

Functional Skills Mark Scheme

English – Writing

Entry Level 3

FSEWE305



General Marking Guidance

- Markers should apply the mark scheme consistently across all papers marked. Standardisation will take place to ensure this is confirmed.
- Marks should be applied on the learners' assessment paper along with all associated feedback. It is recommended that marking is carried out using a different coloured pen to that of the learner.
- If a learner has crossed out a response to a question, the work should still be marked unless the learner has replaced it with an alternative answer.
- Markers should mark according to the mark scheme and should apply it positively awarding full marks where the answer meets the mark scheme.
- Where the answers do not meet the mark scheme, markers should be prepared to award zero marks.
- The mark scheme gives guidance as to how to allocate marks where an answer is graded according to learner performance. Where the response does not meet the requirements of the minimum mark, zero marks should be awarded.
- Where the mark scheme allows a mark for 'any (other) valid response', or similar wording, the marker should judge the response's merits based on the information provided in the assessment materials.
- Where the marker is unsure of how to apply the mark scheme, guidance from your QASA must be sought.
- Assessment papers and mark schemes must be kept secure at all times.
- Should any issues or irregular practice arise that may put at risk the security of assessment papers or mark schemes – these will be reported to Open Awards immediately.

Instructions for marking of the assessment paper

Markers must ensure they:

- mark in accordance with the Open Awards mark scheme below
- use a pen - not a pencil, to mark assessment papers
- clearly complete the back page of each assessment with marks awarded per question
- include the name and signature for marker and EV (where EV has taken place)

Pass Mark: 24 out of 36

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Entry 3 – Writing Task 1 (total marks available 10)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
1	Write the word with the correct spelling to fit in each sentence.	qualify	1	SoS17
2	Write the word with the correct spelling to fit in each sentence.	climb	1	SoS17
3	Write the word with the correct spelling to fit in each sentence.	centre	1	SoS17
4	Write the word with the correct spelling to fit in each sentence.	attach	1	SoS17
5	Write the word with the correct spelling to fit in each sentence.	doubt	1	SoS17
6	Write the word with the correct spelling to fit in each sentence.	listen	1	SoS17
7	Write the word with the correct spelling to fit in each sentence.	guest	1	SoS17
8	Write the word with the correct spelling to fit in each sentence.	knot	1	SoS17
9	Write the word with the correct spelling to fit in each sentence.	scene	1	SoS17
10	Write the word with the correct spelling to fit in each sentence.	suppose	1	SoS17

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Entry 3 – Writing Task 2 (total marks available 1)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 2	Re-order the list of words below in alphabetical order.	draft dream exact garage language laughter update upright	1 mark	SoS16

Entry 3 – Writing Task 3 (total marks available 2)				
Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 3	Write down the plural for each word given below.	geese wolves	1 mark 1 mark	SoS14

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Entry 3 - Writing Tasks 4 (total marks available: 23)								
SoS	13. Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)	15. Use correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles)	17. Spell correctly words designated for Entry level 3	18. Communicate information, ideas and opinions clearly and in a logical sequence (e.g. chronologically, by task)	19. Write text of an appropriate level of detail and of appropriate length (including where this is specified)	20. Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points	21. Write in compound sentences and paragraphs where appropriate	22. Use language appropriate for purpose and audience
Marks available								
4 marks	NA	NA	NA	Communicated all information, ideas and opinions clearly and in a logical sequence throughout text.	NA	NA	NA	NA
3 marks	NA	NA	All words spelt correctly (including those from designated spelling lists when used)	Communicated information, ideas and opinions clearly and in a logical sequence most	Written text contained all relevant information and appropriate detail to meet	Appropriate format and structure throughout text, using e.g. headings, bullet	Used several compound sentences, all of them correctly; used paragraphs	Makes consistent use of language appropriate for purpose and audience



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				of the time, ie no more than two errors in total for logical sequencing and clear communication.	task requirements; length of response within the given word count.	points, etc as required by the purpose of text.	as appropriate for the task.	throughout.
2 marks	Accurately punctuated throughout with capital letters, full stops, question and exclamation marks, and commas.	Mostly correct grammar including subject-verb agreement, use of tense, definite and indefinite articles; occasional errors and/or inconsistencies do not adversely affect meaning/understanding.	Most words spelt correctly (including those from designated spelling lists when used)	Communicated information, ideas and opinions clearly and in a logical sequence more of the time than not, ie maybe some errors in logical sequencing or clear communication.	Written text contained some relevant information and appropriate detail to meet task requirements; length of response within the given word count.	Appropriate format and structure mostly throughout text, using e.g. headings, bullet points, etc as required by the purpose of text, with no more than one error in format or structure.	Used several compound sentences, mostly correct with no more than one error; used paragraphs as appropriate for the task.	Makes consistent use of language appropriate for purpose and audience through the majority of the text, with no more than two minor errors in use of language to suit purpose / audience.
1 mark	Accurately punctuated more of the time than not, including capital letters, full stops, question and	Some examples of correct grammar including subject-verb agreement, use of tense, definite and	Some words spelt correctly (including those from designated spelling lists when used)	Some but limited communication of information, ideas, and opinions clearly and in a logical sequence.	Written text contained limited relevant information and appropriate detail; may have contained irrelevancies;	Recognisably appropriate format and structure but with some errors and/or omissions.	At least one correct compound sentence used; some evidence of paragraphing as appropriate	Makes some use of language appropriate for purpose and audience.

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	exclamation marks, and commas, ie maybe some errors	indefinite articles; errors and/or inconsistencies do not adversely affect meaning/understanding.			length of response does not quite meet the word count.		for task.	
0 marks	Limited or no accurate punctuation with capital letters, full stops, question and exclamation marks, and commas; very frequent errors and/or inconsistencies.	Significant errors and/or inconsistencies in the use of grammar including subject-verb agreement, use of tense, definite and indefinite articles that adversely affect meaning/understanding	Limited or no words spelt correctly (including those from designated spelling lists when used)	Overall did not communicate information, ideas and opinions clearly and in a logical sequence.	Written text did not contain sufficient relevant information and appropriate detail to meet task requirements; brief inappropriate response below the minimum word count.	No recognisably appropriate format or structure; significant errors and/or omissions.	No evidence of compound sentences or paragraphing.	Language used is not appropriate for purpose and audience.