

Mark scheme

Sample assessment materials for first
teaching September 2019

Pearson Edexcel Functional Skills
qualification in English at
Entry Level 3 – Writing

Entry Level 3: Writing mark scheme

Set: Sample assessment materials

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
1	E3.16	shape shine shoot shut Award 1 mark for all four words written in the correct alphabetical order. Do not penalise spelling errors that occur after the third letter of each word.	1

Question	Target	Answers	Mark
2	E3.14	feet lives Award 1 mark for the correct plural. No spelling errors allowed.	2

Question	Target	SPaG	Mark
3	E3.13	Award 1 mark for correct punctuation (e.g. capital letters, full stops, question marks, commas). Allow two errors. Award no marks for E3.13 if candidates have written fewer than three sentences.	1
	E3.15	Award 1 mark for correct grammar (e.g. subject subject-verb agreement, tense, definite and indefinite articles). Allow two errors. Award no marks for E3.15 if candidates have written fewer than three sentences.	1
	E3.17	Award 1 mark for correct spelling. Allow one error. Award no marks for E3.17 if candidates have written fewer than three sentences.	1
	Target	Composition	Mark
	E3.18	Award 1 mark each for: <ul style="list-style-type: none"> • advice on how to travel (1) • start AND finish times (1) • what she should bring with her (1). 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.	3
	E3.20	Award 1 mark each for: <ul style="list-style-type: none"> • an appropriate subject in the email (1) • appropriate use of bullet points (1). 	2
	E3.22	Award 1 mark for language appropriate for the purpose and audience (e.g. welcoming tone, no slang or text speak).	1
Total for question			9

Question	Target	SPaG criteria		Mark	
4	E3.13	Marks	Descriptor		
		2	No more than two punctuation errors (e.g. capital letters, full stops, question marks, commas).		
		1	No more than four punctuation errors (e.g. capital letters, full stops, question marks, commas).		
		0	Five or more punctuation errors.		
		Award no marks for E3.13 if candidates have written fewer than five sentences.			2
	E3.15	Award 1 mark for correct grammar (e.g. subject subject-verb agreement, tense, definite and indefinite articles). Allow four errors. Award no marks for E3.15 if candidates have written fewer than five sentences.			1
	E3.17	Award 1 mark for correct spelling. Allow two errors. Award no marks for E3.17 if candidates have written fewer than five sentences.			1
	Target	Composition criteria			Mark
	E3.18	Award 1 mark in each case for: <ul style="list-style-type: none"> • what they did (1) • who they met (1) • what they liked AND why (1) • what they disliked AND why (1) AND Award 1 mark if information is communicated in a logical sequence (e.g. chronologically or by topic). 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.			5
	E3.19	Award 1 mark if the candidate has written at least eight sentences.			1
E3.21	Award 1 mark for appropriate use of paragraphs (a minimum of two).			1	
	Marks	Descriptor			
	2	Appropriate use of at least three compound sentences.			
	1	Appropriate use of one or two compound sentences.			
	0	No appropriate use of compound sentences.			
Use of <i>complex</i> sentences (e.g. including conjunctions such as <i>when, if, after</i>) should also be accepted.			2		
E3.22	Award 1 mark for language appropriate for the purpose and audience (e.g. use of first person, appropriate adjectives and no slang).			1	
Total for question				14	

Question	Target	Answers	Mark
5	E3.17	(a) enough (b) medicine (c) allowed (d) island (e) appreciate (f) piece (g) climb (h) comfortable (i) opposite (j) History Award one mark per correct spelling. Words copied wrongly must be marked as incorrect. Do not penalise incorrect capitalisation.	10
Total marks for paper			36

Question targeting key: DfE subject content statements

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