



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

NCFE Entry Level 3 Functional Skills Qualification in English: Reading

Paper number: 21R

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 period and applied consistently. Do not change your approach to marking once you have been standardised.
- 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 front 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).

Subject Content Statements (SCS)

EL3.2.8

Read correctly words designated for Entry Level 3 (see Appendix)

Words in each source document must contain **12.5–15%** of those given in the Entry Level 3 Appendix. This SCS is notionally assessed through evidencing understanding of **EL3.2.9, EL3.2.10, EL3.2.11** and **EL3.2.12**

EL3.2.9

Identify, understand and extract the main points and ideas in and from texts

EL3.2.10

Identify different purposes of straightforward texts

EL3.2.11

Use effective strategies to find the meaning of words (eg a dictionary, working out meaning from context, using knowledge of different word types)

EL3.2.12

Understand organisational features and use them to locate relevant information (eg contents, index, menus, tabs and links)

Q no	Marking Guidance	Marks	Subject Content Ref
Section 1			
1 (a)	Accept any one of the following: <ul style="list-style-type: none"> • Do It Yourself classes • Do It Yourself • DIY Do not award a mark for 'practical'.	1	EL3.2.9
1 (b)	Accept any one of the following: <ul style="list-style-type: none"> • period of time • span • duration Credit any other similar response.	1	EL3.2.11
1 (c)	Accept any one of the following: <ul style="list-style-type: none"> • 10 • ten 	1	EL3.2.9
1 (d)	<ul style="list-style-type: none"> • Business 	1	EL3.2.12

2 (b)	<ul style="list-style-type: none"> • Craft Courses UK 	1	EL3.2.12
2 (c)	<p>Accept any one of the following:</p> <ul style="list-style-type: none"> • Sarah Jones • Head of Student Services <p>Credit any other similar response.</p>	1	EL3.2.9
2 (d)	<p>Award one mark for any two of the following:</p> <ul style="list-style-type: none"> • Help you decide which course may suit you • Can help you meet students • You can speak to them if you have cause for concern <p>Credit any other similar response.</p>	2	EL3.2.9
2 (e)	<p>Accept any one if the following:</p> <ul style="list-style-type: none"> • Health and Safety • Text box <p>Credit any other similar response.</p>	1	EL3.2.12
2 (f)	B (fill in a form with details of your age and address)	1	EL3.2.9
2 (g)	<p>Accept any one of the following:</p> <ul style="list-style-type: none"> • raise • improve • multiply <p>Credit any other similar response.</p>	1	EL3.2.11
Total marks available:		16	