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GCSE

URDU

8648/WH

Paper 4 Writing Higher Tier

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Mark scheme

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Mark schemes are prepared by the Lead Assessment Writer and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation events which all associates participate in and is the scheme which was used by them in this examination. The standardisation process ensures that the mark scheme covers the students' responses to questions and that every associate understands and applies it in the same correct way. As preparation for standardisation each associate analyses a number of students' scripts. Alternative answers not already covered by the mark scheme are discussed and legislated for. If, after the standardisation process, associates encounter unusual answers which have not been raised they are required to refer these to the Lead Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of students' 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.

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## **Part 1 – General marking guidance for MFL Writing Tests**

### **Level of response marking instructions**

Level of response mark schemes are broken down into levels, each of which has a descriptor. The descriptor for the level shows the average performance for the level. There are marks in each level.

Before you apply the mark scheme to a student's answer read through the answer and annotate it (as instructed) to show the qualities that are being looked for. You can then apply the mark scheme.

### **Step 1 Determine a level**

Start at the lowest level of the mark scheme and use it as a ladder to see whether the answer meets the descriptor for that level. The descriptor for the level indicates the different qualities that might be seen in the student's answer for that level. If it meets the lowest level then go to the next one and decide if it meets this level, and so on, until you have a match between the level descriptor and the answer. With practice and familiarity you will find that for better answers you will be able to quickly skip through the lower levels of the mark scheme.

When assigning a level you should look at the overall quality of the answer and not look to pick holes in small and specific parts of the answer where the student has not performed quite as well as the rest. If the answer covers different aspects of different levels of the mark scheme you should use a best fit approach for defining the level and then use the variability of the response to help decide the mark within the level, ie if the response is predominantly level 3 with a small amount of level 4 material it would be placed in level 3 but be awarded a mark near the top of the level because of the level 4 content.

### **Step 2 Determine a mark**

Once you have assigned a level you need to decide on the mark. The descriptors on how to allocate marks can help with this. The exemplar materials used during standardisation will help. There will be an answer in the standardising materials which will correspond with each level of the mark scheme. This answer will have been awarded a mark by the Lead Examiner. You can compare the student's answer with the example to determine if it is the same standard, better or worse than the example. You can then use this to allocate a mark for the answer based on the Lead Examiner's mark on the example.

You may well need to read back through the answer as you apply the mark scheme to clarify points and assure yourself that the level and the mark are appropriate.

Indicative content in the mark scheme is provided as a guide for examiners. It is not intended to be exhaustive and you must credit other valid points. Students do not have to cover all of the points mentioned in the Indicative content to reach the highest level of the mark scheme.

An answer which contains nothing of relevance to the question must be awarded no marks.

Marks will be allocated in the following way at Higher Tier:

	Content	Quality of language	Range of language	Accuracy	Conveying key messages	Application of grammatical knowledge of language and structures	Total
Question 1	10	6					16
Question 2	15		12	5			32
Question 3					6	6	12
Total	25	6	12	5	6	6	60

### Higher Question 1 / Foundation Question 4

10 marks for Content + 6 marks for Quality of language (16 marks in total).

Candidates write approximately 90 words in total about four different bullet points. All bullet points must be covered, but **there is no need for equal coverage of the bullets.**

When deciding a particular mark, it is advisable to identify the band of marks first, and then decide whether you are tempted by the band above or the band below. This will enable you to award an appropriate mark within a mark range.

The question is marked for Content and for Quality of language, according to the following criteria:

**(NOTE THAT THESE CRITERIA ARE DIFFERENT FROM FOUNDATION QUESTION 2):**

#### Content

Marks	Response
9–10	A very good response covering all aspects of the task. Communication is clear and a lot of information is conveyed. Opinions are expressed.
7–8	A good response covering all aspects of the task. Communication is mostly clear but perhaps with occasional lapses. Quite a lot of information is conveyed. Opinions are expressed.
5–6	A reasonable response covering almost all aspects of the task. Communication is generally clear but there are likely to be lapses. Some information is conveyed. An opinion is expressed.
3–4	A basic response covering some aspects of the task. Communication is sometimes clear but there are instances where messages break down. Little information is conveyed. An opinion is expressed.
1–2	A limited response covering some aspects of the task. Communication is often not clear and there may be frequent instances where messages break down. Very little information is conveyed. There may be no opinions expressed.
0	The content does not meet the standard required for a mark at this tier.

The candidate's response must be relevant to the bullet points. Any information which cannot be deemed relevant in the broadest sense must be ignored when awarding the mark for Content.

- A **minimum** number of bullet points must be covered for the award of marks for Content, as follows:
  - 7–10 marks: 4 bullet points
  - 5–6 marks: 3 bullet points
  - 3–4 marks: 2 bullet points
  - 1–2 marks: 1 bullet point

The information that the candidate gives must be clear. If what is written is unclear, this will have a bearing on the mark for Content. For example, the candidate may convey information in relation to all four bullet points, but lapses in clarity may mean that a mark lower than the 9 or 10 band is more appropriate. The more lapses in clarity that there are, the lower the mark is likely to be. All of the information that a candidate attempts to give in relation to a particular bullet point may be unintelligible, in which case that bullet point will not have been covered, meaning that the **maximum** mark will be 6.

- You must accept any information which is a plausible response to the bullet point, even if it does not explicitly mention, for instance, a time or place. For example, if the bullet asks what the candidate did last weekend, and he/she write 'I went to see my grandparents and then went to a theme park', this can feasibly be an account of what happened last weekend, even though 'last weekend' is not mentioned. Equally, if the student is asked to say what he/she does on a typical visit to a shopping centre and they write 'I buy some clothes and go to see a film', this is also an acceptable fulfilment of the task, even though 'shopping centre' is not mentioned.
- The bands refer to the amount of information that is conveyed, as follows:

9–10:	a lot
7–8:	quite a lot
5–6:	some
3–4:	little
1–2:	very little

All of these have to be considered with reference to the suggested number of words, which is approximately 90. In other words, a candidate who writes approximately 90 words, clearly understandable and relevant to all four bullet points, will be able to achieve 10 marks, provided the other criteria are met. Conversely, a candidate may write much more than 90 words, but the language is so inaccurate that little or very little information is conveyed successfully and the mark will be much lower. If a candidate writes considerably fewer than 90 words, 'a lot of information' will not be conveyed.

- The candidate must give opinions in order to have access to certain marks, as follows:
 

7–10:	two opinions
3–6:	one opinion

This is not an automatic mark and the other criteria within a particular band must be met. If there is no opinion, the maximum mark is 2. An opinion may be expressed simply, for example: 'I like going shopping'. Any positive or negative adjective ('interesting'; 'boring', etc) is classed as an opinion. A neutral or descriptive adjective is only classed as an opinion if it is preceded by something like 'I think that'. For example: 'I think that my town is big'.

**Quality of language**

<b>Marks</b>	<b>Response</b>
5–6	A variety of appropriate vocabulary is used. Complex structures and sentences are attempted. There are references to three time frames, which are largely successful. Errors are mainly minor. Some more serious errors may occur, particularly in complex structures and sentences, but the intended meaning is nearly always clear. The style and register are appropriate.
3–4	Some variety of appropriate vocabulary is used. There may be some attempt at complex structures and sentences. There are references to at least two different time frames, although these may not always be successful. There may be some major errors, and more frequent minor errors, but overall the response is more accurate than inaccurate and the intended meaning is usually clear. The style and register may not always be appropriate.
1–2	The range of vocabulary may be narrow, repetitive and/or inappropriate to the needs of the task. Sentences are mainly short and simple or may not be properly constructed. There may be frequent major and minor errors. Little or no awareness of style and register.
0	The language produced does not meet the standard required for a mark at this tier.

The whole of the response must be assessed when awarding the mark for Quality of language, even if some of it is irrelevant to the bullet points.

Once you have decided on the mark for Content, you should read through the response once more and decide on the mark for Quality of language. A mark of 0 for Content automatically results in a mark of 0 for Quality of language but, apart from that, the Content mark does not limit the mark for Quality of language. However, a short piece is unlikely to demonstrate sufficient variety for a high mark for Quality of language.

- Each band has five strands: variety of vocabulary; complexity of structures and sentences; reference to time frames; accuracy of the language; style and register. Sometimes it will be necessary to adopt a 'best fit' approach, because the five strands will not be consistently demonstrated. Whether it is the top or bottom mark in the band will depend on whether the criteria are nearer to those of the band above or below.
- In order to score in the 5–6 band, there **must** be reference to all three time frames (past, present and future). For the 3–4 band, there **must** be reference to at least two time frames. Reference to a particular time frame may be demonstrated with one example. The verb used to refer to a particular time frame need not be totally correct, provided the message is clear. These marks are not awarded automatically and the other criteria in the band are equally important. Notice that references are to **time frames**, not tenses. So, for example, the present tense usage in the following sentence is a reference to a **future** time frame: 'I'm going to the concert next week'.
- When considering the complexity of the language, you should bear in mind that a) this is the overlap question and is attempted by both Foundation and Higher candidates; b) that the criteria for Quality of language in this question are not as demanding as the language criteria for Higher Question 2. However, for a mark of 5 or 6, complex structures and sentences are **attempted**. They may not always be successful and this may lead to serious errors because of the complexity of the structure or sentence which the candidate attempts. Complexity may be shown in some of the following ways: different tenses; intensifiers; time markers; connectives; subordinate clauses; infinitive constructions.

This should not be seen as a ‘tick list’, but rather as an indication of the definition of complexity at GCSE level.

- The setting and bullet points are likely to mean that the style and register of the writing will be appropriate. If informal address is used when the task is in a formal setting, or vice versa, there is no need to penalise the candidate merely for that. It may, however, be a contributory factor in the award of the overall mark if there are other weaknesses.
- There is no requirement for candidates to present their piece of writing in a particular way because of the context, eg a blog or email does not need to look like a blog or email. It is the content which is to be marked.

## Higher Question 2

15 marks for Content + 12 marks for Range of language + 5 marks for Accuracy (32 marks in total).

Candidates write approximately 150 words in total about two different bullet points. Both bullet points must be covered, but **there is no need for equal coverage of the bullets**.

When deciding a particular mark, it is advisable to identify the band of marks first, and then decide whether you are tempted by the band above or the band below. This will enable you to award an appropriate mark within a mark range.

The question is marked for Content, for Range of language and for Accuracy, according to the following criteria:

### Content

Marks	Response
13–15	An excellent response which is fully relevant and detailed, conveying a lot of information. Communication is clear with little or no ambiguity. Opinions are expressed and justified.
10–12	A very good response which is almost always relevant and which conveys a lot of information. Communication is mostly clear but there are a few ambiguities. Opinions are expressed and justified.
7–9	A good response which is generally relevant with quite a lot of information conveyed. Communication is usually clear but there are some ambiguities. Opinions are expressed and may be justified.
4–6	A reasonable response with some relevant information conveyed. Communication is sometimes clear but there may be instances where messages break down. An opinion is expressed.
1–3	A basic response which conveys a limited amount of relevant information. Communication may not be clear and there are instances where messages break down. An opinion may be expressed.
0	The content does not meet the standard required for a mark at this tier.

The candidate’s response must be relevant to the bullet points. Any information which cannot be deemed relevant must be ignored when awarding the mark for Content. However, as the bullet points are much more open-ended, there is scope for candidates to include information which is still relevant but not in direct response to a bullet point. For example, when addressing a bullet point requiring a response about a memorable holiday, candidates may refer to where they might go on a future holiday.

Any information which cannot be deemed at all relevant must be ignored when awarding the mark for Content.

As with the overlap question, you must accept, as an accomplishment of the task, any plausible response to a bullet point, even if an element such as time or place are missing.

- In order to score a mark of 13 or more for Content, both bullet points must be covered. However, there is no requirement for an equal coverage of both bullet points.
- A candidate who conveys information in relation to one bullet point only can score a **maximum** of 12 marks for Content.
- Provided at least some coverage of both bullet points is evident, candidates will have access to full marks where the other criteria are met.
- The bands refer to the amount of information that is conveyed, as follows:

13–15:	a lot
10–12:	a lot
7–9:	quite a lot
4–6:	some
1–3:	a limited amount

All of these have to be considered with reference to the recommended number of words, which is approximately 150. In other words, a candidate who writes approximately 150 words, clearly understandable and relevant to both bullet points, will be able to achieve 15 marks provided the other criteria are met. Conversely, a candidate may write much more than 150 words, but the language is so inaccurate that only a limited amount of information is conveyed successfully. If a candidate writes considerably fewer than 150 words, 'a lot of information' will not be conveyed.

- The candidate must give and justify opinions in order to have access to certain marks, as follows:

10–15:	at least two opinions are expressed and justified
7–9:	at least two opinions are expressed
4–6:	at least one opinion is expressed

This is not an automatic mark and the other criteria within a particular band must be met. If there is no opinion, the maximum mark is 3. An opinion may be expressed simply, for example: 'I like going shopping'. Any positive or negative adjective ('interesting'; 'boring', etc) is classed as an opinion or a justification of an opinion. A neutral or descriptive adjective is only classed as an opinion or a justification if it is preceded by something like 'I think that'. For example: 'I think that my town is big' (opinion); or a neutral adjective can be given as a justification of an opinion: 'I like my town because it is big' (opinion + justification).

- Once the correct band has been decided upon, the middle mark in the band will be given to a candidate whose writing fits the band well. If the band above was a consideration, then award the higher of the three marks; if the band below was a consideration, then award the lower of the three marks.



**Range of language**

Marks	Responses
10–12	Very good variety of appropriate vocabulary and structures. More complex sentences are handled with confidence, producing a fluent piece of coherent writing. The style and register are appropriate.
7–9	Good variety of appropriate vocabulary and structures. More complex sentences are regularly attempted and are mostly successful, producing a mainly fluent piece of coherent writing with occasional lapses. The style and register are appropriate.
4–6	Some variety of appropriate vocabulary and structures. Longer sentences are attempted, using appropriate linking words, often successfully. The style and register may not always be appropriate.
1–3	Little variety of appropriate vocabulary. Structures are likely to be short and simple. Little or no awareness of style and register.
0	The range of language produced does not meet the standard required for a mark at this tier.

The whole of the response must be assessed when awarding the mark for Range of language, even if some of it is irrelevant to the bullet points.

Once you have decided on the mark for Content, you should read through the response once more and decide on the mark for Range of language and for Accuracy. A mark of 0 for Content automatically results in a mark of 0 for Range of language but, apart from that, the Content mark does not limit the Range of language mark. However, a short piece is unlikely to show sufficient variety for a high mark for Range of language.

- Each band has five strands: variety of vocabulary; variety of structures; complexity of sentences; fluency of the writing; style and register. For a mark of 12, there will be good evidence that the criteria for all five strands have been met comfortably. Sometimes it will be necessary to adopt a 'best fit' approach, because the five strands will not be consistently demonstrated. Once the correct band has been decided upon, the middle mark in the band will be given to a candidate whose writing fits the band well. If the band above was a consideration, then award the higher of the three marks; if the band below was a consideration, then award the lower of the three marks.
- There must be more complex sentences for the candidate to score 7 marks or more. For a mark in the 10–12 band, the complex sentences are produced confidently, with few errors in structure; for a mark in the 7–9 band, the attempts at complex sentences are **mostly** successful. Complex sentences may be formed in some of the following ways across the languages: use of subordinate clauses; use of relative clauses; use of infinitive constructions; the use of object pronouns within a sentence to lend greater fluency. This should not be seen as a 'tick list', but rather as an indication of the definition of complexity at GCSE level.
- The setting and bullet points are likely to mean that the style and register of the writing will be appropriate. If informal address is used when the task is in a formal setting, or vice versa, there is no need to penalise the candidate merely for that. It may, however, be a contributory factor in the award of the overall mark if there are other weaknesses.
- There is no requirement for candidates to present their piece of writing in a particular way because of the context, eg a blog or email does not need to look like a blog or email. It is the content which is to be marked.

**Accuracy**

Marks	Response
5	Accurate, although there may be a few errors especially in attempts at more complex structures. Verbs and tense formations are secure.
4	Generally accurate. Some minor errors. Occasional major errors, usually in attempts at more complex structures. Verbs and tense formations are nearly always correct.
3	Reasonably accurate. There are likely to be minor errors and there may be some major errors, not only in complex structures. Verb and tense formations are usually correct.
2	More accurate than inaccurate. The intended meaning is generally clear. Verb and tense formations are sometimes correct.
1	There may be major errors and frequent minor ones, and the intended meaning is not always clear. There is only limited success with verb and tense formations.
0	The accuracy does not meet the standard required for a mark at this tier.

The whole of the response must be assessed when awarding the mark for Accuracy, even if some of it is irrelevant to the bullet points.

A mark of 0 for Content automatically results in a mark of 0 for Accuracy but, apart from that, the Content mark does not limit the Accuracy mark. However, a short piece is unlikely to show sufficient evidence for a very high mark for Accuracy.

- For the award of 5 marks, the writing need not be perfectly accurate. There may be errors in attempts at more complex language and the occasional minor error, but these will be infrequent. A minor error is one which has no bearing on communication (for example, incorrect gender), whereas a major error is one where communication is affected.
- For a piece of writing that contains a good number of errors, a useful starting point will be to decide whether overall it is more accurate than inaccurate. If it is, then the **minimum** mark will be 2.
- A major consideration in awarding marks for accuracy is correctly formed verbs and tense formations. All verbs and tense formations should be considered here but as there are only two bullet points in this question, only two time frames will be elicited. While some candidates will develop their ideas and, in so doing, use a third time frame and different tenses, there is not the same requirement as there is in Foundation Question 4/Higher Question 1 to refer to all three time frames.

**Higher Question 3**

6 marks for Conveying key messages + 6 marks for Application of grammatical knowledge of language and structures (12 marks in total).

Candidates translate into the target language a passage in English, totalling at least 50 words. The translation is marked for Conveying key messages and for Application of grammatical knowledge of language and structures, according to the following criteria:

**Conveying key messages**

Marks	Response
6	All key messages are conveyed.
5	Nearly all key messages are conveyed.
4	Most key messages are conveyed.
3	Some key messages are conveyed.
2	Few key messages are conveyed.
1	Very few key messages are conveyed.
0	The content does not meet the standard required for level 1 at this tier.

The translation is divided into 13 key messages. A tick will be awarded for each key message that is communicated, despite any minor inaccuracies. The total number of ticks awarded equates to a mark according to this table:

Total ticks	Mark
13	6
11/12	5
8/9/10	4
5/6/7	3
3/4	2
1/2	1
0	0

When deciding on whether a key message is conveyed, you should ask yourself the question: ‘Would a native speaker understand the target language version without reference to the original English?’ If the answer is ‘yes’, award a tick.

**Application of grammatical knowledge of language and structures**

Marks	Response
6	Excellent knowledge of vocabulary and structures; virtually faultless.
5	Very good knowledge of vocabulary and structures; highly accurate.
4	Good knowledge of vocabulary and structures; generally accurate.
3	Reasonable knowledge of vocabulary and structures; more accurate than inaccurate.
2	Limited knowledge of vocabulary and structures; generally inaccurate.
1	Very limited knowledge of vocabulary and structures; highly inaccurate.
0	The language produced does not meet the standard required for Level 1 at this tier.

Once you have decided on the mark for Conveying key messages, you should read through the translation once more and decide on the mark for Application of grammatical knowledge of language and structures.

- This mark is not limited by the Conveying key messages mark, unless the mark for Conveying key messages is 0, in which case the mark for Application of grammatical knowledge of language and structures must also be 0.
- There is no direct correlation between the two marks, but your first thought should be to see if the same mark is appropriate. For example, a candidate may have been given 7 ticks and you have awarded a mark of 4 for Conveying key messages. You may have had to hesitate when deciding on one of the ticks but just decided against it. This may then encourage you to give a mark of 5, rather than 4, for Application of grammatical knowledge of language and structures.
- If a candidate leaves gaps, you must assume that any attempt would have been highly inaccurate and award a mark accordingly. Not to do so will penalise unfairly those candidates who make an attempt but commit serious errors in so doing.
- Perfection is **not** required for full marks. For example, occasional missing accents and minor spelling errors do not preclude a top band mark. However, if there are numerous minor errors and incorrect use of accents which change the meaning of a word, this is likely to have an impact on the mark for Application of grammatical knowledge of language and structures.

## Appendix 1

### Notes on the use of language

The following notes are a guide to the kind of language that may help to fulfil the criteria for higher bands of marks in the Quality of language and Range of language categories. They should **not** be seen as a checklist.

### Variety of vocabulary

Consider particularly:

- use of synonyms, eg *I prefer* and *I appreciate* rather than just *I like*, *you can see/find/visit* rather than just *there is*. *Great, exciting, awesome* rather than *super* etc:
  - مجھے زیادہ پسند ہے۔ میں زیادہ پسند کرنا/کرتی ہوں۔ آپ دیکھ/جا/پتا کر سکتے/سکتی ہیں۔ شاندار۔ اس کی جگہ۔
- different persons of the verb
- use of more sophisticated vocabulary – though the emphasis is on avoiding a lot of conspicuous repetition.

### Variety of structures

Consider, for example:

- use of infinitive constructions introduced by prepositions:
  - پہاڑوں پر جانا/بوٹل میں کھانا کھانا/گھر والوں کے ساتھ چائے پینا/بھائی کے ساتھ پڑھنا/لکھنا/دریا کی سیر کرنا/سینما میں فلم دیکھنا
- adjectives (*it is important/necessary to*), nouns and after verbs (*I prefer to go, I prefer to study*) and the modal verbs:
  - میں سینما جانا ترجیح دیتا ہوں
- use of object pronouns
- use of connectives such as لیکن۔ اور۔ کیونکہ
- use of adverbs and adverbial phrases such as *however, for example, unfortunately, consequently*:
  - بد قسمتی سے۔ اس کی وجہ سے۔ اس کے نتیجے میں
- use of negatives مجھے کرکٹ پسند نہیں ہے
- use of comparative expressions (*bigger, smaller, less than*)
  - سب سے بڑا، اس سے چھوٹا۔ اس سے کم
- use of demonstrative adjectives and pronouns یہ قلم ہے۔ وہ لڑکے ہیں
- use of possessive pronouns یہ میرا قلم ہے۔ یہ تمہارا قلم ہے۔
- use of complex sentences and a range of tenses.

### Use of complex/longer sentences

Consider:

- use of subordinate clauses جب میں گھر پہنچا تو میں نے اپنا بلا دیکھا
- use of relative clauses یہ کتاب ہے جو میں خریدنا چاہتی ہوں

and, when considering use of longer sentences:

- use of co-ordinating conjunctions:

○ نہ ہی میں نے کتاب خریدی نہ ہی اس نے خریدی۔ میں اپنا ہوم نہ کر سکا جب تک بجلی نہ آئی۔

**Use of time frames/tenses**

- The criteria for Quality of language in Foundation Question 4/Higher Question 1 include ‘references to two/three time frames’. If a candidate refers to three time frames, it may well be through different tenses, but equally it could be through the present tense: - میں اگلے سال پاکستان جا رہا ہوں۔
- The criteria for Accuracy in Higher Question 2 refer to ‘tense formations’. In this question, a candidate can impress by showing that he/she can use a good range of tenses, thereby adding to the range and complexity of language.

## Appendix 2

### A glossary of terms used in the Writing assessment criteria

NB This alphabetical list corresponds to all questions on both Foundation and Higher papers.

ambiguity	A problem with immediate communication caused by grammatical inaccuracy or a contradiction (eg, 'I love it because it's boring').
appropriate	Language which is suitable for the requirements of the task.
coherent	Language which is easy to follow with a logical sequencing of ideas. See 'fluent'.
complex sentences	Sentences which contain a subordinate clause or clauses. See Appendix 1 for examples.
complex structures	See Appendix 1 for examples.
confidence	Accurate use of language.
delay in communication	A problem with immediate communication caused by grammatical or lexical inaccuracy.
fluent	Language which is easy to follow with a logical sequencing of ideas. See 'coherent'.
grammatical structures	Structures which are listed in the specification.
justified	The reason for holding a stated opinion.
key messages	With reference to the translation questions on both papers, these are the key messages as identified in the mark scheme.
lapses	A problem with communication caused by grammatical inaccuracy.
linking words	Words such as – لیکن۔ کیونکہ۔ اور۔ اس لیے۔ حالانکہ۔ جب تو۔ بہر حال – used to create longer sentences.
longer sentences	These may be complex, with more difficult subordinations, or more simple through the use of linking words such as میں حساب کا سبق پسند کرتا/کرتی ہوں کیونکہ میرے استاد بہت اچھے ہیں۔
major errors	Errors which impair communication
minor errors	Errors which do not have a bearing on communication.
opinions	A positive/negative verb or adjective used to give an opinion; or a neutral adjective, such as 'big', preceded by something like 'I think that'. For example 'I think that my bedroom is very small'.
secure	Accurate.
structures	See 'grammatical structures'.
style and register	The style of writing. Usually this will be determined by the nature of the task, requiring informal or formal register.
time frames	The use of tenses, with or without time markers, which refer to past, present or future events. A present tense may be a future or past time frame eg: میں چھٹیوں میں آرام کرتا ہوں۔ پچھلی چھٹیوں میں میں پارک گیا۔ اگلی چھٹیوں میں سپین جاؤں گا۔
variety	Use of different verbs, nouns and adjectives which avoid a lot of conspicuous repetition.

**Part 2 – Marking guidance for G4004 series****Question 01**

For this question, there are four compulsory bullet points which are assessed for Content (10 marks) and Quality of language (6 marks), as specified in the criteria below. The maximum mark is 16. The student is expected to produce approximately 90 words for this task. The number of words is approximate and you must mark all work produced by the student.

**[16 marks]****Content**

Level	Marks	Response
5	9–10	A very good response covering all aspects of the task. Communication is clear and a lot of information is conveyed. Opinions are expressed.
4	7–8	A good response covering all aspects of the task. Communication is mostly clear but perhaps with occasional lapses. Quite a lot of information is conveyed. Opinions are expressed.
3	5–6	A reasonable response covering almost all aspects of the task. Communication is generally clear but there are likely to be lapses. Some information is conveyed. An opinion is expressed.
2	3–4	A basic response covering some aspects of the task. Communication is sometimes clear but there are instances where messages break down. Little information is conveyed. An opinion is expressed.
1	1–2	A limited response covering some aspects of the task. Communication is often not clear and there may be frequent instances where messages break down. Very little information is conveyed. There may be no opinions expressed.
0	0	The content does not meet the standard required for Level 1 at this tier.

**Notes**

There may be some imbalance in the coverage of the four compulsory bullet points but, provided at least some coverage of all bullet points is evident, students will have access to full marks where the other criteria are met.



**Quality of language**

Level	Marks	Response
3	5–6	A variety of appropriate vocabulary is used. Complex structures and sentences are attempted. There are references to three time frames, which are largely successful. Errors are mainly minor. Some more serious errors may occur, particularly in complex structures and sentences, but the intended meaning is nearly always clear. The style and register are appropriate.
2	3–4	Some variety of appropriate vocabulary is used. There may be some attempt at complex structures and sentences. There are references to at least two different time frames, although these may not always be successful. There may be some major errors, and more frequent minor errors, but overall the response is more accurate than inaccurate and the intended meaning is usually clear. The style and register may not always be appropriate.
1	1–2	The range of vocabulary may be narrow, repetitive and/or inappropriate to the needs of the task. Sentences are mainly short and simple or may not be properly constructed. There may be frequent major and minor errors. Little or no awareness of style and register.
0	0	The language produced does not meet the standard required for Level 1 at this tier.

**Notes**

- (a) A major error is one which seriously affects communication.
- (b) A mark of zero for Content automatically results in a mark of zero for Quality of language. Apart from that, the Content mark does not limit the mark for Quality of language.

General rule for this question:

- the use of an infinitive in place of a finite verb **is acceptable** for conveying a message. It would not, however, count as a reference to a present/past/future event (ie no annotation of Pr/ P/F).

## Question 01.1 Content

Bullet	Comments
کوڑا کرکٹ کم کرنے کے بارے میں آپ کو کیوں دل چسپی ہوئی	Accept any reason in the past.
صاف ماحول ہمارے لیے کیوں ضروری ہے	Accept any reasons.
کوڑا کرکٹ کم کرنے کے لیے آپ کیا کرتے / کرتی ہیں	Accept any appropriate response about reducing rubbish.
آپ کے خیال میں اسکول کو اس کے بارے میں کیا کرنا چاہیے	Accept any appropriate suggestion in the future.

## Question 01.2 Content

Bullet	Comments
آپ کون سے کھیل کھیلتے /کھیلتی یا دیکھتے/دیکھتی ہیں۔	Accept any sport in present tense.
آپ کے دوست/آپ کی سہیلی کو کھیلوں میں حصہ لینے کا کیا فائدہ ہوگا۔	Accept any benefit in the future tense.
کھیلوں کے بارے میں آپ کی کیا رائے ہے	Accept any appropriate opinion.
آپ کسی پچھلے میچ کے بارے میں بتائیں جو آپ نے دیکھا یا کھیلا ہو	Any appropriate response about the last match in past tense.

The following indicative content is an example of the response that students may give to this question. It demonstrates a balanced coverage of the compulsory bullet points.

Either	Question 01.1	<p><b>This is a possible response (indicative content):</b></p> <p>اسکول میں صبح کا وقفہ اور کھانے کے وقفے کے دوران خاص طور پر اسکول کے میدان میں کوڑا دیکھ کر مجھے خیال آیا کہ اس سلسلے میں کچھ کرنا چاہیے۔ کوڑا کرکٹ کی وجہ سے ایک تو جگہ بہت گندی نظر آئے گی اور صحت کے لیے بھی نقصان دہ ہو گا۔ صاف ماحول ہمارے لیے ضروری ہے کیونکہ ہم صحت مند رہتے ہیں اور بیمار نہیں ہوتے اس کے علاوہ صاف ماحول خوبصورتی کو بڑھاتا ہے اور ہر کوئی اس سے پسند کرتا ہے۔ مجھے اگر اسکول میں کوڑا نظر آتا ہے تو میں اسے اٹھا کر کوڑے کے ڈبے میں ڈال دیتا ہوں۔ اسکول میں کوڑے کے ڈبوں کی تعداد بڑھا دینی چاہیے اور اسمبلی میں اس موضوع پر بات کرنی چاہیے۔ اور جو طلبا کوڑا پھیلانیں انہیں سزا بھی ملنی چاہیے۔</p> <p style="text-align: right;"><b>[16 marks]</b></p>
or	Question 01.2	<p><b>This is a possible response (indicative content):</b></p> <p>میں کرکٹ اور فٹ بال کھیلتا ہوں۔ میں اپنے دوستوں کے ساتھ کھیلتا ہوں۔ ان کے ساتھ کھیلنا اور وقت گزارنا بہت اچھا لگتا ہے۔ تمہیں بھی کسی کھیل میں حصہ لینا چاہیے۔ کھیلنے کی وجہ سے آپ کی اپنے دوستوں سے ملاقات ہوگی اور صحت بھی اچھی رہے گی۔ کھیل صحت کے لیے ضروری ہیں۔ ورزش ہو جاتی ہے اور دوستوں سے ملاقات بھی ہو جاتی ہے۔ نئے دوست بھی بنا سکتے ہیں۔ ہمارا پچھلا میچ ہمارے اپنے کلب میں پچھلے اتوار کو ہوا تھا۔ ہماری مخالف ٹیم بہت اچھا کھیلی مگر آخر میں ہمارے ایک کھلاڑی نے شاندار کھیل پیش کر کے میچ جتوا دیا۔</p> <p style="text-align: right;"><b>[16 marks]</b></p>

However, there may be some imbalance in the coverage of the compulsory bullet points but, provided at least some coverage of all bullet points is evident, students will still have access to full marks where the other criteria are met.

**Question 02**

For this question there are two compulsory bullet points, which are assessed for Content (15 marks), Range of language (12 marks) and Accuracy (5 marks), as specified in the criteria below. The maximum mark is 32. The student is expected to produce approximately 150 words over the whole question. The number of words is approximate and you must mark all work produced by the student.

**[32 marks]****Content**

Level	Marks	Response
5	13–15	An excellent response which is fully relevant and detailed, conveying a lot of information. Communication is clear with little or no ambiguity. Opinions are expressed and justified.
4	10–12	A very good response which is almost always relevant and which conveys a lot of information. Communication is mostly clear but there are a few ambiguities. Opinions are expressed and justified.
3	7–9	A good response which is generally relevant with quite a lot of information conveyed. Communication is usually clear but there are some ambiguities. Opinions are expressed and may be justified.
2	4–6	A reasonable response with some relevant information conveyed. Communication is sometimes clear but there may be instances where messages break down. An opinion is expressed.
1	1–3	A basic response which conveys a limited amount of relevant information. Communication may not be clear and there are instances where messages break down. An opinion may be expressed.
0	0	The content does not meet the standard required for Level 1 at this tier.

**Notes**

There may be some imbalance in the coverage of the two compulsory bullet points but, provided at least some coverage of both bullet points is evident, students will have access to full marks where the other criteria are met.

**Range of language**

Level	Marks	Response
4	10–12	Very good variety of appropriate vocabulary and structures. More complex sentences are handled with confidence, producing a fluent piece of coherent writing. The style and register are appropriate.
3	7–9	Good variety of appropriate vocabulary and structures. More complex sentences are regularly attempted and are mostly successful, producing a mainly fluent piece of coherent writing with occasional lapses. The style and register are appropriate.
2	4–6	Some variety of appropriate vocabulary and structures. Longer sentences are attempted, using appropriate linking words, often successfully. The style and register may not always be appropriate.
1	1–3	Little variety of appropriate vocabulary. Structures are likely to be short and simple. Little or no awareness of style and register.
0	0	The range of language produced does not meet the standard required for Level 1 at this tier.

**Notes**

A mark of zero for Content automatically results in a mark of zero for Range of language. Apart from that, the Content mark does not limit the mark for Range of language.

**Accuracy**

Level	Marks	Response
5	5	Accurate, although there may be a few errors especially in attempts at more complex structures. Verbs and tense formations are secure.
4	4	Generally accurate. Some minor errors. Occasional major errors, usually in attempts at more complex structures. Verbs and tense formations are nearly always correct.
3	3	Reasonably accurate. There are likely to be minor errors and there may be some major errors, not only in complex structures. Verb and tense formations are usually correct.
2	2	More accurate than inaccurate. The intended meaning is generally clear. Verb and tense formations are sometimes correct.
1	1	There may be major errors and frequent minor ones, and the intended meaning is not always clear. There is only limited success with verb and tense formations.
0	0	The content does not meet the standard required for Level 1 at this tier.

**Notes**

- (a) A major error is one which seriously affects communication.
- (b) A mark of zero for Content automatically results in a mark of zero for Quality of language. Apart from that, the Content mark does not limit the mark for Quality of language.

General rule for this question:

- the use of an infinitive in place of a finite verb **is not acceptable** for conveying a message nor as a reference to a present/past/future event (ie no annotation of Pr/P/F).

#### Question 02.1 content

Bullet	Comment
کسی بھی ملازمت کے لیے کون سی باتیں ضروری ہوتی ہیں	Accept any important things for workers or employers
آپ مستقبل میں کون سا پیشہ اپنانا چاہیں گے/گی	Accept any ideal job with reasons

#### Question 02.2 content

Bullet	Comment
شادی کرنے کے بارے میں والدین کی رائے لینے کے فائدے	Accept any advantages of taking parents' advice for marriage
آپ شادی پر غیر ضروری اخراجات کس طرح کم کریں گے/گی؟	Accept any suggestions to save money/not to overspend

The following indicative content is an example of the response that students may give to this question. It demonstrates a balanced coverage of the compulsory bullet points.

Either	Question 02.1	<p><b>This is a possible response (indicative content):</b></p> <p>کسی جگہ بھی کام کرنے کے لیے یہ ضروری ہے کہ اس کام کو آپ پسند کریں ، کام کرنے کی جگہ اچھی ہو اور جن لوگوں کے ساتھ آپ کو کام کرنا ہے وہ اچھے مزاج کے لوگ ہوں۔ مالکان یہ چاہتے ہیں کہ ان کے ملازم اپنا کام پوری محنت اور ذمہ داری سے کریں اور کام پر اپنا وقت ضایع نہ کریں۔ مالکان کی یہ ذمہ داری ہے کہ وہ اپنے ملازموں کا خیال رکھیں اور انہیں وقت پر اور اچھی تنخواہ دیں۔</p> <p>میں مستقبل میں کسی اچھے سے ہوٹل میں کام کرنا چاہتا ہوں اس لیے کہ مجھے وہاں کا ماحول بہت اچھا لگتا ہے۔ مجھے ہر وہ کام پسند ہے جہاں مجھے لوگوں سے بات کرنے کا موقع ملے۔ مجھے دن بھر کرسی پر بیٹھ کر کسی ایک کمرے میں بند ہو کر کام کرنا پسند نہیں ہے۔ اور مجھے مختلف قسم کی تقریبات کا انتظام کرنا بھی پسند ہے۔</p> <p style="text-align: right;"><b>[32 marks]</b></p>
or	Question 02.2	<p><b>This is a possible response (indicative content):</b></p> <p>تمام والدین کی یہ خواہش ہوتی ہے کہ جب ان کے بچے پڑھ لکھ کر فارغ ہو جائیں اور برسر روزگار ہو جائیں تو ان کی شادی کر دی جائے تاکہ وہ اپنا گھر بسا سکیں۔ ہر نوجوان کو اپنی پسند کی شادی کرنے کا پورا حق ہونا چاہیے مگر میری رائے کے مطابق بچوں کو اپنے والدین سے ضرور مشورہ کرنا چاہیے اس لیے کہ والدین ہمیشہ اپنے بچوں کی بہتری کے بارے میں سوچتے ہیں۔ والدین کو بھی یہ چاہیے کہ وہ مشورہ دیتے وقت اپنے بچوں کی پسند اور نا پسند کا خیال رکھیں اس لیے کہ زندگی تو آخر بچوں نے ہی گزارنی ہے۔</p> <p>آجکل شادیوں میں مختلف قسم کی رسومات عام ہو گئی ہیں اور کبھی کبھی تو یوں لگتا ہے کہ ان رسومات کی اہمیت مذہبی رسومات سے کہیں زیادہ ہو گئی ہے۔ مختلف قسم کی رسومات پر حد سے زیادہ پیسے خرچ کیے جاتے ہیں۔ شادی ایک خوشی کی تقریب ہے اور اپنی خوشی کے لیے مختلف رسمیں منانے میں کوئی برائی نہیں ہے مگر اس بات کا خیال رکھیں کہ فضول خرچی نہ ہو اور صرف وہی رسمیں منائیں جو ضروری ہوں۔</p> <p style="text-align: right;"><b>[32 marks]</b></p>



**Question 03**

The translation is assessed for Conveying key messages (6 marks) and Application of grammatical knowledge of language and structures (6 marks) as specified in the criteria below. The maximum mark is 12. When awarding the marks the student's response across the passage should be considered as a whole.

**[12 marks]****Conveying key messages**

Level	Marks	Response
6	6	All key messages are conveyed.
5	5	Nearly all key messages are conveyed.
4	4	Most key messages are conveyed.
3	3	Some key messages are conveyed.
2	2	Few key messages are conveyed.
1	1	Very few key messages are conveyed.
0	0	The content does not meet the standard required for Level 1 at this tier.

**Application of grammatical knowledge of language and structures**

Level	Marks	Response
6	6	Excellent knowledge of vocabulary and structures; virtually faultless.
5	5	Very good knowledge of vocabulary and structures; highly accurate.
4	4	Good knowledge of vocabulary and structures; generally accurate.
3	3	Reasonable knowledge of vocabulary and structures; more accurate than inaccurate.
2	2	Limited knowledge of vocabulary and structures; generally inaccurate.
1	1	Very limited knowledge of vocabulary and structures; highly inaccurate.
0	0	The language produced does not meet the standard required for Level 1 at this tier.

**Notes**

A mark of zero for Conveying key messages automatically results in a mark of zero for Application of grammatical knowledge of language and structures, but apart from that, the Conveying key messages mark does not limit the mark for Application of grammatical knowledge of language and structures.

**Key messages**

The translation is divided into 13 key messages (see below). As general rule, the **wrong person** or **wrong tense** of a verb will not receive a tick. Minor inaccuracies, such as incorrect gender or adjectival agreement, will not on their own prevent the award of a tick.

	Message	Accept	Reject
1	My city	میرا شہر	
2	is not clean.	صاف نہیں ہے	
3	There is a lot of pollution	یہاں آلودگی / گندگی بہت ہے	
4	because of too much traffic,	اس لیے کہ یہاں ٹریفک بہت ہے	
5	but I like my area.	مگر مجھے اپنا علاقہ پسند ہے	
6	My friends	میرے دوست / میری سہیلیاں	
7	live in a different city	دوسرے شہر میں رہتے / رہتی ہیں	
8	And, therefore, we see each other	اس لیے ہم ایک دوسرے سے ملتے ہیں	
9	at the weekends.	ویک اینڈ پر / چھٹی کے دن	
10	I enjoy exercising	مجھے ورزش کرنا اچھا لگتا ہے	
11	regularly,	باقاعدگی سے / روزانہ	
12	and that is why I walked to school	اور اس لیے میں اسکول پیدل گیا/ گئی	
13	every day last week.	پچھلے ہفتے ہر روز	

Other reasonable alternative translations will also be accepted.

A tick will be awarded for each key message that is communicated, despite any minor inaccuracies. The total number of ticks awarded equates to a mark for Communication according to this table.

Total ticks	Mark
13	6
11/12	5
8/9/10	4
5/6/7	3
3/4	2
1/2	1
0	0