

Mark Scheme

January 2016

Functional Skills English

Writing Level 1
E103

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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, ie 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.

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	
1	<p>Indicative content</p> <p>As there is no set format for writing an article, if the response to a task fulfils the requirements and is functional, use the mark scheme to reward accordingly.</p> <p>General guidance on articles:</p> <ul style="list-style-type: none"> • uses appropriate tone/language when writing the article • includes some details regarding planned changes and how they affect the local residents • shows awareness of audience in terms of clarity of information provided • uses appropriate organisational features to structure the response. <p>NOTE Be prepared to award marks for responses which are fit for purpose and develop ideas appropriately even though they may not address all of the bullets below fully or may contain ideas not in the bullets.</p> <p>In their articles, learners should:</p> <ul style="list-style-type: none"> • explain what changes the council has planned for the town centre • describe the advantages and disadvantages of the changes planned • encourage readers to share their views with the council. <p>Learners should use sentences and write in Standard English.</p> <p style="text-align: right;">(15 marks)</p>

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.
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.
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 a 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.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> There is limited use of correct 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 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.

Task	
2	Indicative content
	<p>General guidance on internet discussion tasks</p> <p>As there is no set format for contributions to internet discussions, if the response to a task fulfils the requirements and is functional, use the mark scheme to reward accordingly.</p> <p>In the contribution, the learner:</p> <ul style="list-style-type: none">• presents views clearly• uses appropriate tone/standard English when writing the contribution to the internet discussion forum. <p>NOTE</p> <p>Learners may choose to write about the argument for, the argument against or to cover both sides of the argument. All of these responses could gain full marks if they are fit for purpose.</p> <p style="text-align: right;">(10 marks)</p>

Mark	A: Form, communication, purpose
0	No rewardable material.
1-2	<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. Response has limited level of appropriate detail.
3-4	<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. Response has some level of appropriate detail.
5-6	<ul style="list-style-type: none"> Communicates mostly relevant information and develops ideas successfully, although there may be minor lapses. Information is presented with a 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.

Mark	B: Spelling, punctuation and grammar
0	No rewardable material.
1-2	<ul style="list-style-type: none"> There is some use of correct 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 Coverage and Range 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 Ref. no.</u>	<u>Coverage</u>	<u>Description</u>	<u>No. of marks</u>	<u>%</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