



**GA Entry Level Certificate in ESOL Skills for Life
(Entry 2) (RQF)**

Unit: WRITING (Entry 2)

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 complete a form with personal details and information about their experience. Specifically, Candidates are assessed on their ability to:

- use written words and phrases to record or present information (Wt/E2.1)
- construct simple and compound sentences using common conjunctions to connect two clauses, e.g. as, and, but (Ws/E2.1)
- use punctuation correctly (Ws/E2.3)
- use a capital letter for proper nouns (Ws/E2.4)
- spell correctly the majority of personal details and familiar common words (Ww/E2.1)
- produce legible text (Ww/E2.2)

The Candidate will be scored out of 10 in this task. One mark should be given for each correct answer, with two marks available for one question which requires a full sentence answer.

Assessors should note that marks should not be awarded for answers which are not correctly spelt or capitalised.

For the question requiring a full sentence answer, 2 marks should be awarded for a fully relevant and correct response, and 1 mark for a response that is either not fully relevant, or contains some mistakes that do not affect the communication.

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 a short narrative for a particular purpose and audience, about themselves, a familiar topic or a recent experience. Specifically, Candidates are assessed on their ability to:

- use written words and phrases to record or present information (Wt/E2.1)
- construct simple and compound sentences using common conjunctions to connect two clauses, e.g. as, and, but (Ws/E2.1)
- use adjectives (Ws/E2.2)
- use punctuation correctly (Ws/E2.3)
- use a capital letter for proper nouns (Ws/E2.4)
- spell correctly the majority of personal details and familiar common words (Ww/E2.1)
- produce legible text (Ww/E2.2)

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, a familiar topic or past experience. The range of text formats includes email, message, note or a short letter. Specifically, Candidates are assessed on their ability to:

- use written words and phrases to record or present information (Wt/E2.1)
- construct simple and compound sentences using common conjunctions to connect two clauses, e.g. as, and, but (Ws/E2.1)
- use adjectives (Ws/E2.2)
- use punctuation correctly (Ws/E2.3)
- use a capital letter for proper nouns (Ws/E2.4)
- spell correctly the majority of personal details and familiar common words (Ww/E2.1)
- produce legible text (Ww/E2.2)

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 needs to score at least 16 marks across all three tasks **AND** no fewer than 1 mark in each category in Tasks 2 **AND** 3 in order to achieve an overall 'Pass'.

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

Tasks 2 and 3: Guidance for Assessors

Category	Guidance
Task Achievement	The extent to which the Candidate: composes a legible text in clear handwriting, which is relevant to the task; communicates appropriate ideas or presents basic information relevant to the task instructions;; uses an appropriate tone for the audience; and produces the required amount of text.
Structure	The extent to which the Candidate: composes a text, selecting appropriate format for the purpose; constructs both simple and compound sentences using structures such as common conjunctions to connect two clauses (e.g. as, and, but) to vary the length of sentences; follows common conventions of separating topics into paragraphs; composes text with a beginning, middle and end, and appropriate greeting and sign off phrases where relevant uses punctuation correctly, including capital letters and full stops in sentences and question marks where appropriate.
Vocabulary range and control	The extent to which the Candidate: uses appropriate vocabulary to add detail and extra information, e.g. using adjectives to describe people, places and things; uses intensifiers; uses adverbs to indicate sequence; spells correctly common words appropriate to the topic, including spelling correctly common and familiar words.
Grammatical range and control	The extent to which the Candidate: uses an appropriate range of language, including accurate word order; uses appropriate verb forms, correctly forming the simple present and past simple tense using common regular verbs; forms simple structures for future time, e.g. 'I am going'; uses modals and verbs with similar meaning; uses simple adverbial phrases of time and place, e.g. 'on Sunday', 'at the restaurant'.
<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 2 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 2 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 2. 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 2, 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>	