

# Essential Skills Wales

## Communication

### Portfolio assessment guidance

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#### *Length of Written Documents and Errors*

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**Summary:** One or two errors are permitted within written documents. It is not possible to allow for more errors within a document just because the piece of writing is extra-long.

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**Guidance:** At Level 1, learners are required to write two short documents, one must be at least 250 words long; at Level 2 learners are required to write two documents, one must be 500 words in length. However, at Level 3 learners are required to write two 1,000 word documents. One or two spelling errors are permitted, at all levels, provided, that the meaning is still clear. Untypical, one-off slips can therefore be overlooked. The same mistake occurring more than once in a single document counts as a single mistake. It is not possible to allow for more errors if the piece of writing is longer than the standards require. At Level 4, there must be no spelling mistakes.