



NCFE Entry Level 2 Functional Skills Qualification in English (603/5056/8): Writing

Paper number: Sample Assessment Materials

Pass Mark: 21

Mark Scheme

Marking guidelines

You must apply the following marking guidelines to all marking undertaken throughout the marking period. This is to ensure fairness to all learners, who must receive the same treatment. You must mark the first learner in exactly the same way as you mark the last.

- The Mark Scheme must be referred to throughout the marking process and applied consistently.
- Reward learners positively, giving credit for what they have shown, rather than what they might have omitted.
- Utilise the whole mark range and always award full marks when the response merits them.
- Be prepared to award zero marks if the learner's response has no relevant material.
- Do not credit irrelevant material that does not answer the question, no matter how impressive the response might be.
- The marks awarded for each response should be clearly and legibly recorded in the grid on the last page of the Question Paper.
- If you are in any doubt about the application of the Mark Scheme, you must consult with your internal quality assurer (IQA).
- Do not penalise any error made in spelling, punctuation and grammar skills above entry level 2.

The checking of spellings against the Entry Level 2 Mandatory Words – Guidance for Assessors

- You are not required to check that all correct spellings are included in the list of mandatory words applicable at Entry Level 2.

Subject content statements (SCS)

EL2.3.13 Use basic punctuation correctly (for example, full stops, capital letters, question and exclamation marks)

EL2.3.14 Form regular plurals

EL2.3.15 Use the first and second letters to sequence words in alphabetical order

EL2.3.16 Spell correctly words designated for Entry Level 2 (see Appendix [Functional Skills English Conditions and Requirements](#))

EL2.3.17 Communicate information using words and phrases appropriate to audience and purpose

EL2.3.18 Complete a form asking for personal information (for example, first name, surname, address, postcode, age, date of birth)

EL2.3.19 Write in compound sentences, using common conjunctions (for example, or, and, but) to connect clauses

EL2.3.20 Use adjectives and simple linking words in the appropriate way

	Section 1: spelling test		
	Question is testing spelling only – answer can be written in lower, upper or mixed case. Accept the correct spelling written in gap or clearly indicated. Note: all words come from mandatory word list for Entry Level 2 Functional Skills English Conditions and Requirements		
Q no.	Marking guidance	Marks	Subject content statement
1 to 10	1. idea 2. difficult 3. trouble 4. month 5. busy 6. forty 7. address 8. find 9. blue 10. young Award one mark for each correct spelling.	10	EL2.3.16
	Total marks available for spelling test:		10

Section 2:			
Q no.	Marking guidance	Marks	Subject content ref
11 (a)	Award one mark for the correct spelling of regular plural: houses	1	EL2.3.14
11 (b)	Award one mark for the correct spelling of regular plural: potatoes	1	EL2.3.14
12	Award one mark for the correct order: - apple - grape - pear - plum Do not penalise spelling errors after the second letter.	1	EL2.3.15
13 (a)	Award one mark for the correct use of a capital letter. <u>I</u> have to leave in half an hour.	1	EL2.3.13
13 (b)	Award one mark for the correct use of a question mark. Do you want to come with me<u>?</u>	1	EL2.3.13
Total marks for section 2:		5	

Section 3			
Question 14 Writing composition: complete a form		Marks	Subject content ref
Three marks available for accuracy in the personal details section (top part of the form); personal details may be real or made up.			
Q14	Award one of the following: - no more than two errors in personal details (1 mark) - no more than one error in personal details (2 marks) - all personal details are correct / no errors. (3 marks)	3	EL2.3.18
Question 14 Writing composition: complete a form in more detail (bottom part of the form)			
Five marks available for composition.			
Q14	Award one of the following: - words and phrases make sense, but the response is limited / incomplete (fewer than four sentences) (1 mark) - words and phrases are mostly appropriate for purpose / audience; there may be the occasional error / lapse in word choice (2 marks) - words and phrases are appropriate for purpose / audience; information is clearly communicated. (3 marks) Award marks if the information makes sense / can be understood. Do not penalise errors that do not affect clarity and meaning.	3	EL2.3.17
	Award one mark for the following: at least one adjective used appropriately. (1 mark)	1	EL2.3.20
	Award one mark for the following:	1	EL2.3.19

	at least one accurate compound sentence using a conjunction (and, but, so). [1 mark]		
	Total content marks for question 14:	8	
Question 14 Spelling, punctuation and grammar			
Q14	Award one mark for the following: no more than two spelling errors for every three sentences (30 to 40 words). (1 mark) Do not penalise spelling errors that are higher than Entry Level 2 (Entry 3 words such as 'opposite', 'allowed', 'centre' do not need to be spelled correctly). See Entry Level 2 and Entry Level 3 word lists (pages 10 to 11).	1	EL2.3.16
	Total spelling, punctuation and grammar marks for question 14:		
	Total marks for question 14:	9	
Question 15 Writing composition: write an email		Marks	Subject content ref
Seven marks available for composition.			
Q15	Award one mark for the following: the purpose of the response is clear. (1 mark)	1	EL2.3.17
	Award one mark for the following: words and phrases are relevant to the topic. (1 mark)	1	EL2.3.17

	Award one of the following: - words and phrases make sense, but the response is limited / incomplete (fewer than four sentences) (1 mark) - words and phrases are mostly appropriate for purpose / audience; there may be the occasional error / lapse in word choice (2 marks) - words and phrases are appropriate for purpose / audience; information is clearly communicated. (3 marks) Award marks if the information makes sense. Do not penalise errors that do not affect clarity and meaning.	3	EL2.3.17
	Award one mark for appropriate use of: at least one adjective. (1 mark)	1	EL2.3.20
	Award one mark for the following: at least one accurate compound sentence using a conjunction (and, but, so). (1 mark)	1	EL2.3.19
	Total content marks for question 15:	7	

Question 15 Spelling, punctuation and grammar			
Q15	Award one of the following: - at least two accurate, complete sentences (correct use of capital letters, full stops, exclamation or question marks) (1 mark) - at least three accurate, complete sentences (correct use of capital letters, full stops, exclamation or question marks). (2 marks) Award no marks for EL2.3.13 if learners have attempted fewer than three sentences.	2	EL2.3.13
	Award one of the following. For every three sentences or 30 to 40 words: - three spelling errors or more (0 marks) - two spelling errors (1 mark) - one spelling error or less. (2 marks) Award maximum one mark if learners have attempted fewer than three sentences. Do not penalise spelling errors that are higher than Entry Level 2 (Entry Level 3 words such as 'opposite', 'allowed', 'centre' do not need to be spelled correctly). See Entry Level 2 and entry level 3 word lists (pages 10 to 11.)	2	EL2.3.16
	Total spelling, punctuation and grammar marks for question 15:	4	
	Total marks for question 15:	11	
	Total marks available:	35	

Mandatory words for Entry Level 2 taken from Appendix [Functional Skills English Conditions and Requirements](#)

add	business	eight	hear	notice	second	thought
address	busy	eighteen	heard	obey	sentence	through
age	calendar	eighty	height	once	seven	to
always	care	everybody	here	one	since	too
among	carry	everything	hour	our	six	touch
animal	caught	example	idea	page	something	trouble
answer	cause	extreme	imagine	people	son	truly
anything	circle	eye	important	perhaps	special	two
arrive	city	find	knowledge	position	straight	watch
bare	complete	forty	learn	possess	strange	weigh
bear	computer	forward	letter	possible	sugar	weight
beautiful	country	fourteen	machine	potatoes	sure	whole
behind	daily	friend	material	pressure	surname	woman
believe	decide	fruit	mean	pretty	surprise	women
better	differ	grammar	minute	probably	their	won
blew	different	great	month	promise	there	year
blue	difficult	group	move	quarter	therefore	young
break	double	guard	music	quiet	they're	
breathe	early	guide	naughty	quite	thirteen	
build	earth	half	next	remember	thirty	

Mandatory words for Entry Level 3 taken from Appendix Functional Skills English Conditions and Requirements

Note that these words do **not** need to be spelled correctly at Entry Level 2.

accept	bomb	competition	ease	father	led	passed	rough	whether
according	borough	condemn	education	frequently	listen	past	scene	whistle
achieve	bought	correspond	enough	groan	mail	peace	scheme	who's
actual	brake	cough	equip	grown	male	picture	seen	whose
allowed	break	criticise	especially	guarantee	measure	piece	steal	
aloud	brought	crumb	excellent	guessed	meat	plain	steel	
although	bury	curiosity	except	guest	medicine	plane	sugar	
appear	cause	debt	exercise	heel	meet	pleasure	suppose	
apply	centre	definite	experience	he'll	minute	popular	therefore	
appreciate	certain	describe	experiment	increase	missed	position	thorough	
attach	climb	desert	explanation	island	mist	purpose	though	
autumn	college	dessert	fair	knee	not	qualification	thumb	
available	column	determined	famous	knife	occasion	qualify	tough	
average	committee	develop	fare	knot	opposite	receive	treasure	
bargain	communicate	dictionary	farther	knowledge	ought	recent	various	
berry	community	doubt	fasten	lead	particular	regular	weather	