

Mark Scheme

Set 3 2014-2015

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	Appropriate application form. Responses could include what the learner does to keep fit, where they do it and how often they do it.	
	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 <ul style="list-style-type: none"> 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.) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	Response should include where the learner went on holiday, in the UK or abroad, what they did and something they enjoyed or did not enjoy.	
	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 <ul style="list-style-type: none"> 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.) <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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				
<u>Skill Standard</u> 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	Spell correctly all high frequency words and words with common spelling patterns	4	20
Total for writing			20	100

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