

Mark Scheme SAMs 2010

Functional Skills

Edexcel Functional Skills Qualification in English at
Level 1
Writing Paper

General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- 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 on the mark scheme should be used appropriately.
- All the marks on 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 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.

Instruction to markers:

Two grids need to be applied when assessing a candidate's response: A: Form, communication and purpose and B: Spelling, punctuation and grammar. Remember, spelling, punctuation and grammar are assessed in both tasks.

A candidate may write appropriately for this level, but have technical weaknesses; or a candidate may have reasonably secure technical control but may have been less successful in terms of form, audience and purpose. It is essential therefore that both marking grids, A and B, are applied independently.

Task Specific

Task 1 - CineSpace

Indicative content
<ul style="list-style-type: none">• response set out with attention to letter layout• uses paragraphing and other organisational features• attempts to use appropriate tone/language when explaining complaints to the manager• gives specific details about the complaint being made• opens and closes the letter clearly.

Task 2 -Sponsored Midnight Walk

Indicative content
<ul style="list-style-type: none">• uses relevant organisational features• uses appropriate tone / language when asking for sponsorship• offers clear explanation, designed to persuade• shows awareness of audience appropriate to email communication to friends and family.

For 15 mark task

Mark	A: Form, communication and purpose
0	No rewardable material.
1-3	<ul style="list-style-type: none"> Communicates occasionally appropriate information and develops ideas at a basic level. Information is presented with limited sequencing of ideas. Uses language, format and structure for specific audience and purpose to a limited extent. <p>If response requires letter:</p> <ul style="list-style-type: none"> Limited use of appropriate layout of a letter (address, date, open and close conventions).
4-6	<ul style="list-style-type: none"> Communicates some appropriate information and develops ideas with some success. Information is presented with some logical sequencing of ideas although this is not sustained throughout the response. Uses language, format and structure for specific audience and purpose for some of the response. <p>If response requires letter:</p> <ul style="list-style-type: none"> Some use of appropriate layout of a letter (address, date, open and close conventions), though there may be omissions or inconsistencies.
7-9	<ul style="list-style-type: none"> Communicates mostly appropriate information and develops ideas successfully, although there may be minor lapses. Information is presented with logical sequencing of ideas and this is evident for the majority of the response. Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. <p>If response requires letter:</p> <ul style="list-style-type: none"> Appropriate use of layout of a letter (address, date, open and close conventions), any omissions do not detract from the overall quality of the response.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> There is limited correct use of grammar and use of tense is minimal. Spelling and punctuation are used with limited accuracy and errors will often affect clarity of meaning.
3-4	<ul style="list-style-type: none"> There is some correct use of grammar and some correct use of tense although not sustained throughout the response. Spelling and punctuation are used with some accuracy although errors will sometimes affect clarity of meaning.
5-6	<ul style="list-style-type: none"> There is correct use of grammar and consistent use of tense, sustained throughout the response, although there may be occasional errors. Spelling and punctuation are used with general accuracy and meaning is clearly conveyed, with only occasional lapses.

For 10 mark task

Mark	A: Form, communication and purpose
0	No rewardable material.
1-2	<ul style="list-style-type: none"> Communicates relevant information and ideas. Information is presented with limited sequencing of ideas. Uses language, format and structure for specific audience and purpose to a limited extent. Response has limited level of appropriate detail. <p>If response requires letter:</p> <ul style="list-style-type: none"> Limited use of appropriate layout of a letter (address, date, open and close conventions).
3-4	<ul style="list-style-type: none"> Communicates relevant information and ideas with some success. Information is presented with some logical sequencing of ideas although this is not sustained throughout the response. Uses language, format and structure for specific audience and purpose for some of the response. Response has some level of appropriate detail. <p>If response requires letter:</p> <ul style="list-style-type: none"> Some use of appropriate layout of a letter (address, date, open and close conventions), though there may be omissions or inconsistencies.
5-6	<ul style="list-style-type: none"> Communicates relevant information and ideas successfully although there may be minor lapses. Information is presented with secure, logical sequencing of ideas and this is evident for the majority of the response. Uses language, format and structure for specific audience and purpose throughout the response, although there may be occasional slips/omissions. Response has developed level of appropriate detail. <p>If response requires letter:</p> <ul style="list-style-type: none"> Appropriate use of layout of a letter (address, date, open and close conventions), any omissions do not detract from the overall quality of the response.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> There is some correct use of grammar and some appropriate use of tense. Spelling and punctuation are used with limited accuracy and errors will sometimes affect clarity of meaning.
3-4	<ul style="list-style-type: none"> There is mostly correct use of grammar and mostly consistent use of tense throughout the response, although there may be occasional errors. Spelling and punctuation are used mostly with accuracy with some lapses.

Mapping to Functional Skills Criteria for English Level 1

Writing				
<u>Skill Standard</u>				
Write a range of texts to communicate information, ideas and opinions, using formats and styles suitable for their purpose and audience.				
<u>Criterion</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of</u>	<u>%</u>
<u>Ref. no.</u>			<u>marks</u>	
L1.3.1	Q1 Q2	<ul style="list-style-type: none"> Write clearly and coherently, including an appropriate level of detail. 	15	60
L1.3.2	Q1 Q2	<ul style="list-style-type: none"> Present information in a logical sequence. 		
L1.3.3	Q1 Q2	<ul style="list-style-type: none"> Use language, format and structure suitable for purpose and audience. 		
L1.3.4	Q1 Q2	<ul style="list-style-type: none"> Use correct grammar, including correct and consistent use of tense. 	10	40
L1.3.5	Q1 Q2	<ul style="list-style-type: none"> Ensure written work includes generally accurate punctuation and spelling and that meaning is clear. 		
Total for Writing			25	100