

Mark Scheme

Functional Skills in English Writing Level 2: Practice Paper 2

Guidance for markers:

'Most of the time' = approximately 85%

'Some of the time' = at least 50%

Use the following mark scheme for Task 1

Ref	Total Marks	Subject Content	Marks per task	Weighting
20.	4	Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks) <i>Guidance for markers:</i> <i>Level 2 punctuation expectations (if appropriate to use):</i> <i>colons, commas, inverted commas, apostrophes and quotation marks.</i> Wide range = a minimum of 4 expectations seen. Limited range = less than 4 expectations seen.		41%
		Wide range of punctuation used correctly most of the time. Errors or omissions do not impede meaning	4	
		Wide range of punctuation used correctly some of the time. Errors or omissions do not impede meaning	3	
		Limited range of punctuation used correctly most of the time. Errors or omissions do not impede meaning	2	
		Limited range of punctuation used correctly some of the time. Errors or omissions do not impede meaning	1	
		Limited range of punctuation used. Errors or omissions impede meaning	0	
21.	4	Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability)		41%
		Grammar and modality devices are used correctly most of the time. Errors or omissions do not impede meaning	4	
		Grammar and modality devices used correctly some of the time. Errors or omissions do not impede meaning	3	
		Grammar and/or modality devices are used correctly some of the time. Errors or omissions do not impede meaning	2	
		Grammar and/or modality devices are used correctly some of the time. Errors or omissions sometimes impede meaning	1	
		Grammar and/or modality devices are used incorrectly. Errors or omissions impede meaning	0	

22.	3	Spell words used in work, study and daily life, including a range of specialist words Guidance for markers: <i>Level 2 spelling expectations include (if appropriate to use):</i> <i>words used in work, study and daily life, including a range of specialist words and words featuring in the task instructions</i>	
		Words spelt correctly most of the time. Errors or omissions do not impede meaning	3
		Words spelt correctly some of the time. Errors or omissions do not impede meaning	2
		Words spelt correctly some of the time. Errors or omissions sometimes impede meaning	1
		Words spelt incorrectly. Errors or omissions impede meaning	0
23.	3	Communicate information, ideas and opinions clearly, coherently and effectively Guidance for markers: <i>IIO (information, ideas and opinions)</i>	
		IIO are communicated with clarity, coherence and accuracy most of the time.	3
		Attempts to communicate IIO some of the time but this <u>occasionally</u> lacks clarity, coherence and accuracy, however the marker is however still <u>able to comprehend</u> the text.	2
		Some attempt to communicate IIO but this <u>mostly</u> lacks clarity, coherence and accuracy, however the marker is however still <u>able to comprehend</u> the text.	1
		IIO are not communicated clearly, coherently nor accurately resulting in the marker being <u>unable to comprehend</u> the text	0
24.	3	Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience Guidance for markers: <i>Appropriate level of detail: the degree of information provided by the writer to fulfil the task requirements i.e. words used to describe a situation, support an argument</i> <i>Appropriate length: +/- 10% tolerance on the word count</i>	
		An appropriate level of detail and length has been used to meet the needs of purpose and audience	3
		Some level of detail has been used and the length is appropriate to the task requirements and/or word count. The needs of purpose and audience have been met	2
		Some level of detail has been used and the length is appropriate to the task requirements and/or word count. However, the needs of purpose and audience have not been fully met	1
		Lack of detail and/or length means the needs of purpose and audience have not been met	0

59%

25.	3	ARTICLE	Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables) Guidance for markers: <i>Features may include (even if not used effectively): sub-headings, columns, numbered lists, bulleted lists, tables, text box, image/graphics, author</i> Do not award for paragraphs (see W2.28)	
			A title/heading plus 2 or more other features	3
			A title/heading plus 1 other feature	2
			A title/heading	1
			Format structure is not appropriate for purpose	0
26.	3	Convey clear meaning and establish cohesion using organisational markers effectively Guidance for markers: <i>Organisational markers may include: contents pages, chapter headings and other sub-headings, captions to photos and illustrations, footnotes, headers, indices</i>		
		Markers used effectively most of the time to convey clear meaning. Lack of markers does not affect cohesion.	3	
		Markers used effectively some of the time to convey clear meaning. Lack of markers does not affect cohesion.	2	
		Markers used effectively some of the time to convey clear meaning. Lack of markers sometimes affects cohesion.	1	
		Markers are not effectively used to establish clear meaning and cohesion.	0	
27.	2	Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose. Guidance for markers: <i>Language and register include (as appropriate): tone, formality, persuasive techniques, supporting evidence, specialist words</i>		
		Language and register are appropriate for audience and purpose most of the time	2	
		Language and register are appropriate for audience and purpose some of the time	1	
		Language and register are not appropriate for audience and purpose	0	
28.	2	Construct complex sentences consistently and accurately, using paragraphs where appropriate		
		Constructs complex sentences consistently and accurately most of the time, using paragraphs where appropriate. Errors do not impede meaning.	2	
		Constructs complex sentences some of the time, using paragraphs where appropriate. Meaning is sometimes impeded.	1	
		No complex sentences or paragraphs have been attempted (simple sentences only used)	0	

Guidance for markers:

'Most of the time' = approximately 85%

'Some of the time' = at least 50%

Use the following mark scheme for Task 2

Ref	Total Marks	Subject Content	Marks per task	Weighting
20.	4	<p>Punctuate writing correctly using a wide range of punctuation markers (e.g. colons, commas, inverted commas, apostrophes and quotation marks)</p> <p>Guidance for markers: <i>Level 2 punctuation expectations (if appropriate to use): colons, commas, inverted commas, apostrophes and quotation marks. Wide range = a minimum of 4 expectations seen. Limited range = less than 4 expectations seen.</i></p>		41%
		Wide range of punctuation used correctly most of the time. Errors or omissions do not impede meaning	4	
		Wide range of punctuation used correctly some of the time. Errors or omissions do not impede meaning	3	
		Limited range of punctuation used correctly most of the time. Errors or omissions do not impede meaning	2	
		Limited range of punctuation used correctly some of the time. Errors or omissions do not impede meaning	1	
		Limited range of punctuation used. Errors or omissions impede meaning	0	
21.	4	<p>Use correct grammar (e.g. subject-verb agreement, consistent use of a range of tenses, definite and indefinite articles) and modality devices (e.g. to express probability or desirability)</p>		41%
		Grammar and modality devices are used correctly most of the time. Errors or omissions do not impede meaning	4	
		Grammar and modality devices used correctly some of the time. Errors or omissions do not impede meaning	3	
		Grammar and/or modality devices are used correctly some of the time. Errors or omissions do not impede meaning	2	
		Grammar and/or modality devices are used correctly some of the time. Errors or omissions sometimes impede meaning	1	
		Grammar and/or modality devices are used incorrectly. Errors or omissions impede meaning	0	
22.	3	<p>Spell words used in work, study and daily life, including a range of specialist words</p> <p>Guidance for markers: <i>Level 2 spelling expectations include (if appropriate to use): words used in work, study and daily life, including a range of specialist words and words featuring in the task instructions</i></p>		41%
		Words spelt correctly most of the time. Errors or omissions do not impede meaning	3	
		Words spelt correctly some of the time. Errors or omissions do not impede meaning	2	
		Words spelt correctly some of the time. Errors or omissions sometimes impede meaning	1	
		Words spelt incorrectly. Errors or omissions impede meaning	0	

23.	3	Communicate information, ideas and opinions clearly, coherently and effectively <i>Guidance for markers:</i> IIO (information, ideas and opinions)		59%	
		IIO are communicated with clarity, coherence and accuracy most of the time.	3		
		Attempts to communicate IIO some of the time but this <u>occasionally</u> lacks clarity, coherence and accuracy, however the marker is however still <u>able to comprehend</u> the text.	2		
		Some attempt to communicate IIO but this <u>mostly</u> lacks clarity, coherence and accuracy, however the marker is however still <u>able to comprehend</u> the text.	1		
		IIO are not communicated clearly, coherently nor accurately resulting in the marker being <u>unable to comprehend</u> the text	0		
24.	3	Write text of an appropriate level of detail and of appropriate length (including where this is specified) to meet the needs of purpose and audience <i>Guidance for markers:</i> <i>Appropriate level of detail: the degree of information provided by the writer to fulfil the task requirements i.e. words used to describe a situation, support an argument</i> <i>Appropriate length: +/- 10% tolerance on the word count</i>		59%	
		An appropriate level of detail and length has been used to meet the needs of purpose and audience	3		
		Some level of detail has been used and the length is appropriate to the task requirements and/or word count. The needs of purpose and audience have been met	2		
		Some level of detail has been used and the length is appropriate to the task requirements and/or word count. However, the needs of purpose and audience have not been fully met	1		
		Lack of detail and/or length means the needs of purpose and audience have not been met	0		
25.	3	REPORT	Organise writing for different purposes using appropriate format and structure (e.g. standard templates, paragraphs, bullet points, tables) <i>Guidance for markers:</i> <i>Features may include (even if not used effectively): title (accept 'report' as title) columns, numbered lists, bulleted lists, tables, text box, image/graphics, author etc.</i> Do not award for paragraphs (see W2.28)	59%	
			A title plus 2 or more other features		3
			A title plus 1 other feature		2
			A title		1
			Format structure is not appropriate for purpose		0

26.	3	Convey clear meaning and establish cohesion using organisational markers effectively <i>Guidance for markers:</i> <i>Organisational markers may include: contents pages, chapter headings and other sub-headings, captions to photos and illustrations, footnotes, headers, indices</i>	
		Markers used effectively most of the time to convey clear meaning. Lack of markers does not affect cohesion.	3
		Markers used effectively some of the time to convey clear meaning. Lack of markers does not affect cohesion.	2
		Markers used effectively some of the time to convey clear meaning. Lack of markers sometimes affects cohesion.	1
		Markers are not effectively used to establish clear meaning and cohesion.	0
27.	2	Use different language and register (e.g. persuasive techniques, supporting evidence, specialist words), suited to audience and purpose. <i>Guidance for markers:</i> <i>Language and register include (as appropriate): tone, formality, persuasive techniques, supporting evidence, specialist words</i>	
		Language and register are appropriate for audience and purpose most of the time	2
		Language and register are appropriate for audience and purpose some of the time	1
		Language and register are not appropriate for audience and purpose	0
28.	2	Construct complex sentences consistently and accurately, using paragraphs where appropriate	
		Constructs complex sentences consistently and accurately most of the time, using paragraphs where appropriate. Errors do not impede meaning.	2
		Constructs complex sentences some of the time, using paragraphs where appropriate. Meaning is sometimes impeded.	1
		No complex sentences or paragraphs have been attempted (simple sentences only used)	0

Marks per task	27
Marks per paper	54