



NCFE Entry Level 1 Functional Skills Qualification in English (603/5059/3): Writing

Paper number: Sample Assessment Materials

Pass Mark: 18

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 1.

The checking of spellings against the Entry Level 1 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 1.

Subject content statements (SCS)			
EL1.3.11 Punctuate simple sentences with a capital letter and a full stop EL1.3.12 Use a capital letter for the personal pronoun 'I' and the first letter of proper nouns EL1.3.13 Use lower case letters when there is no reason to use capital letters EL1.3.14 Write the letters of the alphabet in sequence and in both upper and lower case EL1.3.15 Spell correctly words designated for Entry Level 1 (see appendix <u>Functional Skills English Conditions and Requirements</u>) EL1.3.16 Communicate information in words, phrases and simple sentences			
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 1 <u>Functional Skills English Conditions and Requirements</u>			
Q no	Marking guidance	Marks	Subject content ref
1 to 10	1. live [1 mark] 2. some [1 mark] 3. because [1 mark] 4. year [1 mark] 5. little [1 mark] 6. which [1 mark] 7. dear [1 mark] 8. close [1 mark] 9. around [1 mark] 10. follow [1 mark]	10	EL1.3.15
Total marks available for spelling test:		10	

Section 2: letter and alphabetical order																		
Q no	Marking guidance				Marks	Subject content ref												
11	Award one of the following: - there is a maximum of two errors (1 mark) - the answers are all in alphabetical order and in the correct case. (2 marks) <table border="1"><tr><td></td><td>Nn</td><td></td><td></td><td>Qq</td><td>Rr</td></tr><tr><td></td><td>Tt</td><td></td><td></td><td></td><td></td></tr></table> Accept answers that place lower case letter first					Nn			Qq	Rr		Tt					2	EL1.3.14
	Nn			Qq	Rr													
	Tt																	
12	Award a maximum of one mark for corrected personal pronoun 'I' and a maximum of one mark for corrected proper noun 'Saturday': (a) He has to work on saturday. He has to work on <u>S</u>aturday. (b) What will i do tomorrow? What will <u>I</u> do tomorrow? Accept a revision. Learner does not need to rewrite the full sentence.				2	EL1.3.12												
Total marks for section 2:					4													

Section 3: writing composition			
Question 13 write a message			
Q no	Marking guidance	Marks	Subject content ref
Q13	Award one mark for the following: information is relevant (1 mark)	1	EL1.3.16
	Award one mark for the following: at least three simple sentences / attempts at simple sentences. (1 mark)	1	EL1.3.16
	Award one of the following: - the information makes sense in places / incomplete sense (1 mark) - the information can be understood / is functional at Entry Level 1. (2 marks)	2	EL1.3.16
	Total content marks question 13:	4	
Question 13: spelling, punctuation and grammar			
Q13	Award one mark for the following: at least one sentence demonstrates the correct use of a capital letter at the start and full stop at the end. (1 mark)	1	EL1.3.11
	Award one mark for the following: use of lower-case letters when appropriate. Allow one error for every three sentences (or attempts at sentences). (1 mark)	1	EL1.3.13
	Award one mark for the following:	1	EL1.3.15

	Entry Level 1 spelling is accurate. Allow two errors for every three sentences (or attempts at sentences). (1 mark) Do not penalise errors that are higher than Entry Level 1 (see list on page 9 for guidance).		
	Total spelling, punctuation and grammar marks question 13:	3	
	Total marks question 13:	7	

Question 14 write a note			
Q no	Marking guidance	Marks	Subject content ref
Q14	Award one mark for the following:		
	information is relevant (1 mark)	1	EL1.3.16
	Award one mark for the following:		
	at least three simple sentences / attempts at simple sentences. (1 mark)	1	EL1.3.16
	Award one of the following:		
	- words and phrases are sometimes appropriate for purpose (1 mark) - words and phrases are appropriate for purpose. (2 marks)	2	EL1.3.16
	Award one of the following:		
	- the information makes sense in places / incomplete sense (1 mark) - the information can be understood / is functional at Entry Level 1. (2 marks)	2	EL1.3.16
	Total content marks question 14:	6	

	Question 14 spelling, punctuation and grammar		
Q14	Award one mark for the following:		
	at least one sentence demonstrates the correct use of a capital letter at the start and full stop at the end. (1 mark)	1	EL1.3.11
	Award one mark for the following:		
	correct use of lower-case letters when appropriate. Allow one error for every three sentences (or attempts at sentences). (1 mark)	1	EL1.3.13
	Award one mark for the following:		
	Entry Level 1 spelling is accurate. Allow two errors for every three sentences (or attempts at sentences). (1 mark)	1	EL1.3.15
	Do not penalise errors that are higher than Entry Level 1 (see list on page 8 for guidance).		
	Total spelling, punctuation and grammar marks question 14:	3	
	Total marks question 14:	9	
	Total marks for writing paper:	30	

Mandatory words for Entry Level 1 taken from appendix Functional Skills English Conditions and Requirements

about	change	follow	into	Mrs	pull	tell	we
act	child	for	is	my	push	thank	Wednesday
after	close	four	know	myself	put	the	week
again	come	Friday	large	near	real	their	well
air	could	full	last	never	reply	there	were
all	cross	get	late	new	right	they	what
also	day	girl	life	no	room	think	when
any	dear	give	like	now	said	Thursday	where
anyone	do	go	little	number	same	time	which
are	does	gone	live	of	Saturday	to	who
around	done	good	look	off	saw	today	will
as	don't	group	made	old	say	together	without
ask	door	has	make	one	says	told	word
back	down	have	many	only	school	too	work
be	draw	he	me	open	see	Tuesday	world
because	eat	head	meet	or	seem	two	would
before	enjoy	hello	might	other	she	under	write
between	even	her	mind	our	should	until	wrong
both	every	here	miss	over	show	use	wrote
boy	fast	high	Monday	own	small	walk	year
brother	feel	his	money	past	so	want	you
by	few	hold	more	path	some	warm	your
call	find	house	morning	person	someone	was	
came	first	how	most	plant	still	water	
can	floor	I	Mr	poor	take	way	