

# Mark Scheme (Sample Assessment Materials)

Functional Skills English

Reading Level 1  
OENR1

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## General marking guidance

- All candidates must receive the same treatment. Examiners must mark the last candidate in exactly the same way as they mark the first.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme, not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks in the mark scheme should be used appropriately.
- All the marks in the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification/indicative content may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed-out work should be marked **unless** the candidate has replaced it with an alternative response.

Level 1 Mark Scheme

**Section A**

Question number	Answer	Mark
1(a)	<p>Award <b>1</b> mark for giving one relevant piece of information:</p> <ul style="list-style-type: none"> <li>• contact details (1)</li> <li>• education/qualifications (1)</li> <li>• work experience (1)</li> </ul> <p>Accept any other appropriate wording.</p>	<b>(1)</b>

Question number	Answer	Mark
1(b)	<p>Award <b>1</b> mark for correctly identifying the organisational feature:</p> <ul style="list-style-type: none"> <li>• Bullet point (s) (1)</li> </ul> <p>Accept any other appropriate wording.</p>	<b>(1)</b>

Question number	Answer	Mark
2(a)	<p>Award <b>1</b> mark for correctly identifying an alternative word or phrase for <b>essential</b> that keeps the meaning of the quotation the same, e.g:</p> <ul style="list-style-type: none"> <li>• necessary (1)</li> <li>• needed (1)</li> <li>• crucial (1)</li> <li>• vital (1)</li> <li>• important to have (1)</li> </ul> <p>Accept any other appropriate word or phrase.</p>	<b>(1)</b>

Question number	Answer	Mark
2(b)	<p>Award <b>1</b> mark for correctly identifying an alternative word or phrase for <b>sections</b> that keeps the meaning of the quotation the same, e.g:</p> <ul style="list-style-type: none"> <li>• parts (1)</li> <li>• bits (1)</li> <li>• amounts (1)</li> <li>• chunks (1)</li> <li>• pieces (1)</li> </ul> <p>Accept any other appropriate word or phrase.</p>	<b>(1)</b>

Question number	Answer	Mark
3	C – to give advice about how to find a job	(1)

## Section B

Question number	Answer	Mark
4	<p>Award <b>1</b> mark for each opportunity for people to ask questions, up to a maximum of <b>3</b> marks:</p> <ul style="list-style-type: none"> <li>• tour/talk to employees (1)</li> <li>• question and answer session (1)</li> <li>• Human Resources/before you leave/at the end (1)</li> </ul> <p>Accept any other appropriate wording.</p>	(3)

Question number	Answer	Mark
5	B – You will hear the opinions of more than one employee.	(1)

Question number	Answer	Mark
6	<p>B – It expects staff to wear uniforms.</p> <p>D – It has employees who seem happy.</p>	(2)

Question number	Answer	Mark
7	<p>A – direct address</p> <p>C – rule of three</p>	(2)

Question number	Answer	Mark
8(a)	<p>Award <b>1</b> mark for a correct explanation of 'flexible hours'</p> <ul style="list-style-type: none"> <li>• adaptable working (1)</li> <li>• choose own times (1)</li> <li>• work around other commitments (1)</li> <li>• family-friendly working times (1)</li> </ul> <p>Accept any other appropriate wording.</p>	(1)

Question number	Answer	Mark
8(b)	<p>Award <b>1</b> mark for a correct explanation of 'temporary vacancies'</p> <ul style="list-style-type: none"> <li>• jobs that are not permanent (1)</li> <li>• employment for a limited time (1)</li> <li>• short-term jobs (1)</li> <li>• seasonal roles (1)</li> </ul> <p>Accept other appropriate wording.</p>	<b>(1)</b>

Question number	Answer	Mark
9(a)	<p>Award <b>1</b> mark for a correctly identified subheading:</p> <p>Learn about our company</p>	<b>(1)</b>

Question number	Answer	Mark
9(b)	<p>Award <b>1</b> mark for a correctly identified subheading:</p> <p>What's Next?</p>	<b>(1)</b>

### Section C

Question number	Answer	Mark
10	<p>Award <b>1</b> mark for a correctly identified reason why Jack does not want to go to the Open Day:</p> <ul style="list-style-type: none"> <li>• group activities (1)</li> <li>• interview (1)</li> </ul>	<b>(1)</b>

Question number	Answer	Mark
11	<p>Award <b>1</b> mark for each way of preparing, up to a maximum of <b>3</b> marks:</p> <ul style="list-style-type: none"> <li>• prepare some questions (1)</li> <li>• research the company (1)</li> <li>• travel arrangements (1)</li> <li>• what to wear/how to dress to impress/how to dress (1)</li> </ul> <p>Accept any other appropriate wording.</p>	<b>(3)</b>

Question number	Answer	Mark
12	<b>A</b> – Assam Design is a fantastic employer. <b>D</b> – Attending the Open Day will get you a job.	<b>(2)</b>

Question number	Answer	Mark
13	<b>B</b> – participate in group activities <b>D</b> – highly regarded as an employer	<b>(2)</b>

Question number	Answer	Mark
14	Award <b>1</b> mark for each benefit, up to a maximum of <b>2</b> marks:  <ul style="list-style-type: none"> <li>• cafeteria (1)</li> <li>• work somewhere near/cycle to work (1)</li> <li>• gym (1)</li> <li>• crèche (1)</li> </ul> <p>Accept any other appropriate wording.</p>	<b>(2)</b>

## Section D

Question number	Answer	Mark
15	(a) Award <b>1</b> mark for identifying a relevant similarity between Text B and Text C. Relevant similarities may include:  <ul style="list-style-type: none"> <li>• open day</li> <li>• local factory / place of work</li> <li>• learn about the company / what they have to offer / benefits of working there / facilities</li> <li>• meet people who already work there/ ask questions</li> </ul> <hr style="width: 50%; margin-left: 0;"/> <p>(b) Award <b>1</b> mark for a relevant linked quotation from each text supporting the similarity identified, up to a maximum of <b>2</b> marks.</p>	<b>(3)</b>

## Mapping Questions to Subject Content for English Level 1

DfE Content standard number	Question number															Marks	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
9 Identify and understand the main points, ideas and details in texts				***						*	***						7
10 Compare information, ideas and opinions in different texts															***		3
11 Identify meanings in texts and distinguish between fact and opinion			*									**					3
12 Recognise that language and other textual features can be varied to suit different audiences and purposes							**										2
13 Use reference materials and appropriate strategies (e.g. using knowledge of different word types) for a range of purposes, including to find the meaning of words		**															2
14 Understand organisational and structural features and use them to locate relevant information (e.g. index, menus, subheadings, paragraphs) in a range of straightforward texts	**								**								4
15 Infer from images meanings not explicit in the accompanying text						**											2
16 Recognise vocabulary typically associated with specific types and purposes of texts (e.g. formal, informal, instructional, descriptive, explanatory and persuasive)													**				2
17 Read and understand a range of specialist words in context								**						**			4
18 Use knowledge of punctuation to aid understanding of straightforward texts					*												1
<b>TOTAL MARKS</b>	2	2	1	3	1	2	2	2	2	1	3	2	2	2	3		<b>30</b>



Ofqual



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