Mark scheme

Practice Paper
For first teaching September 2019

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

Entry Level 3: Writing mark scheme

Practice Paper

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 learner'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	**thank** **think** **three** **thumb** Award **1** mark for all four words written in the correct alphabetical order. Do not penalise spelling errors after the third letter of each word.	1

Question	Target	Answers	Mark
2	E3.14	**teeth** **knives** 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-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: • what to do AND where to go (1) • useful things to know (1) • what they could do together (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: • 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-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: - what it was about (1) - who was in it (1) - what you liked about it (1) - what you disliked about it. (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). AND Award up to **2** marks for appropriate use of compound sentences:			
		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.		
		If the candidate uses *complex* sentences (e.g. uses w*hen, if, after*) these should also be accepted.			**3**
	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) centre (b) describe (c) competition (d) therefore (e) borough (f) whistle (g) tough (h) mail (i) delicious (j) environment Award **1** mark per correct spelling. Words copied wrongly must be marked as incorrect. Do not penalise incorrect capitalisation.	**10**
		Total marks for paper	**36**
		Pass mark	**TBC**

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	3
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	Q5	11
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 Write in compound sentences and paragraphs where appropriate	Q4	3
E3.22 Use language appropriate for purpose and audience	Q3, Q4	2
	Total	**36**