

Mark scheme

Paper 4

September 2021 to August 2022

Pearson Edexcel Functional Skills
qualifications in English at
Entry 3 – Writing

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Entry 3: Writing mark scheme

Paper 4

Guidance and instructions for using the mark scheme

- Mark crossed-out work if it is legible and has not been replaced.
- If the answer is clearly given, accept it even if it is not in the answer space.
- Indicate the marks for each question clearly on each candidate's question paper.
For Questions 3 and 4, insert the marks for individual criteria into the boxes at the bottom of the question paper.

Question	Target	Answers	Mark
1	E3.16	money morning most move Award 1 mark for all four words written in the correct alphabetical order. Do not penalise spelling errors that occur after the third letter of each word.	1

Question	Target	Answers	Mark
2	E3.14	lorries people / persons Award 1 mark for the correct plural. No spelling errors allowed.	2

Question	Target	Composition criteria	Mark
3	E3.18	Award 1 mark each for: <ul style="list-style-type: none"> • the day AND time of the art show (1) • how they will get to the art show (1) • what they can do after the art show. (1) For E3.18, marks should be awarded if the information has been communicated clearly. Errors that do not detract from this should not be penalised.	3
	E3.20	Award 1 mark each for: <ul style="list-style-type: none"> • an appropriate subject in the email (1) • appropriate use of bullet points. (1) 	2
	E3.22	Award 1 mark for language appropriate for the purpose and audience (e.g. welcoming tone, no slang or text speak).	1
	Target	SPaG criteria	Mark
	E3.13	Award 1 mark for correct punctuation (e.g. capital letters, full stops, question marks, commas). Allow two errors. Award no marks for E3.13 if candidates have written fewer than three sentences.	1
	E3.15	Award 1 mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles). Allow two errors. Award no marks for E3.15 if candidates have written fewer than three sentences.	1
E3.17	Award 1 mark for correct spelling. Allow one error. Award no marks for E3.17 if candidates have written fewer than three sentences.	1	
Total for question			9

Question	Target	Composition criteria	Mark								
4	E3.18	<p>Award 1 mark in each case for:</p> <ul style="list-style-type: none"> • who the person is (1) • one example of what the person does for the community (1) • a second example of what the person does for the community (1) • why they think the person deserves the award. (1) <p>AND</p> <p>Award 1 mark if information is communicated in a logical sequence (e.g. chronologically or by topic).</p> <p>For E3.18, marks should be awarded if the information has been communicated clearly. Errors that do not detract from this should not be penalised.</p>	5								
	E3.19	Award 1 mark if the candidate has written at least eight sentences.	1								
	E3.21	<p>Award 1 mark for appropriate use of paragraphs (a minimum of two)</p> <p>AND</p> <p>Award up to 2 marks for appropriate use of compound sentences.</p> <table border="1"> <thead> <tr> <th>Marks</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Appropriate use of at least three compound sentences.</td> </tr> <tr> <td>1</td> <td>Appropriate use of one or two compound sentences.</td> </tr> <tr> <td>0</td> <td>No appropriate use of compound sentences.</td> </tr> </tbody> </table> <p>Use of complex sentences (e.g. including conjunctions such as <i>when, if, after</i>) should also be accepted.</p>	Marks	Descriptor	2	Appropriate use of at least three compound sentences.	1	Appropriate use of one or two compound sentences.	0	No appropriate use of compound sentences.	1
	Marks	Descriptor									
	2	Appropriate use of at least three compound sentences.									
	1	Appropriate use of one or two compound sentences.									
	0	No appropriate use of compound sentences.									
	E3.22	Award 1 mark for language appropriate for the purpose and audience (e.g. use of first person, appropriate adjectives and no slang).	1								
Target	SPaG criteria	Mark									
E3.13	<table border="1"> <thead> <tr> <th>Marks</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>No more than two punctuation errors (e.g. capital letters, full stops, question marks, commas).</td> </tr> <tr> <td>1</td> <td>No more than four punctuation errors (e.g. capital letters, full stops, question marks, commas).</td> </tr> <tr> <td>0</td> <td>Five or more punctuation errors.</td> </tr> </tbody> </table> <p>Award no marks for E3.13 if candidates have written fewer than five sentences.</p>	Marks	Descriptor	2	No more than two punctuation errors (e.g. capital letters, full stops, question marks, commas).	1	No more than four punctuation errors (e.g. capital letters, full stops, question marks, commas).	0	Five or more punctuation errors.	2	
Marks	Descriptor										
2	No more than two punctuation errors (e.g. capital letters, full stops, question marks, commas).										
1	No more than four punctuation errors (e.g. capital letters, full stops, question marks, commas).										
0	Five or more punctuation errors.										
E3.15	<p>Award 1 mark for correct grammar (e.g. subject-verb agreement, tense, definite and indefinite articles).</p> <p>Allow four errors.</p> <p>Award no marks for E3.15 if candidates have written fewer than five sentences.</p>	1									

	E3.17	Award 1 mark for correct spelling. Allow two errors. Award no marks for E3.17 if candidates have written fewer than five sentences.	1
Total for question			14

Question	Target	Answers	Mark
5	E3.17	(a) brought (b) appear (c) rough (d) cause (e) essential (f) category (g) appreciate (h) definite (i) debt (j) dessert Award 1 mark per correct spelling. Words copied wrongly must be marked as incorrect. Do not penalise incorrect capitalisation.	10
Total marks for paper			36
Pass mark			25

Question targeting key: DfE subject content statements

DfE subject content statement	Where assessed	Marks available
E3.13 Use a range of punctuation correctly (e.g. full stops, question marks, exclamation marks, commas)	Q3, Q4	3
E3.14 Form irregular plurals	Q2	2
E3.15 Use mostly correct grammar (e.g. subject-verb agreement, consistent use of tense, definite and indefinite articles)	Q3, Q4	2
E3.16 Use the first, second and third place letters to sequence words in alphabetical order	Q1	1
E3.17 Spell correctly words designated for Entry 3	Q3, Q4, Q5	12
E3.18 Communicate information, ideas and opinions clearly and in a logical sequence	Q3, Q4	8
E3.19 Write text of an appropriate level of detail and of appropriate length (including where this is specified)	Q4	1
E3.20 Use appropriate format and structure when writing straightforward texts, including the appropriate use of headings and bullet points	Q3	2
E3.21 Write in compound sentences and paragraphs where appropriate	Q4	3
E3.22 Use language appropriate for purpose and audience	Q3, Q4	2
	Total	36

Ofqual



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