

Sample Mark Scheme: P000329

NCFE Functional Skills Qualification in English at Level 1 - Writing (501/1660/5)

Markers' Briefing Note

Marks in the English Writing component are awarded for 'independent construction of written text to communicate in a purposeful context'. Whilst the learner may use the content of any Source Documents to inform their writing, the Writing Activities do not assess Reading skills.

Learners are expected to produce an open response. Depending on the context of the activity, a learner may support either side of an argument, or adopt any well-reasoned stance, using the Source Documents and/or their own ideas and experiences. What should be assessed is their ability to do so whilst meeting all the coverage and range criteria of the Writing Skill Standard.

SPAG Mark Scheme

Each writing paper consists of **two** activities. There are 9 marks awarded for Spelling, Grammar and Punctuation (SPAG) for each activity. These are evenly distributed with 3 marks awarded for each skill. The tiered scheme for awarding marks is detailed in this document.

Activity 1: Write an email.	Marks	Skill standard assessed
<p>Content:</p> <p>Award 1 mark for each of the following, up to a maximum of 5 marks:</p> <p>The email should:</p> <ul style="list-style-type: none"> • explain why the candidate is writing and make clear who the trip is for • give organisational details about the trip such as times, dates, transport arrangements • explain why Adventure Island has been chosen as the venue and describe what they might do once they are there • explain what recipients should do if they want to attend • include any further plausible/reasonable information which focuses on the prescribed purpose of the email. 	5 (max)	1.3.1 Write clearly and coherently, including an appropriate level of detail
<p>Structure:</p> <p>Award 1 mark for each of the following, up to a maximum of 2 marks:</p> <p>The email should:</p> <ul style="list-style-type: none"> • have a clear structure with writing organised into paragraphs • use complete sentences to convey information and ideas (although emails are a fast means of communication in the modern world so it should not be overly wordy and the majority of sentences may be shorter and less complex). 	2 (max)	1.3.2 Present information in a logical sequence
<p>Format and style:</p> <p>Award 1 mark for each of the following, up to a maximum of 4 marks:</p> <p>The email should:</p> <ul style="list-style-type: none"> • include language and features suitable for an audience of work colleagues. As the email will detail a social aspect of work, and not all workplaces operate very formally, it is reasonable for candidates to use a semi-formal style and tone (such as; <i>We hope to have a great time. I can't wait to go!</i>) The candidate should, however, still write in full sentences, using correct grammar and spelling as is appropriate for a written form of language • have a subject and recipient – email address must be plausible and subject should be concise and appropriate • has a clear sense of purpose 	4 (max)	1.3.3 Use language, format and structure suitable for purpose and audience

<ul style="list-style-type: none"> • have an opening and closing phrase which is appropriate to the formal setting of the workplace. As the email is about a social trip, however, openings may range from the formal (such as <i>Dear colleagues</i>) to the less formal (such as <i>Hello</i>). Similarly, it would be acceptable to use closing phrases ranging from the more formal (such as <i>Yours sincerely/faithfully, regards</i>) to the less formal (such as best wishes, many thanks). 		
<p>Grammar: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they will not be considered for the full 3 marks.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements:</p> <ul style="list-style-type: none"> • the grammar is almost totally accurate (i.e. subject-verb agreement, consistent use of tenses and pronouns - any errors stand out as untypical or "one-off" mistakes) • the grammar is accurate at least 75% of the time (i.e. subject-verb agreement and consistent use of tenses and pronouns, although there may be some errors) • The grammar is at least 50% accurate (i.e. there may be some basic grammatical errors in e.g. subject-verb agreement or consistency of tenses). 	<p>3 (max)</p> <p>3 2 1</p>	<p>1.3.4 Use correct grammar, including correct and consistent use of tense</p>
<p>Spelling: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they will not be considered for the full 3 marks.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements. Base the judgement on the notes contained below which identify the particular words/skills desired at Level 1:</p> <ul style="list-style-type: none"> • the spelling of L1 words is almost totally accurate and meaning is clear (there may be one or two lapses) • the spelling of L1 words is usually accurate (with at least 75% accuracy) • the spelling of L1 words is accurate at least 50% of the time, but there are several lapses. <p>Notes - At Level 1, a candidate is expected to correctly spell regular, common words used most often in work, studies and daily life such as:</p> <ul style="list-style-type: none"> • words using the <i>-ly, -er, -age</i> suffixes: <i>sincerely, definitely, package</i> • homophones: <i>four/for, were/we're, sea/see</i> • single vowels + consonant: <i>adventure, tickets</i> • two different vowels in the middle of a word: <i>social, leave, await</i> • unstressed vowels: <i>separate, restaurant, interesting</i> • <i>ie</i> or <i>ei</i> confusions: <i>receive, believe</i> 	<p>3 (max)</p> <p>3 2 1</p>	<p>1.3.5i Ensure written work includes generally accurate spelling and that meaning is clear</p>

<ul style="list-style-type: none"> pluralising words ending in <i>y, f, fe</i> or <i>o</i>: <i>babies, halves, potatoes</i> <p>(Candidates should not be penalised for failing to spell correctly words which are associated with a higher level than Level 1. Zero marks can be awarded if there is no progression from Entry 3).</p>		
<p>Punctuation: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they <i>will not</i> be considered for the full 3 marks. If the answer is written all in capital letters, then the score is 0.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements:</p> <ul style="list-style-type: none"> punctuation is almost totally accurate (i.e. a range of punctuation including full stops, capital letters, and question marks is generally used accurately) a range of punctuation including full stops, capital letters, commas and question marks is used accurately most of the time (i.e. with at least 75% accuracy) punctuation is accurate at least 50% of the time (i.e. full stops and capital letters are sometimes used accurately). <p>(Candidates should not be penalised for incorrectly using commas and apostrophes usually associated with Level 2. Zero marks can be awarded if there is no progression from Entry 3).</p>	<p>3 (max)</p> <p>3</p> <p>2</p> <p>1</p>	<p>1.3.5 ii Ensure written work includes generally accurate punctuation and that meaning is clear</p>
Total marks:	20	

Activity 2: Write a report.	Marks	Skill standard assessed
<p>Content:</p> <p>Award 1 mark for each of the following, up to a maximum of 5 marks:</p> <p>The report should:</p> <ul style="list-style-type: none"> • explain why the candidate is writing • give a clear and justified explanation of ideas for a summer outing: award 1 mark for a simple outline with generic reasons. 2 marks for a full outline with justified reasons. 3 marks for a full and detailed outline. <p>Award 1 additional mark if the learner:</p> <ul style="list-style-type: none"> • makes a recommendation OR • summarises their suggestions. 	5 (max)	1.3.1 Write clearly and coherently, including an appropriate level of detail
<p>Structure:</p> <p>Award 1 mark for each of the following, up to a maximum of 2 marks:</p> <p>The report should:</p> <ul style="list-style-type: none"> • have a clear structure with writing organised into paragraphs • use complete sentences to describe and explain. 	2 (max)	1.3.2 Present information in a logical sequence
<p>Format and style:</p> <p>Award 1 mark for each of the following, up to a maximum of 4 marks:</p> <p>The report should:</p> <ul style="list-style-type: none"> • use appropriate language • have an appropriate introduction and conclusion • include an appropriate headline or title • give a clear sense of purpose using a formal style. 	4 (max)	1.3.3 Use language, format and structure suitable for purpose and audience

<p>Grammar: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they <i>will not</i> be considered for the full 3 marks.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements:</p> <ul style="list-style-type: none"> the grammar is almost totally accurate (i.e. subject-verb agreement, consistent use of tenses and pronouns - any errors stand out as untypical or "one-off" mistakes) the grammar is accurate at least 75% of the time (i.e. subject-verb agreement and consistent use of tenses and pronouns, although there may be some errors) the grammar is at least 50% accurate (i.e. there may be some basic grammatical errors in e.g. subject-verb agreement or consistency of tenses). 	<p>3 (max)</p> <p>3</p> <p>2</p> <p>1</p>	<p>1.3.4</p> <p>Use correct grammar, including correct and consistent use of tense</p>
<p>Spelling: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they <i>will not</i> be considered for the full 3 marks.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements. Base the judgement on the notes contained below which identify the particular words/skills desired at Level 1:</p> <ul style="list-style-type: none"> the spelling of L1 words is almost totally accurate and meaning is clear (there may be one or two lapses) the spelling of L1 words is usually accurate (with at least 75% accuracy) the spelling of L1 words is accurate at least 50% of the time, but there are several lapses. <p>Notes - At Level 1, a candidate is expected to correctly spell regular, common words used most often in work, studies and daily life such as:</p> <ul style="list-style-type: none"> words using the <i>-ly, -er, -age</i> suffixes: <i>completely, definitely, wreckage</i> homophones: <i>sites/sights, were/we're, sea/see</i> single vowels + consonant: <i>adventure, tickets</i> two different vowels in the middle of a word: <i>social, leave, weather</i> unstressed vowels: <i>separate, restaurant, interesting</i> <i>ie</i> or <i>ei</i> confusions: <i>receive, believe</i> pluralising words ending in <i>y, f, fe</i> or <i>o</i>: <i>babies, halves, potatoes</i> <p>(Candidates should not be penalised for failing to spell correctly words which are associated with a higher level than Level 1. Zero marks can be awarded if there is no progression from Entry 3).</p>	<p>3 (max)</p> <p>3</p> <p>2</p> <p>1</p>	<p>1.3.5i</p> <p>Ensure written work includes generally accurate spelling and that meaning is clear</p>

<p>Punctuation: NB Learner must write a minimum of 100 words to be considered for full marks, otherwise they <i>will not</i> be considered for the full 3 marks. If the answer is written all in capital letters, then the score is 0.</p> <p>Use a 'best fit' policy to award the corresponding mark for one of the bulleted statements:</p> <ul style="list-style-type: none"> • punctuation is almost totally accurate (i.e. a range of punctuation including full stops, capital letters, commas and question marks is generally used accurately) • a range of punctuation including full stops, capital letters, commas and question marks is used accurately most of the time (i.e. with at least 75% accuracy) • punctuation is accurate at least 50% of the time (i.e. full stops and capital letters are sometimes used accurately). <p>(Candidate should not be penalised for incorrectly using commas and apostrophes usually associated with Level 2. Zero marks can be awarded if there is no progression from Entry 3).</p>	<p>3 (max)</p> <p>3 2 1</p>	<p>1.3.5ii Ensure written work includes generally accurate punctuation and that meaning is clear</p>
Total marks:	20	

Overall marks:	40
Pass mark:	29

Activity 1: Write an email.				
Activity type: Free response extended writing				
Skill standard	Coverage and range	Marks available	Total marks	
Write a range of texts to communicate information, ideas and opinions using formats and styles suitable for their purpose and audience Style: Formal letter	1.3.1 - Write clearly and coherently, including an appropriate level of detail	5	20	
	1.3.2 - Present information in a logical sequence	2		
	1.3.3 - Use language, format and structure suitable for purpose and audience	4		
	1.3.4 - Use correct grammar, including correct and consistent use of tense.	3		
	1.3.5 - Ensure written work includes generally accurate punctuation and spelling and that meaning is clear	6		
Activity 2: Write a report.				
Activity type: Free response extended writing				
Skill standard	Coverage and range	Marks available	Total marks	
Write a range of texts to communicate information, ideas and opinions using formats and styles suitable for their purpose and audience Style: Formal report	1.3.1 - Write clearly and coherently, including an appropriate level of detail	5	20	
	1.3.2 - Present information in a logical sequence	2		
	1.3.3 - Use language, format and structure suitable for purpose and audience	4		
	1.3.4 - Use correct grammar, including correct and consistent use of tense.	3		
	1.3.5 - Ensure written work includes generally accurate punctuation and spelling and that meaning is clear	6		
Coverage and range		Marks available	Actual weighting	Weighting spec
1.3.1 - Write clearly and coherently, including an appropriate level of detail. 1.3.2 - Present information in a logical sequence. 1.3.3 - Use language, format and structure suitable for purpose and audience		22	55%	55-60%
1.3.4 - Use correct grammar, including correct and consistent use of tense. 1.3.5 - Ensure written work includes generally accurate punctuation and spelling and that meaning is clear		18	45%	40-45%