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

NCFE Entry Level 3 Functional Skills Qualification in English: Writing

Paper number: 23

Mark Scheme

General 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 3.

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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

Applying the mark scheme – level of response

Guidelines for using extended response marking grids

- Extended response marking grids have been designed to award a learner's response holistically and should follow a best-fit approach. The mark scheme is broken down into mark bands, with each band having an associated descriptor indicating the performance at that level. You should determine the level before determining the mark.
- When determining a performance level, assessors will be required to use a bottom-up approach. If the response meets all the descriptors in the lowest mark band, you should move to the next one, and so on, until the response matches the level descriptor. Assessors will be reminded to look at the overall quality of the response and reward learners positively, rather than focussing on small omissions. If the response covers aspects at different levels, they must use a best-fit approach at this stage and use the available marks within the level to credit the response appropriately.

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Subject Content Statements (SCS)			
EL3.3.13 Use a range of punctuation correctly (eg full stops, question marks, exclamation marks, commas) **EL3.3.14** Form irregular plurals **EL3.3.15** Use mostly correct grammar (eg 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 Writing Component **EL3.3.18** Communicate information, ideas and opinions clearly and in a logical sequence (eg 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			
Q no	**Marking Guidance**	**Marks**	**SCS**
Spelling Test			
	Award **one** mark for **each** correctly spelled word: • apply • knee • bargain • climb • committee • regular • communicate • rough • although • pleasure Question is testing spelling only – answer can be written in lower, upper, or mixed case.	**10**	**EL3.3.17**

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	NB: All words come from mandatory word list for Entry 3 FS English conditions and requirements		
Section 1			
1 (a)	Award **one** mark for the correct spelling of irregular plural: • factories	**1**	**EL3.3.14**
1 (b)	Award **one** mark for the correct spelling of irregular plural: • children	**1**	**EL3.3.14**
2 (a)	Award **one** mark for the correct order: • guard • guest • owner • thief	**1**	**EL3.3.16**
2 (b)	Award **one** mark for the correct order: • call • caught • shout • yell	**1**	**EL3.3.16**
	Total marks Section 1:	**4**	
Section 2			
Question 3 Writing composition: write a letter			
	The response is of an appropriate length and communicates information clearly **(1 mark)**	**1**	**EL3.3.19**

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	Award **one** of the following. The response is: • unclear / not useable **(0 marks)** • basic with limited details **(1 mark)** • mostly clear with some relevant detail **(2 marks)** • clear with relevant detail **(3 marks)**	**3**	**EL3.3.18** **EL3.3.19**
	Award the following, up to **two** marks: Learner has used an appropriate letter format: • sender's address / appropriate address **(1 mark)** And award **one** mark for any other suitable formatting feature: • recipient address • salutation • close • name at end Credit any other appropriate feature **(1 mark)**	**2**	**EL3.3.20**
	Award **one** of the following: • use of language and vocabulary is not fit for purpose / audience **(0 marks)** • use of language and vocabulary is sometimes appropriate for purpose / audience; there may be the occasional error in tone or register **(1 mark)** • use of language and vocabulary is mainly appropriate for purpose / audience **(2 marks)**	**2**	**EL3.3.22**

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	Award **one** of the following: • use of at least **one** correct compound sentence and at least **one** paragraph **(1 mark)** • at least **two** accurate compound sentences and at least **two** paragraphs **(2 marks)**	**2**	**EL3.3.21**
	Total Content marks for Question 3:	**10**	
Question 3 Spelling, Punctuation and Grammar			
	Award **one** mark for the following: • Entry 3 punctuation is mostly correct (accurate use of capital letters, full stops, commas and question marks). Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.13**
	Award **one** mark for the following: • Entry 3 grammar is mostly correct (subject-verb agreement, consistent use of verb tense, use of definite and indefinite articles). Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.15**
	Award **one** mark for the following: • spelling at Entry 3 is mainly accurate. Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.17**
	Total Spelling, Punctuation and Grammar marks Question 3:	**3**	
	Total marks Question 3:	**13**	
Question 4 Writing composition: write a review			
	The response is of an appropriate length and communicates information clearly **(1 mark)**	**1**	**EL3.3.19**
	Award **one** of the following: The response:	**3**	**EL3.3.18** **EL3.3.19**

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	• is unclear/ makes no sense / cannot be understood / nothing to reward **(0 marks)** • basic with limited details **(1 mark)** • mostly clear with some relevant detail **(2 marks)** • clear with relevant detail **(3 marks)**		
	Award the following, up to **two** marks: Learner has used an appropriate review format, for example: • a heading **(1 mark)** And award **one** mark for any other suitable formatting feature, for example: • sub-headings • bullet points • attribution Credit any other appropriate feature **(1 mark)**	**2**	**EL3.3.20**
	Award **one** of the following: • use of language and vocabulary is not fit for purpose / audience **(0 marks)** • use of language and vocabulary is sometimes appropriate for audience; there may be an occasional error in tone or register **(1 mark)** • use of language and vocabulary is mainly appropriate for audience **(2 marks)**	**2**	**EL3.3.22**
	Award **one** of the following: • use of at least **one** correct compound sentence and at least **one** paragraph **(1 mark)** • at least **two** accurate compound sentences and at least **two** paragraphs **(2 marks)**	**2**	**EL3.3.21**
	Total Content marks for Question 4:	**10**	

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Question 4 Spelling, Punctuation and Grammar			
	Award the following for: • Entry 3 punctuation is mostly correct (accurate use of capital letters, full stops, commas and question marks). Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.13**
	Award the following: • Entry 3 grammar is mostly correct (subject-verb agreement, consistent use of verb tense, use of definite and indefinite articles). Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.15**
	Award **one** mark for the following: Spelling of words in free writing. • spelling at Entry 3 is mainly accurate. Allow up to **three** Entry 3 errors **(1 mark)**	**1**	**EL3.3.17**
	Total Spelling, Punctuation and Grammar marks Question 4:	**3**	
	Total marks Question 4:	**13**	
	Total marks available:	**40**	

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