**TQUK Functional Skills**

**Qualification in English at Entry Level 2**

**Writing** Mark Scheme - Sample Assessment

**Mark scheme information**

This mark scheme is intended to support the valid and consistent marking of the examination paper identified above. This mark scheme includes:

* the total mark available for each activity
* the individual subject content coverage of each activity as well as coverage totals
* the marking process and considerations which must be followed.

**Information for the Assessor**

* All marking must be completed consistently, and the mark scheme must be applied fairly.
* Assessors should award full marks if the Learner deserves full marks.
* Assessors should not award marks if the Learner’s response does not meet the requirements of the mark scheme for that question.
* Crossed-out work should be marked unless the Learner has replaced it with an alternative response.

**Marking Matrix**

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| **Skill Coverage** | | | **Section 1** | **Section**  **2** | **Total marks** | **% of marks** |
| **Entry Level 2 Writing** | EL2.14 | Use basic punctuation correctly (e.g. full stops, capital letters, question and exclamation marks). | - | 3 | 3 | 57.1 |
| EL2.15 | Form regular plurals. | - | 2 | 2 |
| EL2.16 | Use the first and second letters to sequence words in alphabetical order. | - | 2 | 2 |
| EL2.17 | Spell correctly words designated for Entry Level 2 (see Appendix). | 10 | 3 | 13 |
| EL2.18 | Communicate information using words and phrases appropriate to audience and purpose. | - | 4 | 4 | 42.9 |
| EL2.19 | Complete a form asking for personal information (e.g. first name, surname, address, postcode, age, date of birth). | - | 3 | 3 |
| EL2.20 | Write in compound sentences, using common conjunctions (e.g. or, and, but) to connect clauses. | - | 4 | 4 |
| EL2.21 | Use adjectives and simple linking words in the appropriate way. | - | 4 | 4 |
| **Totals for SPaG** | | | **10** | **10** | **20** |  |
| **Totals for Composition** | | | **-** | **15** | **15** |  |
| **Overall** | | | **10** | **25** | **35** |  |

**Marking guidance for Section 2 writing tasks**

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| |  |  | | --- | --- | | Your answer | **Assessor use only** | |  | SC14: | |  | |  | |  | SC17: | |  | |  | |  | SC18: | |  | |  | |  | SC19: | |  | |  | |  | SC20: | |  | |  | |  | SC21: | | Each Subject Content statement assessed in the Section 2 writing tasks have specific marking instructions.  Assessors should carefully review each response and award a mark based on all the evidence provided by the Learner.  The examination paper includes space in the margins for Assessors to note initial impressions and proposed marks while reviewing responses. |

**Section 1:**

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| **Question** | **Target** | **Mark** | **Answers** |
| **1-10** | **EL2.17** | **10** | *Complete each sentence with the correctly spelled word.*   1. *won (1)* 2. *eighteen (1)* 3. *city (1)* 4. *sugar (1)* 5. *Perhaps (1)* 6. *heard (1)* 7. *their (1)* 8. *useful (1)* 9. *happiness (1)* 10. *action (1)*   Award **one** mark for each correct spelling only, up to a maximum of **ten** marks**.**  Also accept answers where the correct word has been circled or otherwise clearly indicated from the options provided.  Do **not** penalise incorrect capitalisation. |

**Section 2:**

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| **Question** | **Target** | **Marks** | **Answers** |
| **11a** | **EL2.16** | **1** | *camel, snake, swan, whale* (1)  Award **one** mark for all four words written in the correct alphabetical order only, up to a maximum of **one** mark.  Do **not** penalise spelling errors that occur after the **second** letterof each word. |

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| **Question** | **Target** | **Marks** | **Answers** |
| **11b** | **EL2.16** | **1** | *farm, festival, flute, frost* (1)  Award **one** mark for all four words written in the correct alphabetical order only, up to a maximum of **one** mark.  Do **not** penalise spelling errors that occur after the **second** letter of each word. |

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| **Question** | **Target** | **Marks** | **Answers** |
| **12a/b** | **EL2.15** | **2** | *a) friends* (1)  *b) potatoes* (1)  Award **one** mark for **each** correct plural only, up to a maximum of **two** marks.  **No** spelling errors allowed. |

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| **Q13** | Expected format: Fill in the two-page form  *You want to volunteer for a local project.*  *The first page is for your personal details.*  *The second page is for you to write about yourself.* |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **13** | **EL2.14** | **1** | For the **About You** section (the second page of the form), award **one** mark for the correct use of punctuation only, up to a maximum of **one** mark. Learners should know how to use capital letters, full stops and question marks.  Award **one** mark if:   * the Learner has accurately punctuated more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate punctuation, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL2.14 if Learners have written fewer than **four** sentences. |
| **EL2.17** | **1** | For the **About You** section (the second page of the form), award **one** mark for the correct use of spelling only, up to a maximum of **one** mark.  Award **one** mark if:   * mostly correct spelling is used more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate spelling, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL2.17 if Learners have written fewer than **four** sentences.  Do **not** penalise spelling errors for words which exceed the demand of Entry Level 2. |

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| **13** | **Target** | **Marks** | **Composition Criteria** |
| **EL2.18** | **2** | For the **About You** section (the second page of the form), award **one** mark for the inclusion of **any** of the following, up to a maximum of **two** marks:   * why the Learner would like to apply for this role (1) * why the Learner would be a good volunteer. (1)   For EL2.18, marks should be awarded if the information has been communicated clearly.  Errors that do not detract from this should **not** be penalised.  The Learner should be credited for other valid responses. |
| **EL2.19** | **3** | For the **Personal Details** section (the first page of the form), award **one** of the following up to a maximum of **three** marks:  Award **three** marks if:   * **all** the information is correctly completed. (3)   Award **two** marks if:   * the Learner has written **five** pieces of correctly completed information. (2)   Award **one** mark if:   * the Learner has written **four** pieces of correctly completed information. (1)   Do **not** award for **three** or fewer pieces of correctly completed information. |

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| **13** | **EL2.20** | **2** | For the **About You** section (the second page of the form), award **one** of the following up to a maximum of **two** marks.  Award **two** marks if:   * the Learner has used **two** or more adjectives appropriately. (2)   Award **one** mark if:   * the Learner has used **one** adjective appropriately. (1) |
| **EL2.21** | **2** | For the **About You** section (the second page of the form), award **one** of the following up to a maximum of **two** marks.  Award **two** marks if:   * the Learner has written **two** or more accurate compound sentences using a conjunction e.g. *and, as, but, or.* (2)   Award **one** mark if:   * the Learner has written **one** accurate compound sentence using a conjunction e.g. *and, as, but, or.* (1)   Accept any other suitable conjunctions. |
| **Total: 11 marks** | |  |

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| **Q14** | Expected format: Email    *You want to invite your friend to go to a concert with you.*  *Write an email**to your friend to tell them about the event.*  *In your email, you could:*   * *say* ***when*** *the concert will happen* * *say* ***where*** *the concert will happen* * *say* ***how*** *you will get there* * *explain* ***why*** *you want your friend to go with you.*   *Your friend’s email address is: my.friend@globalchat.biz*  *Your email should:*   * *include at least* ***two*** *compound sentences using joining words, for example: and, as, but, or* * *use at least* ***two*** *adjectives* * *be at least* ***four*** *sentences long.*   ***You can use a real or imagined concert.*** |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **14** | **EL2.14** | **2** | Award **two** marks for correct use of punctuation only, up to a maximum of **two** marks. Learners should know how to use capital letters, full stops and question marks.  Award **two** marks if:   * the Learner has accurately punctuated throughout with complete sentences - correct use of capital letters, full stops, question marks or exclamation marks. (2)   Award **one** mark if:   * the Learner has accurately punctuated more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there islimited or no accurate punctuation, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL2.14 if Learners have written fewer than **four** sentences. |
| **EL2.17** | **2** | Award **two** marks for the correct use of spelling only, up to a maximum of **two** marks.  Award **two** marks if:   * all words are spelled correctly. (2)   Award **one** mark if:   * words are spelled correctly more frequently than not. There may be some errors, but they do not adversely affect meaning or understanding. (1)   Do **not** award if there is limited or no accurate spelling, very frequent errors and/or inconsistencies that affect meaning and understanding.  Do **not** award for EL2.17 if Learners have written fewer than **four** sentences.  Do **not** penalise spelling errors for words which exceed the demand of Entry Level 2. |

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| **14** | **Target** | **Marks** | **Composition Criteria** |
| **EL2.18** | **2** | Award **one** mark for the following only, up to a maximum of **one** mark:    The Learner has used the appropriate format for an email, for example:     * subject heading (1) * email recipient. (1)   **AND**    Award **one** mark for any other suitable formatting features, up to a maximum of **one** mark, for example:     * appropriate salutation (1) * appropriate close (1) * bullet points. (1)   Accept any other suitable formatting feature. |
| **EL2.20** | **2** | Award **one** of the following up to a maximum of **two** marks.  Award **two** marks if:   * the Learner has used **two** or more adjectives appropriately. (2)   Award **one** mark if:   * the Learner has used **one** adjective appropriately. (1) |

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| **14** | **EL2.21** | **2** | Award **one** of the following up to a maximum of **two** marks:  Award **two** marks if:   * the Learner has used **two** or more accurate compound sentences using a conjunction e.g. *and, as, but, or.* (2)   Award **one** mark if:   * the Learner has used **one** accurate compound sentence using a conjunction e.g. *and, as, but, or.* (1)   Accept any other suitable conjunctions. |
| **Total: 10 marks** | |  |

**End of Mark Scheme**