

Functional Skills Level 1 English Writing

Sample paper 4 Provisional marking scheme



A City & Guilds Group Business

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Marking guidance

The Writing mark scheme is structured as follows:

Written composition (content marks)	Q1 Max marks	Q2 Max marks	Total composition marks	% coverage (composition)
SCS22 SCS23 SCS24 SCS25	15 marks	15 marks	30 marks	56%
Spelling, punctuation and grammar (SPaG) (accuracy marks)	Q1 Max marks	Q2 Max marks	Total SPaG marks	% coverage (SPaG)
SCS19 SCS20 SCS21	12 marks	12 marks	24 marks	44%
Total mark per question	27	27		



Writing composition

Total marks for Writing Composition 30/54 (56% of marks)

Marking instructions:

Markers should read the candidate's response and make a holistic judgement about which band, on balance, **best** describes it. Within each band, marks are awarded for the candidate's overall level of performance. Once a band has been selected, markers should consider the descriptors as a whole and award marks according to how well the candidate has met these overall.

The following is given as general guidance to support consistent interpretation of the mark scheme:

- Band 4: Candidates must meet **at least two** of the bullets to be placed within this band.
- Band 1: Candidate's response must meet **at least one** of the four bullets to be awarded 1 mark.
- If candidate's response fails to meet any of the bullets award 0 marks.

Bands 3 and 4, ('consistently' or 'mostly') can only be awarded if the text is an appropriate length (ie, approximately as specified by the question or longer).



Band	Descriptor	Coverage	Q1 Marks	Q2 Marks
4: Consistently	<p>Consistently</p> <ul style="list-style-type: none"> • Consistently communicates information, ideas and opinions clearly, coherently and accurately. • Consistently writes text of appropriate level of detail and length to meet the needs of purpose and audience. • Consistently uses appropriate format and structure for audience and purpose, and paragraphing if required. • Writes consistently and accurately in complex sentences, using appropriate language for audience and purpose. 	SCS22 SCS23 SCS24 SCS25	12 – 15	12 - 15
3: Mostly	<p>Mostly</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions clearly, coherently and accurately most of the time. • Writes text of a mostly appropriate level of detail and length that mostly meets the needs of purpose and audience. • Format and structure are mostly appropriate for audience and purpose, and paragraphing, if required, is mostly correct. • Writing in complex sentences is mostly accurate, with mostly appropriate use of language. 	SCS22 SCS23 SCS24 SCS25	8 - 11	8 - 11
2: Some of the time	<p>Some of the time:</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions clearly with coherence and accuracy some of the time. • Writes text of appropriate level of detail and length to meet the needs of purpose and audience some of the time. • Some format and structure is appropriate for audience and purpose, and paragraphing, if required, is correct some of the time. • Some accurate use of complex sentences and appropriate language. 	SCS22 SCS23 SCS24 SCS25	4 - 7	4 –7
1: Limited	<p>With limited success</p> <ul style="list-style-type: none"> • Communicates information, ideas and opinions with limited clarity, coherence and accuracy. • Limited appropriate detail and length to meet the needs of purpose and audience. • Limited use of format and structure for audience and purpose, and paragraphing, if required, is limited. • Limited use of complex sentences and appropriate language for audience and purpose. 	SCS22 SCS23 SCS24 SCS25	0 - 3	0 - 3



Indicative content for composition marks

Question 1: arrange an event

Expected format: email

Indicative content (other valid/relevant approaches are creditworthy)

- what type of event you are planning
- specific details about the event (eg, theme, timings, guest numbers, seating arrangements or anything else relevant to the event)
- your friend's role in helping to organise the event
- your friend's role on the day

Question 2: try new things

Expected format: instructions

Indicative content (other valid/relevant approaches are creditworthy)

- write a set of instructions for the website



Total marks for Spelling, Punctuation and Grammar 24/54 (44% of total marks)

Bands 3 and 4, ('consistently' or 'mostly') can only be awarded if the text is an appropriate length (ie, approximately as specified by the question or longer).

Spelling marks (SCS 21)	Q1	Q2
Spell correctly words used most often in work, study and daily life, including specialist words.		
4 Spelling is consistently accurate, including ambitious and/or irregular words where used.	4	4
3 Spelling is mostly correct, with occasional errors.	3	3
2 Spelling is accurate some of the time, with some accurate spelling of more complex or irregular words.	2	2
1 Limited accuracy: some accurate spelling of simple or regular words.	1	1
0 Spelling errors significantly impair meaning, or insufficient evidence to judge ability.	0	0
Punctuation marks (SCS 19)	Q1	Q2
Use a range of punctuation correctly (e.g. full stops, questions marks, exclamation marks, commas, possessive apostrophes).		
4 A range of punctuation (e.g. full stops, question marks, exclamation marks, commas and possessive apostrophes) is used consistently and accurately to mark the structure of sentences and give clarity and emphasis.	4	4
3 Punctuation is mostly accurate, including punctuation within the sentence if required, e.g. commas used correctly to mark phrases and clauses or within lists.	3	3
2 Some accuracy in punctuation: some sentences are correctly demarcated, with some correct use of other punctuation if required, e.g. commas to mark phrases or clauses and commas in lists.	2	2
1 Limited accuracy in the punctuation required for the document type.	1	1
0 Punctuation errors significantly impair meaning, or insufficient evidence to judge ability.	0	0
Grammar marks (SCS 20)	Q1	Q2
Use correct grammar (e.g. subject–verb agreement, correct & consistent use of a range of tenses, definite & indefinite articles).		
4 Grammar is consistently accurate: e.g. length, focus and structure of sentences are varied to add clarity and emphasis; tenses and verb forms are controlled; definite and indefinite articles are used accurately when needed.	4	4
3 Grammar is mostly accurate: e.g. a range of verb forms is used mostly correctly; a range of appropriate tense choices is mostly maintained; definite and indefinite articles are mostly correct when needed.	3	3
2 Some accuracy in grammar: e.g. some sentences are grammatically sound; there is some variation in verb forms; tense choice is appropriate some of the time; definite and indefinite articles are sometimes incorrectly used or omitted when needed.	2	2
1 Limited accuracy in grammar: e.g. errors in verb forms are frequent and tense choice is often incorrect; definite and indefinite articles are frequently incorrect or omitted when needed.	1	1
0 Grammar errors significantly impair meaning, or insufficient evidence to judge ability.	0	0
Total marks per question	12	12



Total marks available for SPaG

24

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