



General Certificate of Secondary Education
January 2014

English Language/English

Unit 2: Functional Writing and Reading
Non-Fiction

Higher Tier

[GEG22]

MONDAY 13 JANUARY, MORNING

**MARK
SCHEME**

A General Introduction to the Assessment of CCEA's GCSE English Language/English

The style of assessment

The exams will be marked using positive assessment, crediting what has been achieved.

The mark schemes emanate from the Assessment Objectives and are designed to support this positive approach.

The relationship between tasks, mark schemes and Levels of Competence

Each task is designed to test a specified series of Assessment Objectives and every task has an individual mark scheme.

The mark scheme for each task comprises a task specific checklist as well as Competence Levels, each of which details an increasing level of proficiency. Each Competence Level is made up of a series of brief statements which, together, describe the essential characteristics of a response at that level.

The job for each examiner is to identify positively what has been achieved and then match the candidate's level of proficiency to the appropriate level of competence.

Writing: the marking process

Two discrete assessments have to be made.

The first assessment will be used to gauge the candidate's performance in the first two of the Assessment Objectives for **Writing (i)** and **(ii)**. The second assessment is measured against the final Assessment Objective for **Writing (iii)**.

The first stage in the assessment of an individual task begins with the examiner highlighting what is creditworthy by:

- underlining and ticking valid points and relevant material
- writing positive, brief, marginal comments – taken from the Competence Level descriptors

Additionally, the examiner will highlight:

- errors in spelling, syntax, punctuation and paragraphing – each error only to be circled/noted once

At the conclusion of the response, the examiner will then select and write down two/three phrases from each of the two sets of Competence Level descriptors **Writing (i)** and **(ii)**/ **Writing (iii)**. These will be selected in order to summarise the candidate's achievement.

The process of selecting and noting these comments has the effect of helping the marker to assess which Competence Level best matches the candidate's achievement.

Once selected, the extent to which a candidate has met the requirements of that particular Competence Level will determine the point that has been reached within it.

The final element of the process is then to write down the mark to be awarded.

The required style of marking will be evident from the pre-marked exemplar scripts that will be distributed to all examiners at every standardising meeting. These will have been marked and annotated by the senior examining team prior to each standardising meeting.

Studying Written Language (Reading): the marking process

The first stage in the assessment of an individual response begins with the examiner highlighting what, within an answer, is creditworthy by:

- underlining and ticking valid points and relevant material
- writing positive, brief, marginal comments – taken from the descriptors for the Competence Levels

At the conclusion of the response, the examiner is required to select and write down the two/three phrases from the Competence Level descriptors that best summarise the candidate's achievement.

The process of selecting and noting these comments has the effect of assisting the marker to assess which level best matches the candidate's achievement.

Once selected, the extent to which a candidate has met the requirements of that particular Competence Level will determine the point that has been reached within the mark range for that level – top, middle or bottom.

The final element of the process is then to write down the mark to be awarded.

The required style of marking will be evident from the pre-marked exemplar scripts that will be distributed to all examiners at every standardising meeting. These will have been marked and annotated by the senior examining team prior to each standardising meeting.

These procedures, which have been summarised above, are described in detail overleaf.

Section A: Functional Writing

The Assessment Objectives

- (i) Write to communicate clearly, effectively and imaginatively, using and adapting forms and selecting vocabulary appropriate to task and purpose in ways that engage the reader.
- (ii) Organise information and ideas into structured and sequenced sentences, paragraphs and whole texts, using a variety of linguistic and structural features to support cohesion and coherence.
- (iii) Use a range of sentence structures for clarity, purpose and effect, with accurate punctuation and spelling.

All are being assessed.

The Assistant Examiner will be required to make **two** distinct assessments: one for **Writing (i)** and **(ii)** and a second assessment for **Writing (iii)**.

The two required assessments

1. The following style of marking and annotation is to be used:
 - each response will be assessed on the basis of a **single reading**
 - use brief affirmative comments in the margins to highlight positive achievement, for example – “*rec of p and a*”, “*comp dev*” or “*clear struct*”
 - use underlining and ticking to point out creditworthy material
 - circle individual spelling errors – circle the same error only once
 - use continuous wavy underlining to highlight failings in grammar and syntax
 - one-off errors in punctuation should be noted by writing “**p**” in the margin
 - consistent omissions or errors in punctuation should be signalled by writing “**p**” in the margin, using arrows to highlight the extent of the problem
 - failings in paragraphing should be flagged up by writing “**para**” in the margin
2. At the end of the response, using the descriptors from the Competence Levels for **Writing (i)** and **(ii)** as sources, summarise briefly (in two/three phrases) the most significant, positive features of the response. Only use snippets from these descriptors for the summaries. This process of summarising achievement is very important because in making this assessment it becomes clear as to where exactly the answer sits within the Competence Levels.
3. Write down the Competence Level from **Writing (i)** and **(ii)** that comes closest to encapsulating the overall achievement.

4. Finally, decide upon a mark by assessing the extent to which a candidate has met all of the requirements of the particular Competence Level. This will determine the point that has been reached within each – at the top, in the middle or at the lower end of the mark range. Write this mark down.

For example, a response that is judged to be mainly CL 3 in terms of development and sense of audience but is more CL 2 in relation to style, could be summarised as follows:

(i) and (ii)
Comp dev
Prof struct CL3 10
Incr fluent style

5. In order to assess **Writing (iii)**, the same process (steps 2–4 above) is used to make the second assessment using only the Competence Levels that relate to **Writing (iii)**.

For example, for a response that is judged to be mainly CL 3 in terms of sentence structuring and punctuation but is more CL 2 in relation to spelling, the following would offer an adequate summary:

(iii)
Del manip CL3 5
Gen acc sp

Task 1: Functional WritingResponse time: **45 minutes.****Max. [16]**

“**Are TV stars paid too much money?**” Write a speech for your classmates in which you aim to persuade them to share your point of view about how much TV stars are paid.

How Writing (i) and (ii) feed through to marks: use the task specific checklist to ascertain the extent to which a candidate has crafted language in order to write to communicate clearly, effectively and imaginatively; use and adapt forms and select vocabulary appropriate to task and purpose in ways that engage the reader; organise information and ideas into structured and sequenced sentences, paragraphs and whole texts; use a variety of linguistic and structural features to support cohesion and overall coherence.

The response is then assessed against the five Competence Levels (drawn from grade descriptors) in order to award a mark that matches the level of performance.

This task specific checklist outlines the skills associated with Writing (i) and (ii) that candidates at all Competence Levels may be expected to attempt to employ in their responses. Credit any other valid strategies used that are not mentioned below.

Communicate clearly and effectively and imaginatively, demonstrating:

- a handling of the topic in such a way as to positively develop the audience's interest
- use of a style that builds a positive relationship with the audience
- possible use of anecdotes/humour to enliven the writing and so engage the audience

Adapting form and vocabulary to task and purpose in ways that engage the reader, demonstrating:

- a conscious awareness of classmates as the audience
- a use of tone that is designed to engage and sustain the audience's attention
- use of vocabulary that is in keeping with the task and audience to enhance, enrich and enliven the speech

Organise information and ideas into sentences, paragraphs and whole texts demonstrating:

- a sense of logical progression – the audience being led through the speaker's point of view/thoughts
- the use of engaging/challenging introductory and concluding paragraphs
- the deployment of topic/link sentences for different paragraphs
- development that uses conscious organisation to sustain the audience's interest

Use a variety of linguistic and structural features for cohesion and overall coherence demonstrating:

- a conscious varying of sentence lengths and types for effect
- the use of connectives to give coherence
- the use of rhetorical devices such as questions, exclamatory sentences, rule of three and hyperbole to develop interest and a rapport with the audience

Competence Level 0 [0]

Characterised by:

- no creditworthy response

Competence Level 1 [1–4]

Characterised by:

- straightforward deliberate development
- a general grasp of purpose and audience
- logical structuring and an uncomplicated style

Competence Level 2 [5–8]

Characterised by:

- generally effective development that maintains interest
- a recognition of purpose and audience
- a clear structure underpinned by an increasingly fluent style

Competence Level 3 [9–12]

Characterised by:

- competent development that clearly engages
- a secure awareness of purpose and audience
- proficient structuring with a developing lively style

Competence Level 4 [13–16]

Characterised by:

- poised and sophisticated development that commands attention throughout
- the conscious development of a positive rapport with the specified audience
- assured competence in terms of structuring utilising a confident style

How Writing (iii) feeds through to marks: use the task specific checklist to ascertain the extent to which a candidate has crafted language in order to **use a range of sentence structures for clarity, purpose and effect**; **use accurate punctuation and spelling**. The response is then assessed against the five Competence Levels (drawn from grade descriptors) in order to determine a mark that matches the level of performance.

Competence Level 0 [0]

Characterised by:

- no creditworthy response

Competence Level 1 [1–2]

Characterised by:

- controlled use of straightforward sentence structuring with some variety in sentence construction and length
- a generally secure use of basic punctuation to support structure
- generally accurate spelling of straightforward, regular words
- uncomplicated vocabulary

Competence Level 2 [3–4]

Characterised by:

- increasingly sustained competence in the handling of a variety of sentence structures – occasionally used for effect
- accurate use of basic punctuation such as full stops, commas, exclamation and question marks
- generally accurate spelling, including some words with irregular patterns
- greater precision in the use of a widening vocabulary

Competence Level 3 [5–6]

Characterised by:

- deliberate manipulation of a range of sentence structures - conscious control of sentence variety for effect
- proficiently handled range of punctuation that enhances the writing
- accurate spelling of most words
- an extended vocabulary which is employed with increasing precision

Competence Level 4 [7–8]

Characterised by:

- assured use of a wide range of sentence structures that enhances the overall effect of the writing in terms of clarity, purpose and audience
- confident deployment of a full range of punctuation that facilitates fluency and complements meaning
- extended, apposite vocabulary used with precision – errors will be one-off mistakes or, occasionally, the outcome of ambitious attempts to use complex language

This task specific checklist outlines the writing skills associated with Writing (iii) that candidates at all Competence Levels may be expected to attempt to employ in their responses.

Credit any other valid strategies used that are not mentioned below.

The range and effectiveness of sentence structuring:

- The wider the range and the greater the degree of originality and control in structuring sentences, the more opportunity the candidate gives him/herself to establish a positive rapport with the audience.
- More control of sentences and variety in their structuring demonstrates a higher level of competence and is to be rewarded accordingly.

The use made of accurate punctuation and spelling:

- Linked to the control of sentence structure is the accurate use of a variety of appropriate punctuation. Here, too, there is scope for creativity that can help to engage the audience's interest. Greater control and variation merits a higher reward.
- Accuracy in spelling, in isolation, can be misleading; it needs to be viewed beside the range and precision of the vocabulary used. A limited and mundane vocabulary spelt accurately is unlikely to capture the examiner's attention.
- Ambitious use of vocabulary where a word may not always be accurately spelt but has been chosen with care.

Section B: Written Language (Reading)

The Assessment Objectives

- (i) Read and understand texts, selecting material appropriate to purpose, collating from different sources and making comparisons and cross-references as appropriate.
- (ii) Develop and sustain interpretations of writers' ideas and perspectives.
- (iii) Explain and evaluate how writers use linguistic, grammatical, structural and presentational features to achieve effects and engage and influence the reader.

The specific elements of the Assessment Objectives addressed by Task 2:

- Task 2**
- (i) selecting material appropriate to purpose
 - (ii) dev. and sustain interpretations
 - (iii) explaining and evaluating how a writer uses linguistic, grammatical and structural devices to achieve effects

The Assistant Examiner will be required to make **one** assessment.

The required process of assessment

- 1 The following style of marking and annotation is to be used:
 - each response will be assessed on the basis of **a single reading**
 - in the margins insert brief affirmative comments drawn from the competence levels to highlight positive achievement, for example – “*s/f. rev.*” or “*assured eval.*”
 - use underlining and ticking to point out creditworthy material and to highlight significant strengths in an answer
 - ignore all errors in punctuation, syntax and spelling as they are not being assessed
- 2 At the end of the response, using the descriptors from the Competence Levels as a source, summarise briefly (in two/three phrases) the most significant, positive features of the response. Only use snippets from the descriptors for this summary.
- 3 On the principle of “best fit”, select and write down the Competence Level that best encapsulates the overall achievement of the response.

- 4 The final stage in the process is to decide upon a mark by assessing the extent to which a candidate has met all of the requirements of that particular level. This will determine the point that has been reached within it – at the top, in the middle or at the lower end of the mark range. Write this mark down.

For example, a response to Task 2 that is CL 2 could be summarised as follows:

Comp. interpret.
Approp. support. evid. CL2 9

Analyse how the writer holds the reader's interest through her use of: a style of writing that is lively and personal words and phrases selected for effect/her own opinion as well as some facts/sentence structuring and paragraphing.

How Reading (i), (ii) and (iii) feed through to marks: use the task specific checklist to ascertain the extent to which a candidate has selected and evaluated evidence to explain how linguistic and structural features achieve effects and engage and influence the reader. The overall performance is then assessed against the five Competence Levels (drawn from grade descriptors) in order to determine a mark that matches the candidate's achievement.

This task specific checklist outlines the material candidates at all Competence Levels may be expected to include in their responses. Credit fully any other valid suggestions/comments.

The lively and personal style:

- the use of personal anecdote: "The other day I bought"/"In a restaurant last week"
- her views are presented in an inclusive, conversational style to sustain interest: "As parents we don't mean"/"get the better of us"/"all too often the rest of us are just as bad"
- informal language attempts to develop a rapport with the reader: "stuff"/"kids"/"out of juice"
- the tone is lightened through her use of anecdotes: "stop the 'Are we there yet?' chorus"/"Squished on top of each other in the tent"

Words and phrases selected for effect:

- the pun used in the title emphasises the serious impact of modern technology on children: "it's game over for the kids!"
- the mixture of sophisticated and informal vocabulary: "appease"/"stop the whining"
- well-chosen noun strongly conveys her point of view: "the enemies of"
- the descriptive phrase "hidden away in their own 'media bedsits' " suggests that kids are isolated in a secretive, clandestine environment
- a metaphor is used to surprise and shock/challenge the reader: "the electronic babysitter"
- powerful adjectives are used to present her viewpoint forcefully: "damning"/"hectic"
- the adjective "awash" emphasises how homes today are overflowing with toys
- repetition is also used to stress the abundance of toys: "boxes and boxes"
- an alliterative phrase is used to elicit sympathy for parents: "times are tough"
- imagery is used to present the camping trip as an idyllic experience to support her viewpoint: "fairy tales by candlelight"
- the use of personal and possessive pronouns emphasises the relationship between the writer and the reader: "Our tiredness and weakness"/"We are quick to condemn"

The use made of opinion and some facts:

- the passage consists largely of opinion based on personal experience: "it costs nothing to ban mobile phones from the dinner table"
- the writer's opinion is reflected in her choice of direct language and use of emphatic statements: "they also kill conversation"/"children tend to be hidden away"/"We all know this is true"
- facts are used to reinforce her view: "making children in the UK the unhappiest in Europe"
- she use expert opinion to support her case: "new analysis...carried out by UNICEF"
- she uses a finding in a survey to back up her personal views on the topic: "What made them happiest, they said"

Sentence structuring and paragraphing:

- the opening sentence presents the writer's opinion forcefully: "Convenience and exhaustion are often the enemies of parental good intentions"
- short sentences are used to emphasise her argument: "We all know this is true."/"The kids never looked happier."
- a rhetorical question is used to present her strong opinion: "Is it so hard to prioritise family time?"
- the final paragraph summarises the writer's main arguments and presents her viewpoint strongly
- she ends the article strongly with an emotive statement: "their true cost...is far too high"

Competence Level 0 [0]

Characterised by:

- no creditworthy response

Competence Level 1 [1–6]

Characterised by:

- **consideration** of the features highlighted in the bullet points in relation to the desired outcome – holding the reader's interest
- **straightforward review** that will be supported by **uncomplicated explanations**
- **some appropriately developed interpretations** backed up by mainly **straightforward supporting evidence**

Competence Level 2 [7–12]

Characterised by:

- **an attempt to analyse** the features highlighted in the bullet points
- **an examination** that will be supported by **appropriate explanations**
- **development of a competent interpretation** of some aspects of the stimulus material through the presentation of **appropriate supporting evidence**

Competence Level 3 [13–18]

Characterised by:

- **an evaluative approach** to the features highlighted in the bullet points
- **an assessment** that will employ some **confident explanations**
- **development of an accurate interpretation** of the main aspects of the stimulus material through the presentation of a **range of valid supporting evidence**

Competence Level 4 [19–24]

Characterised by:

- **an assured evaluation** of features in the bullet points
- **secure analysis** that will utilise **perceptive explanations**
- **development of a confident interpretation** through the drawing together of a **range of precisely selected, accurate, supporting evidence**