark**
Punctuate correctly, using upper and lower case, full stops and question marks • 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 **two** marks	2
Coverage and range	**Mark**
Spell correctly all high frequency words and words with common spelling patterns • all or almost all correct = 2 marks • some correct = 1 mark up to a maximum of **two** marks	2
Total for task	**10**

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

Writing				
Skill Standard Write short documents with some awareness of the intended audience.				
<u>**Criterion Ref. no.**</u>	<u>**Coverage**</u>	<u>**Description**</u>	<u>**No. of marks**</u>	<u>**%**</u>
E2.3.1	Task 1 and Task 2	Use written words and phrases to record/present information	8	40
E2.3.2	Task 1 and Task 2	Construct compound sentences, using common conjunctions (and, but, or, if, unless etc.)	4	20
E2.3.3	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
E2.3.4	Task 1 and Task 2	Punctuate correctly, using upper and lower case, full stops and question marks	4	20
		Total for writing	**20**	**100**