

Practice Test Paper Mark Scheme – Entry Level 3 Writing

PART 1 – APPLICATION FORM

SENTENCE	3 marks	2 marks	1 mark	0 marks
Ws/E3.1a; Ws/E3.2a; Ws/E3.3a	Secure evidence of ability to compose sentences with correct grammar and punctuation that are fit for purpose when providing information on an official document.	Some evidence of ability to compose sentences that are fit for purpose when providing information on an official document.	Limited evidence of ability to compose sentences that are fit for purpose when providing information on an official document.	No evidence of using sentence structures that are fit for purpose when providing information on an official document.
TEXT	3 marks	2 marks	1 mark	0 marks
Wt/E3.5a	Secure evidence of ability to adhere to the specified expectations and conventions when completing forms with some complex features.	Some evidence of ability to adhere to the specified expectations and conventions when completing forms with some complex features.	Limited evidence of ability to adhere to the specified expectations and conventions when completing forms with some complex features.	No evidence of ability to adhere to the specified expectations and conventions when completing forms with some complex features.
<i>Guidance to marker</i>				
<i>Sentence</i>	<i>A candidate should only be awarded 3 marks when 2 sentences have been written without error.</i>	<i>A candidate should be awarded 2 marks when sentences have been written with minor mistakes that do not affect clarity.</i>	<i>A candidate should be awarded 1 mark for an attempt at structuring a sentence, where the mistakes impede meaning.</i>	
<i>Text</i>	<i>A candidate should only be awarded 3 marks when a form with some complex features has been completed without error.</i>	<i>A candidate should be awarded 2 marks when the form is fully completed with minor mistakes which do not demonstrate a lack of comprehension.</i>	<i>A candidate should be awarded 1 mark when an attempt at form filling has been made but where mistakes show limited comprehension.</i>	

Part 1 – Maximum marks available = 6

PART 2 – FORMAL WRITING

PART 2A - THE PLAN

TEXT	3 marks	2 marks	1 mark	0 marks
Wt/E3.1a; Wt/E3.1b	Secure evidence of planning strategies appropriate to the task.	Some evidence of planning strategies appropriate to the task.	Limited evidence of planning strategies appropriate to the task.	No evidence of planning strategies appropriate to the task.
<i>Guidance to marker</i>	<i>A candidate should only be awarded 3 marks where a clear plan has been made with evidence of ordering ideas and choosing appropriate vocabulary.</i>			

Part 2a – Maximum marks available = 3

PART 2B - THE DRAFT

WORD	3 marks	2 marks	1 mark	0 marks
Ww/E3.1a; Ww/E3. 2a	Secure evidence of appropriate use of vocabulary, ability to spell with some consistency, and production of legible text.	Some evidence of choosing useful vocabulary, ability to spell, and production of reasonably legible text.	Limited evidence of appropriate vocabulary, with inconsistent application of spelling patterns and poor handwriting.	No evidence of appropriate vocabulary or ability to apply spelling patterns accurately or consistently. Handwriting largely illegible.
SENTENCE	3 marks	2 marks	1 mark	0 marks
Ws/E3.1a; Ws/E3. 2a; Ws/E3.3a	Secure evidence of ability to develop complex sentences, with consistent and correct development of grammar and use of correct punctuation to achieve clarity.	Some evidence of ability to construct complex sentences, with some inconsistency in the development of grammar and punctuation not compromising clarity.	Limited evidence of ability to develop complex sentences, with inconsistent application of grammar and punctuation. Clarity impeded.	Inability to develop complex sentences. Work demonstrates erratic application of both grammar and punctuation.
TEXT	3 marks	2 marks	1 mark	0 marks
Wt/E3.1a, b; Wt/E3.2a; Wt/E3.3a; Wt/E3.4a	Secure evidence of the ability to proofread and revise writing for accuracy and meaning.	Some evidence of the ability to proofread and revise writing.	Limited evidence of the ability to proofread and revise writing.	No evidence of the ability to proofread and revise writing.

Part 2b – Maximum marks available = 9

PART 2C - THE FINAL PIECE OF WRITING

WORD	3 marks	2 marks	1 mark	0 marks
Ww/E3.1a; Ww/E3.2a	Secure evidence of ability to produce clear handwriting in a text where errors in spelling have been corrected.	Some evidence of ability to produce clear handwriting in a text where most errors in spelling have been corrected.	Limited evidence of ability to produce clear handwriting in a text where errors in spelling have been corrected erratically.	Illegible handwriting in a text where spelling errors persist.
SENTENCE	3 marks	2 marks	1 mark	0 marks
Ws/E3.1a; Ws/E3.2a; Ws/E3.3a	Secure evidence of ability to construct complex sentences, with correct application of grammar and punctuation with subject-verb agreement and correct tense to achieve clarity.	Some evidence of ability to construct complex sentences, with minor inconsistencies in the application of grammar and punctuation, subject-verb agreement and tense. Clarity not impeded.	Limited evidence of ability to construct complex sentences, with inconsistent application of grammar and punctuation with some subject-verb and tense confusion. Clarity impeded.	Inability to construct complex sentences. Work demonstrates erratic application of grammar, punctuation, subject-verb agreement and tense.
TEXT	3 marks	2 marks	1 marks	0 marks
Wt/E3.2a; Wt/E3.3a; Wt/E3.4a	Secure evidence of ability to sequence chronological writing using discourse markers, conjunctions and paragraphs where appropriate. Text revised and corrected to improve clarity and accuracy.	Some evidence of ability to sequence chronological writing; minor errors or inconsistencies with discourse markers, conjunctions and paragraphing. Some revision of text to improve clarity and accuracy.	Limited evidence of ability to present ideas coherently. Inconsistent use of discourse markers, conjunctions and paragraphing. Revision of text attempted but many errors persist.	No evidence of ability to present ideas in a final logical sequence. Failure to use discourse markers, conjunctions and paragraphs correctly. Ineffective revision of text.

Part 2c – Maximum marks available = 9

PART 3 – SPELLING MISTAKES

WORD	3 marks	2 marks	1 mark	0 marks
Ww/L1. 1a	Secure evidence of applying knowledge to aid accurate spelling. Spellings corrected 8 - 10.	Some evidence of applying knowledge to aid accurate spelling. Spellings corrected 5 - 7.	Limited evidence of applying knowledge to aid accurate spelling. Spellings corrected 2 - 4.	Insufficient evidence of applying knowledge to aid accurate spelling. Spellings corrected 0 - 1.

Part 3 – Maximum marks available = 3

Total possible marks = 30

Pass mark 20/30.