



**GA Entry Level Certificate in ESOL Skills for Life
(Entry 1) (RQF)**

Unit: WRITING (Entry 1)

MARK SCHEME & GUIDANCE ON ASSESSMENT

Guidance for Assessors: Overview of the Assessment

Task 1 – Completing a Simple Form

The purpose of this task is to assess the Candidate’s ability to write personal information on a simple form. Specifically, Candidates are assessed on their ability to:

- spell correctly some personal key words and familiar words (Ww/E1. 1)
- write the letters of the alphabet using upper and lower case (Ww/E1.2)
- use written words and phrases to record or present information (Wt/E1. 1)

The Candidate will be scored out of 6 in this task. One mark should be given for each correct answer.

Assessors should note that marks should not be awarded for answers which are not correctly spelt, including capitalisation.

Assessors should record the marks and the outcome by completing the Assessment Decision Record in the Candidate’s Booklet for Writing.

Task 2 – Short Text Composition 1

The purpose of this task is to assess the Candidate’s ability to write in full sentences about themselves, or a familiar topic. Specifically, Candidates are assessed on their ability to:

- use written words and phrases to record or present information (Wt/E1. 1)
- construct a simple sentence (Ws/E1.1)
- punctuate a simple sentence with a capital letter and a full stop (Ws/E1. 2)
- use a capital letter for pronoun ‘I’ (Ws/E1. 3)
- spell correctly some personal key words and familiar words (Ww/E1. 1)
- write the letters of the alphabet using upper and lower case (Ww/E1.2)

The Candidate will be scored out of 8 in this task.

The Candidate will be scored at 2, 1 or 0 in the categories of Task Achievement, Structure, Vocabulary Range and Control, Grammatical Range and Control according to their performance.

Guidance for Assessors is provided below.

A Candidate must score a minimum of 1 in each category in order to achieve in this task.

A Candidate scoring ‘0’ in any category in this task will not be awarded an overall ‘Pass’.

Assessors should record the outcome by completing the Assessment Decision Record in the Candidate’s Booklet for Writing.

Task 3 – Short Text Composition 2

The purpose of this task is to assess the Candidate’s ability to write a structured text about themselves, or a familiar topic. The range of texts covers emails, short messages or notes, short letters or a postcard. Specifically, Candidates are assessed on their ability to:

- use written words and phrases to record or present information (Wt/E1. 1)
- construct a simple sentence (Ws/E1.1)
- punctuate a simple sentence with a capital letter and a full stop (Ws/E1. 2)
- use a capital letter for pronoun ‘I’ (Ws/E1. 3)
- spell correctly some personal key words and familiar words (Ww/E1. 1)
- write the letters of the alphabet using upper and lower case (Ww/E1.2)

The Candidate will be scored out of 8 in this task.

The Candidate will be scored at 2, 1 or 0 in the categories of Task Achievement, Structure, Vocabulary Range and Control, Grammatical Range and Control according to their performance.

Guidance for Assessors is provided below.

A Candidate must score a minimum of 1 in each category in order to achieve in this task.

A Candidate scoring ‘0’ in any category in this task will not be awarded an overall ‘Pass’.

Assessors should record the outcome by completing the Assessment Decision Record in the Candidate’s Booklet for Writing.

Overall Assessment Decision

The Candidate must score **a minimum of 14 marks** across all 3 tasks, **AND** no fewer than 1 mark in each category in Tasks 2 and 3, to achieve an overall ‘Pass’.

The overall assessment decision for this unit should be recorded on the Overall Assessment Decision Record.

Tasks 2: Guidance for Assessors

Category	Guidance
Task Achievement	The extent to which the Candidate: composes a very simple, legible text which is relevant to the task; communicates appropriate ideas or presents relevant basic information; and produces the required amount of text
Structure	The extent to which the Candidate: composes a basic text made up of simple sentences;; spaces letters and words appropriately; writes upper and lower case letters, forming letters correctly; positions words and sentences on the line; uses punctuation to show where sentences begin and end;
Vocabulary range and control	The extent to which the Candidate: uses a simple range of language; uses and spells personal vocabulary correctly; uses and spells structural words correctly e.g. in, of, the; uses and spells key words correctly e.g. live, come, like; uses a capital letter for 'I' and proper nouns.
Grammatical range and control	The extent to which the Candidate: uses a simple range of language, e.g. accurate word order in simple sentences, present simple and continuous tenses, modal verbs 'can' and 'would', imperatives, contracted forms of auxiliaries, common adjectives, common prepositions and prepositional phrases, simple adverbs and sentence connectives as appropriate in the task.
<ul style="list-style-type: none"> • A score of '2' in any given category in this task: indicates that the candidate has fully met the requirements and has displayed the level of knowledge, skills and understanding expected at Entry Level 1 consistently throughout the task. • A score of '1' in any given category in this task: indicates that the candidate has displayed the knowledge, skills and understanding expected at Entry Level 1 throughout most of the task, although some areas may be in need of some refinement. • A score of '0' in any given category in this task: indicates that the candidate does not have the ability, knowledge, skills and understanding expected at Entry Level 1. The Candidate has only been able to display the required knowledge, skills and understanding to a limited degree or not at all. 	
<p>Additional Guidance for Assessors, including Key Language for Entry Level 1, can be found in the Unit Specifications provided in the Qualification Specification and should be referred to by Assessors to make and justify their assessment decisions</p>	

Tasks 3: Guidance for Assessors

Category	Guidance
Task Achievement	The extent to which the Candidate: composes a very simple, legible text which is relevant to the task; communicates appropriate ideas or presents relevant basic information; and produces the required amount of text
Structure	The extent to which the Candidate: composes a basic text made up of simple sentences; uses common patterns for simple statements of subject-verb-object; spaces letters and words appropriately; writes upper and lower case letters, forming letters correctly; positions words and sentences on the line; uses punctuation to show where sentences begin and end;
Vocabulary range and control	The extent to which the Candidate: uses a simple range of language; uses and spells personal vocabulary correctly; uses and spells structural words correctly e.g. in, of, the; uses and spells key words correctly e.g. live, come, like; uses a capital letter for 'I' and proper nouns.
Grammatical range and control	The extent to which the Candidate: uses a simple range of language, e.g. accurate word order in simple sentences, present simple and continuous tenses, modal verbs 'can' and 'would', imperatives, contracted forms of auxiliaries, common adjectives, common prepositions and prepositional phrases, simple adverbs and sentence connectives as appropriate in the task.
<ul style="list-style-type: none"> • A score of '2' in any given category in this task: indicates that the candidate has fully met the requirements and has displayed the level of knowledge, skills and understanding expected at Entry Level 1 consistently throughout the task. • A score of '1' in any given category in this task: indicates that the candidate has displayed the knowledge, skills and understanding expected at Entry Level 1 throughout most of the task, although some areas may be in need of some refinement. • A score of '0' in any given category in this task: indicates that the candidate does not have the ability, knowledge, skills and understanding expected at Entry Level 1. The Candidate has only been able to display the required knowledge, skills and understanding to a limited degree or not at all. 	
<p>Additional Guidance for Assessors, including Key Language for Entry Level 1, can be found in the Unit Specifications provided in the Qualification Specification and should be referred to by Assessors to make and justify their assessment decisions</p>	