



General Certificate of Secondary Education

Punjabi 3681

3681/W Writing

Mark Scheme

2006 examination – June series

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation meeting attended by all examiners and is the scheme which was used by them in this examination. The standardisation meeting ensures that the mark scheme covers the candidates' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for the standardisation meeting each examiner analyses a number of candidates' scripts: alternative answers not already covered by the mark scheme are discussed at the meeting and legislated for. If, after this meeting, examiners encounter unusual answers which have not been discussed at the meeting they are required to refer these to the Principal Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of candidates' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

WRITING TESTS - FOUNDATION AND HIGHER TIERS

PART ONE

Principles of Marking

- All marking is to be done in accordance with the published Criteria for Assessment.
- The stress is on effective communication. Credit should be given for the language successfully conveying the target message without ambiguity.
- There is no need to count the number of words used to answer each question. The sole criterion is completion of the tasks set.

MARK ALLOCATION

Foundation	Communication	Quality of Language	Total
List	2		2
Message	12	8	20
Letter	8	12	20
Total	22	20	42

Higher	Communication	Quality of Language	Total
Letter	8	12	20
Question 2	8	12	20
Total	16	24	40

FOUNDATION TIER QUESTION 1 - List Question

This question will be assessed for Communication only.

Marks	Degree of Communication
1	1 - 2 words correct, without ambiguity.
2	3 - 4 words correct, without ambiguity.

Maximum mark - 2

QUESTION 2 - Message Question

This question will consist of six tasks and will be assessed for Degree of Communication and Quality of Language.

DEGREE OF COMMUNICATION

For each of the six tasks, the following criteria will be used.

Marks	Degree of Communication
0	Required message not communicated.
1	Comprehension difficult or ambiguous. Some relevant information conveyed.
2	Required message conveyed without ambiguity even if not totally correct.
6 x 2 = 12 marks	

QUALITY OF LANGUAGE

A global mark out of 8 will be awarded. The mark awarded for Communication will determine the mark range available for Quality of Language according to the following criteria.

Marks awarded for Communication	Marks available for Quality of Language	Quality of Language
0 - 1	0	Inaccuracy is almost always a barrier to communication.
2 - 4	1 - 2	Some of the messages are intelligible but the frequency of serious error makes communication difficult.
5 - 6	3 - 4	Several of the messages are intelligible, despite frequent error which creates ambiguity and requires effort from the reader.
7 - 8	5 - 6	Errors occur regularly but most intended messages can be understood, with hesitation but without undue difficulty.
9 - 12	7 - 8	Despite various errors, the piece is more accurate than inaccurate; intended meanings are usually clear.

Maximum mark $12 + 8 = 20$

QUESTION 3 - Letter Question

This question will consist of eight tasks and will be assessed for Degree of Communication, Range/Complexity and Accuracy, giving a maximum mark of 20.

DEGREE OF COMMUNICATION

- The assessment of Communication depends upon recognising an attempt to write something about the task.
- You should not take into account the quality of the language used, unless it interferes so much that communication would not take place.
- Candidates will be expected to go beyond the minimum level of response in order to score at least 3 marks. This means that the candidate will have added an additional detail (hereafter called a **Development**), which goes beyond the minimum required by the task.
- For a Development to be accepted, the quality of language should be the same as that which is required for a Communication task.
- Developments cannot be credited for a task which has been rejected.
- There can be only **one** Development per task in this question.

Tasks to Marks - Degree of Communication

Tasks	Marks	Requirement	Degree of Communication
0	0		Nothing of merit; fails to communicate OR occasional words are recognisable within sentences but no complete messages are communicated.
1	1		Communicates <i>a little</i> basic information (e.g. simple facts).
2 – 8 (0 Dev)	2		
3 - 8 (1 Dev)	3		<i>Some</i> basic information is conveyed; occasional additional details conveyed (e.g. description, simple opinion).
3 - 8 (2 Dev)	4		
5 - 8 (3 Dev)	5	Must include an opinion, if not, revert to 4 marks	Communicates clearly <i>quite a lot</i> of relevant information, including personal opinions; regularly goes beyond a basic response to give more detailed information relating to descriptions and accounts.
5 - 8 (4 Dev)	6	Must include an opinion, if not, revert to 4 marks	
7 - 8 (5 Dev)	7	Must include justification of an opinion, if not, revert to 6 marks	Communicates <i>a lot</i> of relevant information; candidate can narrate events, give full descriptions and can express and justify ideas and points of view.
7 - 8 (6 Dev)	8	Must include justification of an opinion, if not, revert to 6 marks	

QUALITY OF LANGUAGE

- Marks will be awarded out of 6 for each of Range/Complexity and Accuracy. The marks will be added to make a total out of 12 for Quality of Language.
- The mark awarded under Range/Complexity must not be more than **one mark** higher than the mark awarded for Degree of Communication.
- The mark awarded under Accuracy must not be more than **one mark** higher than the mark awarded for Degree of Communication.
- If a mark is awarded for Communication this will inevitably lead to the award of a mark for Range/Complexity and for Accuracy.
- For the award of 4 marks or more under Range/Complexity there must be at least one reference to each of past, present and future events.

Range / Complexity	Marks	Accuracy
Very little effective vocabulary. There are occasional recognisable words but they make little coherent sense.	0	There is little, if any, evidence of understanding of the most basic linguistic structures.
The vocabulary and structures used are simple, often repetitive, limited in range and may contain many cognates.	1	There is only limited understanding of the most basic linguistic structures and most sentences contain major errors.
Vocabulary is appropriate to the basic needs of the task. Structures are simple, often repetitive and are rarely linked.	2	Most sentences contain errors, many of a major nature, and verb forms are rarely accurate.
Vocabulary and structures are appropriate to the task with a little attempt at variety and there is some successful attempt to link structures together.	3	There are some major errors and frequent minor ones. Attempts at verb forms and tense formations are often unsuccessful.
There is some variety in the use of vocabulary and some successful attempts at a variety of structures including attempts at longer sentences using appropriate linking words. Some personal opinions are successfully expressed. There are successful attempts at using more than one time frame.	4	There are a number of minor errors and a few major ones, but the piece is more accurate than inaccurate. Verb forms and tense formations are not always correct, but the intended meaning is clearly recognisable.
There is a wider range of vocabulary and structure which communicates descriptions and opinions with some precision. Longer sentences, including the use of subordinate clauses, are used more regularly and with increasing success.	5	Inaccuracies are mainly of a minor nature although some major errors may occur when complex structures are attempted. Verb forms and tense formations are usually correct.
A wide range of vocabulary and structures appropriate to the topic is effectively used. Longer, more complex sentences are handled with confidence producing a fluent piece of coherent language.	6	There are hardly any major and few minor errors even in more complex structures. The overall impression is of accuracy and verb forms and tense formations are secure.

The maximum mark for the Foundation Tier Paper is 42.

HIGHER TIER

QUESTION 1

This question is the same as that set for Foundation Writing Question 3. It should therefore be marked in accordance with the instructions given for Foundation Tier Question 3.

QUESTION 2

This question will consist of *four* tasks and will be assessed for Degree of Communication, Range/Complexity and Accuracy, giving a maximum of 20.

DEGREE OF COMMUNICATION

- The assessment of Communication depends upon recognising an attempt to write something about the task. All responses should be self-contained and comprehensible without reference to the rubrics.
- Candidates will be expected to go beyond the minimum level of response in order to score at least 2 marks. This means that the candidate will have added an additional piece of information, in the form of a phrase or clause (hereafter called a **Development**), which goes beyond the minimum required by the task.
- For a Development to be accepted, the quality of language should be the same as that which is required for a Communication task.
- Developments cannot be credited for a task which has been rejected.
- There can be *up to two* developments per task in this question.

Tasks to Marks - Degree of Communication

Tasks	Marks	Requirement	Degree of Communication
0	0		Nothing of merit; fails to communicate OR occasional words are recognisable within sentences but no complete messages are communicated.
1 – 4 (0 Dev)	1		Communicates <i>a little</i> basic information (e.g. simple facts).
1 - 4 (1 Dev)	2		
2 - 4 (2 Dev)	3		<i>Some</i> basic information is conveyed; occasional additional details conveyed (e.g. description, simple opinion).
2 - 4 (3 Dev)	4		
3 - 4 (4 Dev)	5	Must include an opinion, if not, revert to 4 marks	Communicates clearly <i>quite a lot</i> of relevant information, including personal opinions; regularly goes beyond a basic response to give more detailed information relating to descriptions and accounts.
3 - 4 (5 Dev)	6	Must include an opinion, if not, revert to 4 marks	
4 (6 Dev)	7	Must include justification of an opinion, if not, revert to 6 marks	Communicates <i>a lot</i> of relevant information; candidate can narrate events, give full descriptions and can express and justify ideas and points of view.
4 (7 - 8 Dev)	8	Must include justification of an opinion, if not, revert to 6 marks	

QUALITY OF LANGUAGE

- Marks will be awarded out of 6 for each of Range/Complexity and Accuracy. The marks will be added to make a total out of 12 for Quality of Language.
- The mark awarded under Range/Complexity must not be more than **one mark** higher than the mark awarded for Degree of Communication.
- The mark awarded under Accuracy must not be more than **one mark** higher than the mark awarded for Degree of Communication.
- If a mark is awarded for Communication this will inevitably lead to the award of a mark for Range/Complexity and for Accuracy.
- For the award of 4 marks or more under Range/Complexity there must be at least one reference to two of past/present/future events.

Range / Complexity	Marks	Accuracy
Very little effective vocabulary. There are occasional recognisable words but they make little coherent sense.	0	There is little, if any, evidence of understanding of the most basic linguistic structures.
The vocabulary and structures used are simple, often repetitive, limited in range and may contain many cognates.	1	There is only limited understanding of the most basic linguistic structures and most sentences contain major errors.
Vocabulary is appropriate to the basic needs of the task. Structures are simple, often repetitive and are rarely linked.	2	Most sentences contain errors, many of a major nature, and verb forms are rarely accurate.
Vocabulary and structures are appropriate to the task with a little attempt at variety and there is some successful attempt to link structures together.	3	There are some major errors and frequent minor ones. Attempts at verb forms and tense formations are often unsuccessful.
There is some variety in the use of vocabulary and some successful attempts at a variety of structures including attempts at longer sentences using appropriate linking words. Some personal opinions are successfully expressed. There are successful attempts at using more than one time frame.	4	There are a number of minor errors and a few major ones, but the piece is more accurate than inaccurate. Verb forms and tense formations are not always correct, but the intended meaning is clearly recognisable.
There is a wider range of vocabulary and structure which communicates descriptions and opinions with some precision. Longer sentences, including the use of subordinate clauses, are used more regularly and with increasing success.	5	Inaccuracies are mainly of a minor nature although some major errors may occur when complex structures are attempted. Verb forms and tense formations are usually correct.
A wide range of vocabulary and structures appropriate to the topic is effectively used. Longer, more complex sentences are handled with confidence producing a fluent piece of coherent language.	6	There are hardly any major and few minor errors even in more complex structures. The overall impression is of accuracy and verb forms and tense formations are secure.

The maximum mark for the Higher Tier paper is 40.

Writing – Part 2 Mark Scheme

Foundation Tier

Question 1

This question will be assessed for communication only.

1 List of four items		
2	1	0
3 or four appropriate answers e.g. ਬਿੱਲੀ, ਖਰਗੋਸ਼ ਆਦਿ।	1 or 2 appropriate answers.	No appropriate answer.

Question 2

This question consists of six tasks and will be assessed for Degree of Communication and Quality of Language.

Degree of Communication

For each of the six tasks the following criteria will be used.

1 What is the number of your house?		
2	1	0
One detail in complete sentence e.g. ਮੇਰੇ ਘਰ ਦਾ ਨੰਬਰ 15 ਹੈ। Or any other similar answer.	Answer not in complete sentence e.g. 15 ਨੰਬਰ Or any other similar answer. Accept if only number is given.	No relevant information.

2 How many rooms does your house have?		
2	1	0
One detail in complete sentence e.g. ਮੇਰੇ ਘਰ ਦੇ ਪੰਜ ਕਮਰੇ ਹਨ। Or any other similar answer.	Answer not in complete sentence e.g. ਪੰਜ ਕਮਰੇ। Or any other similar answer. Accept if only number is given.	No relevant information.

3 How far is your house from the city centre?		
2	1	0
One detail in complete sentence e.g. ਮੇਰਾ ਘਰ ਸਿਟੀ ਸੈਂਟਰ ਤੋਂ ਬਹੁਤੀ ਦੂਰ ਨਹੀਂ ਹੈ। Accept ਪੰਜ ਮਿੰਟ ਲਗਦੇ ਹਨ। or any other similar answer.	Answer not in complete sentence e.g. ਬਹੁਤੀ ਦੂਰ ਨਹੀਂ। Or any other similar answer. Accept ਮੇਰਾ ਘਰ ਦੂਰ ਹੈ।	No relevant information. Reject time without verb e.g. ਅੱਧਾ ਘੰਟਾ।

4 Where does your father park his car?		
2	1	0
One detail in complete sentence e.g. (ਮੇਰੇ ਪਿਤਾ ਜੀ) ਆਪਣੀ ਕਾਰ ਗੈਰਿਜ ਵਿੱਚ ਪਾਰਕ ਕਰਦੇ ਹਨ। Or any other similar answer. Accept ਸਾਡੇ ਕੋਲ ਕਾਰ ਨਹੀਂ ਹੈ।	Answer not in complete sentence e.g. ਗੈਰਿਜ (ਵਿੱਚ)। Or any other similar answer. Accept any place mentioned.	No relevant information.

5 Who cleans your house?		
2	1	0
One detail in complete sentence e.g. ਮੇਰੇ ਮਾਤਾ ਜੀ ਮਕਾਨ ਸਾਫ ਕਰਦੇ ਹਨ। Or any other similar answer.	Answer not in complete sentence e.g. ਮਾਤਾ (ਜੀ)। Or any other similar answer.	No relevant information.

6 What you do to help your parents in the house?		
2	1	0
One detail in complete sentence e.g. (ਮੈਂ) ਭਾਂਡੇ ਧੋਣ ਵਿੱਚ ਸਹਾਇਤਾ ਕਰਦਾ/ਕਰਦੀ ਹਾਂ। Or any other similar answer.	Answer not in complete sentence e.g. ਭਾਂਡੇ ਧੋਂਦਾ/ਧੋਂਦੀ। Or any other similar answer.	No relevant information.

Total marks for Degree of Communication = 6 x 2 = 12

Quality of Language

A global mark out of 8 will be awarded. The mark awarded for Communication will determine the mark range available for Quality of Language according to the criteria given in Part 1 Mark Scheme.

Foundation Question 3/Higher Question 1

This question will consist of eight tasks and will be assessed for Degree of Communication, Range/Complexity and Accuracy.

Degree of Communication

The assessment of Communication depends upon recognising an attempt to write something about the task.

You should not take into account the quality of the language used, unless it interferes so much that communication would not take place.

Candidates will be expected to go beyond the minimum level of response in order to score at least 3 marks. This means that the candidate will have added an additional detail (hereafter called a development), which goes beyond the minimum required by the task.

Degree of Communication, Range/Complexity and Accuracy will be assessed according to the criteria given in Part 1 Mark Scheme.

Degree of Communication, Range/complexity and Accuracy will be marked according to the criteria given in the Part 1 Mark Scheme.

Degree of communication is marked out of 8 according to the criteria. However, the minimum level of response required for the completion of each of the 8 tasks is given below:

- 1 The name of your school.

One detail required. (present)
e.g. ਮੇਰੇ ਸਕੂਲ ਦਾ ਨਾਂ ਖਾਲਸਾ ਸਕੂਲ ਹੇਜ਼ ਹੈ।

- 2 What your opinion is about your school and why.

Two details required. (present)
e.g. ਮੇਰਾ ਸਕੂਲ ਬਹੁਤ ਚੰਗਾ ਹੈ ਕਿਉਂਕਿ ਇੱਥੇ ਬੱਚਿਆਂ ਦੀ ਪੜ੍ਹਾਈ ਵਲ ਬਹੁਤ ਧਿਆਨ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ।
Reject if ਕਿਉਂਕਿ is not answered but accept as a development of task one.

- 3 How you prepared yourself for your examinations.

One detail required. (present, past)
e.g. ਇਮਤਿਹਾਨਾਂ ਦੀ ਤਿਆਰੀ ਲਈ ਮੈਂ ਬਹੁਤ ਮਿਹਨਤ ਕੀਤੀ ਹੈ।

- 4 What grades you think you will get in your exams and why.

One detail required. (present, past, future)
e.g. ਮੇਰੇ ਖਿਆਲ ਵਿੱਚ ਮੇਰੇ ਗਰੇਡ ਬਹੁਤ ਚੰਗੇ ਆਉਣਗੇ ਕਿਉਂਕਿ ਮੈਂ ਪੜ੍ਹਾਈ ਬਹੁਤ ਕੀਤੀ ਹੈ।
Reject if ਕਿਉਂਕਿ is not answered but accept as a development of task three.

- 5 What your plans are after leaving school.

One detail required. (present, future)
e.g. ਸਕੂਲ ਛੱਡਣ ਤੋਂ ਬਾਅਦ ਮੇਰਾ ਅੱਗੇ ਪੜ੍ਹਨ ਦਾ ਖਿਆਲ ਹੈ।

6 What type of job you would like to do and why.

Two details required.

(past and future)

e.g. ਮੈਂ ਡਾਕਟਰ ਬਣਨਾ ਚਾਹੁੰਦਾ / ਚਾਹੁੰਦੀ ਹਾਂ ਕਿਉਂਕਿ ਮੈਂ ਲੋਕਾਂ ਦੀ ਸਹਾਇਤਾ ਕਰਨਾ ਚਾਹੁੰਦਾ / ਚਾਹੁੰਦੀ ਹਾਂ।

Reject if ਕਿਉਂਕਿ is not answered but accept as a development of task five.

7 What type of job your parents want you to do.

One detail required.

(present, future)

e.g. ਮੇਰੇ ਮਾਤਾ ਪਿਤਾ ਜੀ ਚਾਹੁੰਦੇ ਹਨ ਕਿ ਮੈਂ ਇੱਕ ਵਕੀਲ ਬਣਾਂ।

8 What you think about starting your own business.

One detail required.

(present, past, future)

e.g. ਮੈਂ ਚਾਹੁੰਦਾ/ਚਾਹੁੰਦੀ ਹਾਂ ਕਿ ਮੈਂ ਆਪਣਾ ਕਾਰੋਬਾਰ ਸ਼ੁਰੂ ਕਰਾਂ।

Quality of Language

Marks will be awarded out of 6 for each of Range/Complexity and Accuracy. The marks will be added to make a total of 12 for Quality of Language. Quality of Language will be assessed according to the criteria given in Part 1 Mark Scheme.

Higher Tier

Question 1

This question is the same as that set for Foundation Writing Question 3. It should, therefore, be marked in accordance with the instructions given for Foundation Tier Question 3.

Question 2

This question consists of 4 tasks and is assessed for Degree of Communication, Range/Complexity and Accuracy.

Degree of Communication

The assessment of Communication depends upon recognizing an attempt to write something about the task. The task should be self-contained and comprehensive without reference to the rubrics.

Candidates are expected to go beyond the minimum level of response in order to score at least 2 marks. This means that the candidate has added an additional piece of information in the form of a phrase or clause that goes beyond the minimum required by the task.

The minimum level of response required for completion of each of the 4 tasks is given below. Candidates can write similar answers in several different ways.

1 Who arranged your work experience and where.

Two details required.

(present, past)

e.g. ਮੇਰੇ ਕੰਮ ਦੇ ਤਜਰਬੇ ਲਈ ਮੇਰੇ ਅਧਿਆਪਕ ਨੇ ਇੱਕ ਕੈਮਿਸਟ ਦੀ ਦੁਕਾਨ ਵਿੱਚ ਪ੍ਰਬੰਧ ਕੀਤਾ ਸੀ।

2 What you liked about your work experience and why.

One detail and one reason required.

(present, past, future)

e.g. ਮੈਂ ਕੈਮਿਸਟ ਦੀ ਦੁਕਾਨ ਵਿੱਚ ਸਾਰੇ ਕੰਮ ਕਰਨ ਵਾਲਿਆਂ ਨੂੰ ਬਹੁਤ ਪਸੰਦ ਕੀਤਾ ਕਿਉਂਕਿ ਉਹ ਮੇਰੇ ਨਾਲ ਬਹੁਤ ਚੰਗੀ ਤਰ੍ਹਾਂ ਸਲੂਕ ਕਰਦੇ ਸਨ।

3 What you did not like about your work experience and why.

One detail and one reason required.

(past, present, future)

e.g. ਕੈਮਿਸਟ ਦੀ ਦੁਕਾਨ ਸਾਡੇ ਘਰ ਤੋਂ ਬਹੁਤ ਦੂਰ ਸੀ ਅਤੇ ਉੱਥੇ ਨੂੰ ਕੋਈ ਸਿੱਧੀ ਬਸ ਵੀ ਨਹੀਂ ਜਾਂਦੀ ਸੀ।

4 How this work experience will help you in your future job.

One statement and one reason required.

(past, present, future)

e.g. ਮੇਰੇ ਕੰਮ ਦਾ ਇਹ ਤਜਰਬਾ ਮੇਰੀ ਨੌਕਰੀ ਲਈ ਬਹੁਤ ਲਾਭਦਾਇਕ ਸਾਬਤ ਹੋਵੇਗਾ ਕਿਉਂਕਿ ਮੈਂ ਕੈਮਿਸਟ ਬਣਨਾ ਚਾਹੁੰਦਾ/ਚਾਹੁੰਦੀ ਹਾਂ।

Quality of Language

Quality of Language will be assessed according to the criteria given in Part 1 Mark Scheme.