



NCFE Entry Level 3 Functional Skills Qualification in English (603/5052/0): Writing

Paper number: Sample Assessment Materials

Pass mark: 23

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.
- The marks awarded for each response should be 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 3.

The checking of spellings against the entry level 3 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 3.

Subject content statements (SCS)			
EL3.3.13 Use a range of punctuation correctly (for example, full stops, question marks, exclamation marks, commas)			
EL3.3.14 Form irregular plurals			
EL3.3.15 Use mostly correct grammar (for example, subject-verb agreement, consistent use of tense, definite and indefinite articles)			
EL3.3.16 Use the first, second and third place letters to sequence words in alphabetical order			
EL3.3.17 Spell correctly words designated for Entry Level 3 (see Appendix FS English conditions and requirements)			
EL3.3.18 Communicate information, ideas and opinions clearly and in a logical sequence (for example, chronologically, by task)			
EL3.3.19 Write text of an appropriate level of detail and of appropriate length (including where this is specified)			
EL3.3.20 Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points			
EL3.3.21 Write in compound sentences and paragraphs where appropriate			
EL3.3.22 Use language appropriate for purpose and audience			
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 the gap or clearly indicated. Note: All words come from mandatory word list for entry level 3 FS English conditions and requirements .			
Q no	Marking guidance	Marks	Subject content statement
1 to 10	<ol style="list-style-type: none"> 1. farther [1 mark] 2. mist [1 mark] 3. bargain [1 mark] 4. tough [1 mark] 		EL3.3.17

	5. autumn [1 mark] 6. island [1 mark] 7. achieve [1 mark] 8. thorough [1 mark] 9. correspond [1 mark] 10. enough [1 mark]		
	Total marks available for spelling test:	10	

Section 2			
11 (a)	Award one mark for the correct spelling of irregular plural: <ul style="list-style-type: none"> • children 	1	EL3.3.14
11 (b)	Award one mark for the correct spelling of irregular plural: <ul style="list-style-type: none"> • nurseries 	1	EL3.3.14
12	Award one mark for the correct order: <ul style="list-style-type: none"> • robin • rook • thrush • wren 	1	EL3.3.16
13	Choose the sentence which has the correct punctuation. Award one mark for the following: (B) Did you go to the cinema last night?	1	EL3.3.13
Total marks Section 2:		4	

Section 3			
Question 14 email			
EL3.3.18 Communicate information, ideas and opinions clearly and in a logical sequence (for example, chronologically, by task) 3 marks EL3.3.19 Write text of an appropriate level of detail and of appropriate length (including where this is specified) 1 mark			
Q14	Award one mark for the following: The response: <ul style="list-style-type: none"> includes all required information / details. (1 mark) 	1	EL3.3.19
	Award one of the following, up to three marks: The response: <ul style="list-style-type: none"> is at times clear (1 mark) is mainly clear (2 marks) is clear throughout. (3 marks) Award marks if the information makes sense / can be understood. Do not penalise errors which do not affect clarity and meaning.	3	EL3.3.18
	Award one of the following, up to two marks: The responses is relevant to the format used in the Question Paper. Learner has used an appropriate format, for example: <ul style="list-style-type: none"> letter, email, report, review, article, narrative / diary entry / piece of writing (1 mark) And 1 mark for any additional feature: Additional features depending on type of document (1 mark):	2	EL3.3.20

	<p>Letter: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • recipient's address • salutation • close • name at end. 	<p>Email: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • subject line • salutation • close • name at end. 	<p>Report: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullets • numbered sections • subheadings • introduction / conclusion. 		
	<p>Review: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullet / numbered points • subheadings • attribution • introduction / conclusion. 	<p>Article: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullet / numbered points • subheadings • attribution • introduction / conclusion. 	<p>MS narrative / diary entry: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • heading / title • subheadings • attribution / name of writer • subheading • introduction and / or conclusion • logical sequence (for example, events described in order). 		
	<p>Award one of the following:</p> <ul style="list-style-type: none"> • language / vocabulary is sometimes appropriate for purpose / audience; there may be the occasional error / lapse in tone or word choice (1 mark) • language / vocabulary used is appropriate for purpose / audience throughout (for example, appropriate word choices for an email). (2 marks) 			2	EL3.3.22
	<p>Award one mark for the following:</p> <ul style="list-style-type: none"> • at least two paragraphs. (1 mark) 			1	EL3.3.21
	<p>Award one mark for the following:</p>			1	EL3.3.21

	<ul style="list-style-type: none">• at least three accurate compound sentences (sentences using conjunctions). <p>(1 mark) Accept complex sentences.</p>		
	Total Content marks Question 14:		10

Question 14 Spelling, punctuation and grammar			
Q14	Award one mark for correct use of punctuation (for example, capital letters, full stops, commas, exclamation or question marks). • allow up to two errors per paragraph or every four sentences. (1 mark)	1	EL3.3.13
	Award one mark for use of correct grammar (subject-verb agreement, consistent use of verb tense, use of definite and indefinite articles). • allow up to two errors per paragraph or every four sentences. (1 mark)	1	EL3.3.15
	Award one mark for correct spelling. • allow two spelling errors per paragraph or every four sentences. (1 mark) Do not penalise spelling errors which are higher than Entry Level 3. See word list for guidance (page 12).	1	EL3.3.17
	Total Spelling, punctuation and grammar marks Question 14:	3	
Total marks Question 14:		13	

Question 15 Writing Composition: Write a narrative of a long journey			
Q15	<p>Award one mark for the following:</p> <p>The response:</p> <ul style="list-style-type: none"> includes all required information / details. (1 mark) 	1	EL3.3.19
	<p>Award one of the following, up to three marks:</p> <p>The response:</p> <ul style="list-style-type: none"> is at times clear (1 mark) is mainly clear (2 marks) is clear throughout. (3 marks) <p>Award marks if the information makes sense / can be understood. Do not penalise errors which do not affect clarity and meaning.</p>	3	EL3.3.18
	<p>Award the following, up to two marks:</p> <p>Learner has used appropriate format for descriptive writing:</p> <ul style="list-style-type: none"> title (1 mark) <p>And</p> <p>Award a maximum of one mark for any other suitable formatting or structural feature, for example:</p> <ul style="list-style-type: none"> attribution / name of writer (1 mark) subheading (1 mark) introduction and/or conclusion (1 mark) logical sequence (eg events described in order). (1 mark) 	2	EL3.3.20

<p>Letter: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • recipient's address • salutation • close • name at end. 	<p>Email: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • subject line • salutation • close • name at end. 	<p>Report: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullets • numbered sections • subheadings • introduction / conclusion. 		
<p>Review: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullet / numbered points • subheadings • attribution • introduction / conclusion. 	<p>Article: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • bullet / numbered points • subheadings • attribution • introduction / conclusion. 	<p>MS narrative / diary entry: 1 mark for any of the following:</p> <ul style="list-style-type: none"> • heading / title • subheadings • attribution / name of writer • subheading • introduction and/or conclusion • logical sequence (for example, events described in order). 		
<p>Award one of the following:</p> <ul style="list-style-type: none"> • language / vocabulary is sometimes appropriate for purpose / audience; there may be the occasional error / lapse in tone or word choice (1 mark) • language / vocabulary used is appropriate for purpose / audience throughout (for example, appropriate word choices for a description). (2 marks) 			2	EL3.3.22
<p>Award one mark for the following:</p> <ul style="list-style-type: none"> • at least two paragraphs. (1 mark) 			1	EL3.3.21
<p>Award one mark for the following:</p> <ul style="list-style-type: none"> • at least three accurate compound sentences (sentences using conjunctions). (1 mark) <p>Accept complex sentences.</p>			1	EL3.3.21

	Total Content marks Question 15:	10	
	Question 15 Spelling, Punctuation and Grammar		
Q15	Award one mark for correct use of punctuation (for example, capital letters, full stops, commas or question marks): <ul style="list-style-type: none"> allow up to two errors per paragraph or every four sentences. (1 mark) 	1	EL3.3.13
	Award one mark for use of correct grammar (subject-verb agreement, consistent use of verb tense, use of definite and indefinite articles). <ul style="list-style-type: none"> allow up to two errors per paragraph or every four sentences. (1 mark) 	1	EL3.3.15
	Award one mark for correct spelling. <ul style="list-style-type: none"> allow two spelling errors per paragraph or every four sentences. (1 mark) Do not penalise spelling errors which are higher than entry level 3. See word list for guidance (page 12).	1	EL3.3.17
	Total Spelling, Punctuation and Grammar marks Question 15:	3	
	Total marks Question 15:	13	
	Total marks available:	40	

Mandatory words for Entry Level 3 taken from Appendix FS English conditions and requirements

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