

Functional Skills Mark Scheme



English – Reading

Entry Level 2

SAM

General Marking Guidance

- Markers should apply the mark scheme consistently across all papers marked. Standardisation will take place at the beginning, middle and end of the marking window to ensure this takes place.
- 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', the marker should judge the response's merits based on the information provided in the assessment materials.
- Learners should not be penalised for spelling, punctuation and grammar errors providing the answer is comprehensible.
- Where the marker is unsure of how to apply the mark scheme, guidance from the team leader 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 of mark schemes – these will be reported to Open Awards immediately.

Pass Mark: 10

Question Number	Question	Accepted Responses	Mark Allocated	Scope of Study Reference
Task 1 Q1. College Information Evening	What does it mean to interact? Look it up in the dictionary.	The correct dictionary meaning in the context.	(1 mark)	SoS10
Q2	Why should you book an appointment as soon as you can?	<p>If you have not booked, you may have to wait up to an hour to talk to a team leader.</p> <p>Accept similar wording that includes being busy and/or having to wait.</p>	(1 mark)	SoS8
Q3	Name two things you can do if you have to wait at the work place.	<p>1 mark for each of:</p> <ul style="list-style-type: none"> • Look around the work place • Interact with new people • Use the canteen to buy/get a hot or cold drink and/or snack • Speak to the receptionist. <p>Accept similar wording</p>	(2 marks)	SoS11

Q4	Who can you go to if you have any questions?	The receptionist	(1 mark)	SoS8
Task 2 Canteen Q5	What does it mean to be careless? Look it up in dictionary.	The correct dictionary meaning in the context.	(1 mark)	SoS10
Q6	Where must you put canteen rubbish?	Learner gives answer contained in image: Place all canteen rubbish in bins provided Accept similar wording	(1 mark)	SoS12
Q7	What are two rules that must be followed when using cups in the canteen?	1 mark up to two marks for each of: <ul style="list-style-type: none"> • Always wash cups • Always dry up cups • If you break a cup, sweep it up carefully • Don't leave dirty cups in the sink Accept similar wording	(2 marks)	SoS8

Q8	Give two organisational markers used in the text that make it easier to understand.	1 mark for each of: <ul style="list-style-type: none"> • Bold type • Bullet points • Underlined headings • Capital letters • Ticks • Crosses • Image 	(2 marks)	SoS9
Task 3 My work experience Q9	Who printed the Newsletter?	Learner gives answer contained in image: Milbury Factory	(1 mark)	SoS12
Q10	Which two people helped Asher while on work experience?	1 mark for each of: <ul style="list-style-type: none"> • Team leader. • Canteen cook or chef. Accept similar wording	(2 marks)	SoS11
Q11	What two food items did Asher make to sell in the canteen?	1 mark for each of: <ul style="list-style-type: none"> • Soup • Cakes 	(2 marks)	SoS11
11 Questions			16 marks	