

Sample Assessment for Functional Skills English Writing Level 1

The Marathon

Mark Scheme

Note:

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

3748-011

**Functional Skills English
Level 1**

Writing

Sample Assessment 1

Marking Scheme

The Marathon

Mark scheme

Question 1		Maximum marks	Candidate mark	Coverage and Range
Writing is consistently clear and coherent. Writing is clear and coherent most of the time. Writing is clear and coherent some of the time. Writing is insufficiently clear and coherent.		3 marks 2 marks 1 mark 0 marks		1.3.1a
Writing contains all relevant detail. Writing contains most relevant detail. Writing contains some relevant detail. Writing contains insufficient detail. Examples of relevant detail: <ul style="list-style-type: none"> • how it has affected your time, money and fitness • poor customer service • reputation of the gym • suggesting ways the manager could prevent the problem in the future. 		3 marks 2 marks 1 mark 0 marks		
Writing is presented in a logical sequence. There is some attempt at presenting writing in a logical sequence. There is no sequencing of information/content.		2 marks 1 mark 0 marks		1.3.2a
Language is consistently suitable for purpose and audience. Language is suitable for purpose and audience most of the time. Language is suitable for purpose and audience some of the time. Language is not suitable for purpose and audience.		3 marks 2 marks 1 mark 0 marks		1.3.3a
Format is suitable for purpose and audience. Format is not suitable for purpose and audience.		1 mark 0 marks		
Structure is suitable for purpose and audience. There is some attempt at appropriate structure for purpose and audience. There is no attempt at structure.		2 marks 1 mark 0 marks		
Spelling	Total marks	Candidate mark		Coverage and range
Level 1 spelling is insufficiently accurate	0 marks			1.3.5a
Level 1 spelling is accurate some of the time	1 mark			
Level 1 spelling is accurate most of the time	2 marks			
Level 1 spelling is accurate	3 marks			

Punctuation – upper & lower case, initial capital letters, full stops & question marks.	Total marks	Candidate mark	Coverage and range
Punctuation at Level 1 is insufficiently accurate	0 marks		1.3.5a
Punctuation at Level 1 is accurate some of the time	1 mark		
Punctuation at Level 1 is reasonably accurate	2 marks		
Punctuation at Level 1 is accurate most of the time	3 marks		
Punctuation at Level 1 is accurate	4 marks		
Grammar	Total marks	Candidate mark	Coverage and range
Grammar is insufficiently accurate	0 marks		1.3.4a
Grammar is accurate some of the time	1 mark		
Grammar is reasonably accurate	2 marks		
Grammar is accurate most of the time	3 marks		
Grammar is accurate	4 marks		
Total for Question 1		25 marks	

Question 2		Maximum marks	Candidate mark	Coverage and Range
Writing is consistently clear and coherent. Writing is clear and coherent most of the time. Writing is clear and coherent some of the time. Writing is insufficiently clear and coherent.		3 marks 2 marks 1 mark 0 marks		1.3.1b
Writing contains all relevant detail. Writing contains most relevant detail. Writing contains some relevant detail. Writing contains insufficient detail. Examples of relevant detail: <ul style="list-style-type: none"> • details of the marathon • details of the gym's offer • the charity and why it is important to you • encouraging people to sponsor you. 		3 marks 2 marks 1 mark 0 marks		
Writing is presented in a logical sequence. There is some attempt at presenting writing in a logical sequence. There is no sequencing of information/content.		2 marks 1 mark 0 marks		1.3.2b
Language is consistently suitable for purpose and audience. Language is suitable for purpose and audience most of the time. Language is suitable for purpose and audience some of the time. Language is not suitable for purpose and audience.		3 marks 2 marks 1 mark 0 marks		1.3.3b
Format is suitable for purpose and audience. Format is not suitable for purpose and audience.		1 mark 0 marks		
Structure is suitable for purpose and audience. There is some attempt at appropriate structure for purpose and audience. There is no attempt at structure.		2 marks 1 mark 0 marks		
Spelling	Total marks	Candidate mark		Coverage and range
Level 1 spelling is insufficiently accurate	0 marks			1.3.5b
Level 1 spelling is accurate some of the time	1 mark			
Level 1 spelling is accurate most of the time	2 marks			
Level 1 spelling is accurate	3 marks			
Punctuation – upper & lower case, initial capital	Total marks	Candidate mark		Coverage and range

letters, full stops & question marks.			
Punctuation at Level 1 is insufficiently accurate	0 marks		1.3.5b
Punctuation at Level 1 is accurate some of the time	1 mark		
Punctuation at Level 1 is reasonably accurate	2 marks		
Punctuation at Level 1 is accurate most of the time	3 marks		
Punctuation at Level 1 is accurate	4 marks		
Grammar	Total marks	Candidate mark	Coverage and range
Grammar is insufficiently accurate	0 marks		1.3.4b
Grammar is accurate some of the time	1 mark		
Grammar is reasonably accurate	2 marks		
Grammar is accurate most of the time	3 marks		
Grammar is accurate	4 marks		
Total for Question 2		25 marks	
Total for English Writing assessment		50 marks	

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