

# Sample Assessment for Functional Skills English Writing Level 2

## New Superstore

### Mark Scheme

**Note:**

**These materials relate to the Functional Skills English assessments that will be in use from September 2015**

**3748-014**

# **Sample Assessment 1**

## **Marking Scheme**

New Superstore

## Marking scheme

Question 1	Maximum marks	Guidance reference number	Coverage and Range
<p>Writing contains all relevant information/ideas.            Writing contains most relevant information/ideas.            Writing contains some relevant information/ideas.            Writing contains insufficient information/ideas.</p> <p>Expansion on:</p> <ul style="list-style-type: none"> <li>• Purpose of letter explained</li> <li>• Impact on natural environment / Marbleton woods</li> <li>• impact on village facilities</li> <li>• impact on recreational areas.</li> </ul>	<p><b>3 marks</b>  <b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	<b>2.3.1</b>
<p>Information/ideas presented concisely.            Information/ideas presented concisely some of the time.            Information/ideas not presented concisely.</p>	<p><b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	
<p>Information/ideas presented logically.            Information/ideas presented logically some of the time.            Information/ideas not presented logically.</p>	<p><b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	
<p>Information/ideas presented persuasively.            Information/ideas presented persuasively some of the time.            Information/ideas not presented persuasively.</p>	<p><b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	
<p>Use a range of writing styles for different purposes.  <b>Document type must be as specified in the question.</b></p> <p>Format is suitable for purpose and audience.            Format is not suitable for purpose and audience.</p>	<p><b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	<b>2.3.3a</b> <b>2.3.4a</b>
<p>Structure is suitable for purpose and audience.            There is some attempt at appropriate structure for purpose and audience.            There is no attempt at structure.</p>	<p><b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	
<p>Language is consistently clear and suitable for purpose and audience.            Language is clear and suitable for purpose and audience most of the time.            Language is clear and suitable for purpose and audience some of the time.            Language is not clear or suitable for purpose and audience.</p>	<p><b>3 marks</b>  <b>2 marks</b>  <b>1 mark</b>  <b>0 marks</b></p>	<b>1.1</b>	

## Spelling marks

Coverage and range 2.3.6a	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words	Errors in a text of acceptable length that contains only level 1 words
Guidance reference <b>2.3</b>						
Level 2 spelling is accurate	3			0	0	
Level 2 spelling is accurate most of the time	2		0	1-5	1-7	
Level 2 spelling is accurate some of the time	1	0	1-5	6-8	8-10	0-4
Level 2 spelling is insufficiently accurate	0	1+	6+	9+	11+	5+

## Punctuation marks

Coverage and range 2.3.5a	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words
Guidance reference <b>2.3</b>					
Punctuation at Level 2 is accurate	<b>4</b>			0	0
Punctuation at Level 2 is accurate most of the time	<b>3</b>		0	1-4	1-6
Punctuation at Level 2 is reasonably accurate	<b>2</b>		1-4	5-8	7-10
Punctuation at Level 2 is accurate some of the time	<b>1</b>	0-4	5-8	9-12	11-14
Punctuation at Level 2 is insufficiently accurate	<b>0</b>	5+	9+	13+	15+

## Grammar marks

Coverage and range 2.3.6a	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words
Guidance reference <b>2.3</b>					
Grammar at Level 2 is accurate	<b>4</b>			0	0
Grammar at Level 2 is accurate most of the time	<b>3</b>		0	1-4	1-6
Grammar at Level 2 is reasonably accurate	<b>2</b>		1-4	5-8	7-10
Grammar at Level 2 is accurate some of the time	<b>1</b>	0-4	5-8	9-12	11-14
Grammar at Level 2 is insufficiently accurate	<b>0</b>	5+	9+	13+	15+

<b>Total for Question 1</b>	<b>26 marks</b>
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Question 2	Maximum marks	Guidance reference number	Coverage and Range
<p>Writing contains all relevant information/ideas on complex subject.</p> <p>Writing contains most relevant information/ideas on complex subject.</p> <p>Writing contains some relevant information/ideas on complex subject.</p> <p>Writing contains insufficient information/ideas on complex subject.</p> <p>Expansion on:</p> <ul style="list-style-type: none"> <li>• the success of your campaign</li> <li>• thanking people who helped prevent the new superstore being built</li> <li>• idea of the street party</li> <li>• the need for people to help</li> <li>• asking for suggestions and ideas (to encourage participation).</li> </ul>	<p><b>3 marks</b></p> <p><b>2 marks</b></p> <p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	<p><b>2.3.2</b></p>
<p>Information/ideas on complex subject presented concisely.</p> <p>Information/ideas on complex subject presented concisely some of the time.</p> <p>Information/ideas on complex subject not presented concisely.</p>	<p><b>2 marks</b></p> <p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	
<p>Information/ideas on complex subject presented clearly.</p> <p>Information/ideas on complex subject presented clearly some of the time.</p> <p>Information/ideas on complex subject not presented clearly.</p>	<p><b>2 marks</b></p> <p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	
<p>Use a range of writing styles for different purposes.</p> <p><b>Document type must be as specified in the question.</b></p> <p>Format is suitable for purpose and audience.</p> <p>Format is not suitable for purpose and audience.</p>	<p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	
<p>Structure is suitable for purpose and audience.</p> <p>There is some attempt at appropriate structure for purpose and audience.</p> <p>There is no attempt at structure.</p>	<p><b>2 marks</b></p> <p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	<p><b>2.3.3b</b></p> <p><b>2.3.4b</b></p>
<p>Language is consistently suitable for purpose and audience.</p> <p>Language is suitable for purpose and audience most of the time.</p> <p>Language is suitable for purpose and audience some of the time.</p> <p>Language is not suitable for purpose and audience.</p>	<p><b>3 marks</b></p> <p><b>2 marks</b></p> <p><b>1 mark</b></p> <p><b>0 marks</b></p>	<p><b>1.1</b></p>	

### Spelling marks

Coverage and range 2.3.6b	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words	Errors in a text of acceptable length that contains only level 1 words
Guidance reference 2.3						
Level 2 spelling is accurate	3			0	0	
Level 2 spelling is accurate most of the time	2		0	1-5	1-7	
Level 2 spelling is accurate some of the time	1	0	1-5	6-8	8-10	0-4
Level 2 spelling is insufficiently accurate	0	1+	6+	9+	11+	5+

### Punctuation marks

Coverage and range 2.3.5b	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words
Guidance reference 2.3					
Punctuation at Level 2 is accurate	4			0	0
Punctuation at Level 2 is accurate most of the time	3		0	1-4	1-6
Punctuation at Level 2 is reasonably accurate	2		1-4	5-8	7-10
Punctuation at Level 2 is accurate some of the time	1	0-4	5-8	9-12	11-14
Punctuation at Level 2 is insufficiently accurate	0	5+	9+	13+	15+

## Grammar marks

Coverage and range 2.3.6b	Marks	Errors in a text that is too short 0-130 words	Errors in a text that is short 130-180 words	Errors in a text of acceptable length 180-300 words	Errors in a text that is long 300+ words
Guidance reference <b>2.3</b>					
Grammar at Level 2 is accurate	<b>4</b>			0	0
Grammar at Level 2 is accurate most of the time	<b>3</b>		0	1-4	1-6
Grammar at Level 2 is reasonably accurate	<b>2</b>		1-4	5-8	7-10
Grammar at Level 2 is accurate some of the time	<b>1</b>	0-4	5-8	9-12	11-14
Grammar at Level 2 is insufficiently accurate	<b>0</b>	5+	9+	13+	15+

<b>Total for Question 2</b>	<b>24 marks</b>
<b>Total for English Writing assessment</b>	<b>50 marks</b>



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