

Mark scheme

Paper 3

September 2021 to August 2022

Pearson Edexcel Functional Skills  
qualifications in English at  
Entry 3 – Writing

## **Functional Skills Qualifications from Pearson**

Functional Skills qualifications from Pearson, the world's leading learning company. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers. For further information visit our qualifications website at [qualifications.pearson.com](https://www.pearson.com/qualifications). Alternatively, you can get in touch with us using the details on our contact us page.

## **Pearson: helping people progress, everywhere**

Our aim is to help everyone progress in their lives through education. We believe in every kind of learning, for all kinds of people, wherever they are in the world. We've been involved in education for over 150 years, and by working across 70 countries, in 100 languages, we have built an international reputation for our commitment to high standards and raising achievement through innovation in education. Find out more about how we can help you and your students at: [www.pearson.com/uk](https://www.pearson.com/uk)

September 2021

All the material in this publication is copyright  
© Pearson Education Ltd 2021

## Entry 3: Writing mark scheme

### Paper 3

#### Guidance and instructions for using the mark scheme

- Mark crossed-out work if it is legible and has not been replaced.
- If the answer is clearly given, accept it even if it is not in the answer space.
- Indicate the marks for each question clearly on each candidate's question paper.  
For Questions 3 and 4, insert the marks for individual criteria into the boxes at the bottom of the question paper.

Question	Target	Answers	Mark
<b>1</b>	<b>E3.16</b>	<b>theatre</b> <b>thirsty</b> <b>thread</b> <b>thunder</b> Award <b>1</b> mark for all four words written in the correct alphabetical order. <b>Do not</b> penalise spelling errors that occur after the third letter of each word.	<b>1</b>

Question	Target	Answers	Mark
<b>2</b>	<b>E3.14</b>	<b>leaves</b> <b>women</b> Award <b>1</b> mark for the correct plural. No spelling errors allowed.	<b>2</b>

Question	Target	Composition criteria	Mark
<b>3</b>	<b>E3.18</b>	Award <b>1</b> mark each for: <ul style="list-style-type: none"> <li>• what they enjoyed about the weekend (1)</li> <li>• what time they got back home and what the journey was like (1)</li> <li>• an invitation to stay at their home. (1)</li> </ul> For E3.18, marks should be awarded if the information has been communicated clearly. Errors that do not detract from this should not be penalised.	<b>3</b>
	<b>E3.20</b>	Award <b>1</b> mark each for: <ul style="list-style-type: none"> <li>• an appropriate subject in the email (1)</li> <li>• appropriate use of bullet points. (1)</li> </ul>	<b>2</b>
	<b>E3.22</b>	Award <b>1</b> mark for language appropriate for the purpose and audience (e.g. welcoming tone, no slang or text speak).	<b>1</b>
	<b>Target</b>	<b>SPaG criteria</b>	<b>Mark</b>
	<b>E3.13</b>	Award 1 mark for correct punctuation (e.g. capital letters, full stops, question marks, commas). Allow <b>two</b> errors. Award no marks for E3.13 if learners have written fewer than three sentences.	<b>1</b>
	<b>E3.15</b>	Award 1 mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles). Allow <b>two</b> errors. Award no marks for E3.15 if learners have written fewer than three sentences.	<b>1</b>
	<b>E3.17</b>	Award <b>1</b> mark for correct spelling. Allow <b>one</b> error. Award no marks for E3.17 if candidates have written fewer than three sentences.	<b>1</b>
<b>Total for question</b>			<b>9</b>

Question	Target	Composition criteria	Mark								
<b>4</b>	<b>E3.18</b>	<p>Award <b>1</b> mark in each case for:</p> <ul style="list-style-type: none"> <li>• what the celebration is and why they like it (1)</li> <li>• when the celebration takes place (1)</li> <li>• who they usually celebrate with and why (1)</li> <li>• what they do to celebrate. (1)</li> </ul> <p>AND</p> <p>Award <b>1</b> mark if information is communicated in a logical sequence (e.g. chronologically or by topic).</p> <p>For E3.18, marks should be awarded if the information has been communicated clearly. Errors that do not detract from this should not be penalised.</p>	<b>5</b>								
	<b>E3.19</b>	Award <b>1</b> mark if the candidate has written at least eight sentences.	<b>1</b>								
	<b>E3.21</b>	<p>Award <b>1</b> mark for appropriate use of paragraphs (a minimum of two).</p> <p>AND</p> <p>Award up to <b>2</b> marks for appropriate use of compound sentences.</p>	<b>1</b>								
		<table border="1"> <thead> <tr> <th>Marks</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Appropriate use of at least <b>three</b> compound sentences.</td> </tr> <tr> <td>1</td> <td>Appropriate use of <b>one or two</b> compound sentences.</td> </tr> <tr> <td>0</td> <td>No appropriate use of compound sentences.</td> </tr> </tbody> </table> <p>If the candidate uses complex sentences (e.g. <i>when, if, after</i>) these should also be accepted.</p>	Marks	Descriptor	2	Appropriate use of at least <b>three</b> compound sentences.	1	Appropriate use of <b>one or two</b> compound sentences.	0	No appropriate use of compound sentences.	<b>2</b>
		Marks	Descriptor								
		2	Appropriate use of at least <b>three</b> compound sentences.								
		1	Appropriate use of <b>one or two</b> compound sentences.								
	0	No appropriate use of compound sentences.									
	<b>E3.22</b>	Award <b>1</b> mark for language appropriate for the purpose and audience (e.g. use of first person, appropriate adjectives and no slang).	<b>1</b>								
	<b>Target</b>	<b>SPaG criteria</b>	<b>Mark</b>								
<b>E3.13</b>	<table border="1"> <thead> <tr> <th>Marks</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>No more than <b>two</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).</td> </tr> <tr> <td>1</td> <td>No more than <b>four</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).</td> </tr> <tr> <td>0</td> <td><b>Five</b> or more punctuation errors.</td> </tr> </tbody> </table> <p>Award no marks for E3.13 if learners have written fewer than five sentences.</p>	Marks	Descriptor	2	No more than <b>two</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).	1	No more than <b>four</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).	0	<b>Five</b> or more punctuation errors.	<b>2</b>	
	Marks	Descriptor									
	2	No more than <b>two</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).									
	1	No more than <b>four</b> punctuation errors (e.g. capital letters, full stops, question marks, commas).									
0	<b>Five</b> or more punctuation errors.										
<b>E3.15</b>	<p>Award <b>1</b> mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles).</p> <p>Allow <b>four</b> errors.</p> <p>Award no marks for E3.15 if candidates have written fewer than five sentences.</p>	<b>1</b>									
<b>E3.17</b>	<p>Award <b>1</b> mark for correct spelling.</p> <p>Allow <b>two</b> errors.</p> <p>Award no marks for E3.17 if candidates have written fewer than five sentences.</p>	<b>1</b>									
<b>Total for question</b>			<b>14</b>								

Question	Target	Answers	Mark
5	E3.17	(a) islands (b) though (c) sugar (d) according (e) qualification (f) attach (g) father (h) missed (i) suspicious (j) history  Award <b>1</b> mark per correct spelling. Words copied wrongly must be marked as incorrect. Do not penalise incorrect capitalisation.	<b>10</b>
<b>Total marks for paper</b>			<b>36</b>
<b>Pass mark</b>			<b>25</b>

### Question targeting key: DfE subject content statements

DfE subject content statement	Where assessed	Marks available
<b>E3.13</b> Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)	Q3, Q4	3
<b>E3.14</b> Form irregular plurals	Q2	2
<b>E3.15</b> Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles)	Q3, Q4	2
<b>E3.16</b> Use the first, second and third place letters to sequence words in alphabetical order	Q1	2
<b>E3.17</b> Spell correctly words designated for Entry 3	Q3, Q4, Q5	12
<b>E3.18</b> Communicate information, ideas and opinions clearly and in a logical sequence	Q3, Q4	8
<b>E3.19</b> Write text of an appropriate level of detail and of appropriate length (including where this is specified)	Q4	1
<b>E3.20</b> Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points	Q3	2
<b>E3.21</b> Write in compound sentences and paragraphs where appropriate	Q4	3
<b>E3.22</b> Use language appropriate for purpose and audience	Q3, Q4	2
	<b>Total</b>	<b>36</b>

Ofqual



Llywodraeth Cymuned Cymru  
Welsh Assembly Government



Pearson Education Limited is a registered company in England and Wales whose registered office is at 80 Strand, London, WC2R 0RL, United Kingdom, company Registration number 872828, VAT Number GB278 5371 21.