**TQUK Functional Skills Qualification in English at Entry Level 1**

**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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Skill Coverage** | | | **Section 1** | **Section 2** | **Total marks** | **% of marks** |
| **Entry Level 1 Writing** | EL1.11 | Punctuate simple sentences with a capital letter and a full stop. | - | 2 | 2 | 66.67 |
| EL1.12 | Use a capital letter for the personal pronoun ‘I’ and the first letter of proper nouns. | - | 2 | 2 |
| EL1.13 | Use lower-case letters when there is no reason to use capital letters. | - | 2 | 2 |
| EL1.14 | Write the letters of the alphabet in sequence and in both upper and lower case. | - | 2 | 2 |
| EL1.15 | Spell correctly words designated for Entry Level 1. | 10 | 2 | 12 |
| EL1.16 | Communicate information in words, phrases and simple sentences. | - | 10 | 10 | 33.33 |
| **Totals for SPaG** | | | **10** | **10** | **20** |  |
| **Totals for Composition** | | | **-** | **10** | **10** |  |
| **Overall** | | | **10** | **20** | **30** |  |

**Marking guidance for Section 2 writing tasks**

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| Your answer | **Assessor use only** |
|  | SC11: |
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|  | SC12: |
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|  | SC13: |
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|  |
|  | SC15: |
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|  | SC16: |
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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** | **Marks** | **Answers** |
| **1-10** | **EL1.15** | **10** | *Complete each sentence with the correctly spelled word.*  *1. back (1) 2. Look (1) 3. seem (1)  4. money (1) 5. door (1) 6. warm (1) 7. made (1) 8. they (1) 9. didn’t (1) 10. play (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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Target** | **Marks** | **Answers** |
| **11a** | **EL1.14** | **1** | *r, s, t, u (1)*  Award **one** mark for all four letters written in the correct alphabetical order only, up to a maximum of **one** mark. |

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| **Question** | **Target** | **Marks** | **Answers** |
| **11b** | **EL1.14** | **1** | *H, R, T, Y (1)*  Award **one** mark for all four letters written in the correct upper-case only, up to a maximum of **one** mark. |

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| **Q12** | Expected format: Write in sentences.  *Write in sentences about what you like to do in your spare time.*  *You should write about:*   * ***what*** *you do in your spare time* * ***where*** *you do it* * ***when*** *you do it* * ***two*** *reasons* ***why you enjoy*** *it.*   *Use* ***capital letters*** *and* ***full stops*** *when needed.* |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **12** | **EL1.11** | **1** | 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 and full stops.  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. |
| **EL1.12** | **1** | Award **one** mark for the correct use of a capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun, up to a maximum of **one** mark.  Award **one** mark if:   * the Learner has accurately used a capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun 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 use of a capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun, very frequent errors and/or inconsistencies. |
| **EL1.13** | **1** | Award **one** mark for the correct use of lower-case letters only, up to a maximum of **one** mark.  Award **one** mark if:   * the Learner has accurately used lower-case letters 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 use of lower-case letters, very frequent errors and/or inconsistencies. |

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| **12** | **EL1.15** | **1** | Award **one** mark for correct spelling only, up to a maximum of **one** mark.  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** penalise spelling errors for words which exceed the demand of Entry Level 1. |
| **Target** | **Composition Criteria** | |
| **EL1.16** | **5** | Award **one** mark for the inclusion of **any** of the following only, up to a maximum of **five** marks:   * what the Learner does in their spare time (1) * where the Learner does it (1) * when the Learner does it (1) * first reason why the Learner enjoys doing it (1) * second reason why the Learner enjoys doing it. (1)   For EL1.16, 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. |
| **Total: 9 marks** | |  |

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| **Q13** | Expected format: Write a message.  *Your college canteen wants to know your opinion on their food. Write a message to the canteen with your feedback.*  *Write in sentences to say:*   * ***two*** *things you* ***like*** *about the food in the canteen* * ***two*** *things you* ***don’t******like*** *about the food in the canteen* * ***one*** *type of food the canteen* ***should*** *offer.*   *Use* ***capital letters*** *and* ***full stops*** *when needed.* |

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| **Question** | **Target** | **Marks** | **SPaG Criteria** |
| **13** | **EL1.11** | **1** | 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 and full stops.  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. |
| **EL1.12** | **1** | Award **one** mark for the correct use of a capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun, up to a maximum of **one** mark.  Award **one** mark if:   * the Learner has accurately used capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun 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 use of a capital letter for the personal pronoun ‘I’ and/or the first letter of a proper noun, very frequent errors and/or inconsistencies. |
| **EL1.13** | **1** | Award **one** mark for the correct use of lower-case letters only, up to a maximum of **one** mark.  Award **one** mark if:   * the Learner has accurately used lower-case letters 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 use of lower-case letters, very frequent errors and/or inconsistencies. |

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| --- | --- | --- | --- |
| **13** | **EL1.15** | **1** | Award **one** mark for correct spelling only, up to a maximum of **one** mark.  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** penalise spelling errors for words which exceed the demand of Entry Level 1. |
| **Target** | **Composition Criteria** | |
| **EL1.16** | **5** | Award **one** mark for the inclusion of **any** of the following, up to a maximum of **five** marks:   * first thing the Learner likes about the food in the canteen (1) * second thing the Learner likes about the food in the canteen (1) * first thing the Learner does not like about the food in the canteen (1) * second thing the Learner does not like about the food in the canteen (1) * one type of food the canteen should offer. (1)   For EL1.16, 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. |
| **Total: 9 marks** | |  |

**End of Mark Scheme**