



**Ascentis
ESOL Skills for Life**

**Writing
Entry 3
Assessor Guidance and Mark Scheme**

SAMPLE (3)

SAMPLE

Assessment

This assessment is composed of three tasks.

These may be carried out at different times if necessary.

Learners must not use a dictionary for the writing tasks.

The date the task is completed should be recorded on the cover sheet.

Learners must achieve each assessment criterion at least once across the writing assessment.

Learners must complete all 3 tasks in order to achieve the assessment.

If a learner fails to achieve on one task in the assessment, the equivalent task from another assessment set may be attempted.

The date the assessor marks the task should be recorded on the cover sheet, together with the assessor's name and signature.

Method

- If learners are to complete all tasks at one time, give out the complete assessment pack.
- If learners are to complete each task separately, only give out the task to be completed.
- Brief learners on the task / tasks to be completed.
- Check all learners have enough paper.
- Allow learners to complete the tasks independently without any further support.
- At the end of the assessment collect the learners' work and store securely.

Task 1

Assessment Criteria	Adult ESOL core curriculum reference	Achievement Criteria		Tick if achieved
3.1 Complete a form with open and closed responses correctly	Wt/E3.5a Complete forms with some complex features, e.g. open responses, constructed responses, additional comments	Write full name and full address correctly in all capitals or appropriate upper and lower case	Required for achievement	
		Date of Birth	Required for achievement	
	Ww/E3.1 Spell correctly common words and relevant key words for work and special interest	Follow instructions to circle/tick/delete	3 out of 4 instructions required for achievement	
		Write a sentence with appropriate grammar and punctuation	At least 1 appropriate sentence required for achievement	
The form has three written elements. Learners must include full name and full address plus the other element for achievement. Three out of four instructions must be followed correctly. In addition, the open response must be completed with at least one appropriate sentence.				

Task 2

Assessment Criteria	Adult ESOL Core Curriculum reference		Achievement Criteria	Tick if achieved
1.1 Plan text for the intended audience	Wt/E3.1a	Recognise the process of planning and drafting when writing certain types of text	Plan produced	
	Wt/E3.1b	Make notes as part of the planning process		
2.1 Produce content for the intended audience	Wt/E2.1a	Compose simple text, selecting appropriate format for the purpose	Uses correct layout and conventions for an informal email / letter Uses mainly informal language Includes relevant information to achieve purpose	
2.2 Structure main points in short paragraphs	Wt/E3.2a	Structure main points of writing in short paragraphs	Writes at least 2 paragraphs with some development of main points	
2.3 Sequence text chronologically	Wt/E3.3a	Show sequence through the use of discourse markers and conjunctions	Organises writing logically with conjunctions and linking words	
2.4 Use grammar correctly	Ws/E3.1a	Write using complex sentences	Uses correctly a range of simple, compound and complex sentences with mainly correct subject-verb agreement Uses correctly a range of appropriate tenses, simple and continuous Uses correctly some adjectives and intensifiers	
	Ws/E3.2a	Use basic sentence grammar accurately		
2.5 Use punctuation correctly	Ws/E3.3a	Use punctuation to aid clarity in relation to beginnings and ends of sentences	Uses 4 punctuation marks correctly from the examples below <ul style="list-style-type: none"> ▪ capital letter for beginning of sentences ▪ capital letter for I ▪ capital letter for proper nouns ▪ full stop ▪ question mark ▪ exclamation mark 	
2.6 Spell words correctly	Ww/E3.1	Spell correctly common words and relevant key words for work and special interest	Spells most common words and key specialist words correctly	
Learners must achieve four assessment criteria for achievement of the task.				

Task 3

Assessment Criteria	Adult ESOL core curriculum reference		Achievement Criteria	Tick if achieved
1.1 Plan text for the intended audience	Wt/E3.1a	Recognise the process of planning and drafting when writing certain types of text	Plan produced	
	Wt/E3.1b	Make notes as part of the planning process		
2.1 Produce content for the intended audience			Uses correct layout and conventions for an account Uses mainly formal language Includes all relevant information to achieve purpose	
2.2 Structure main points in short paragraphs	Wt/E3.2a	Structure main points of writing in short paragraphs	Writes at least 2 paragraphs with some development of main points	
2.3 Sequence text chronologically	Wt/E3.3a	Show sequence through the use of discourse markers and conjunctions	Organises writing logically with conjunctions and linking words	
2.4 Use grammar correctly	Ws/E3.1a	Write using complex sentences	Uses correctly a range of simple, compound and complex sentences with mainly correct subject-verb agreement Uses correctly a range of appropriate tenses, simple and continuous Uses correctly some adjectives and intensifiers	
	Ws/E3.2a	Use basic sentence grammar accurately		
2.5 Use punctuation correctly	Ws/E3.3a	Use punctuation to aid clarity in relation to beginnings and ends of sentences e.g. capital letters, full stops, question marks, exclamation marks	Uses 4 punctuation marks correctly from the examples below: <ul style="list-style-type: none"> ▪ capital letter for beginning of sentences ▪ capital letter for 'I' ▪ capital letter for names ▪ full stop ▪ question mark ▪ exclamation mark 	
2.6 Spell words correctly	Ww/E3.1	Spell correctly common words and relevant key words for work and special interest	Spells most common words and key specialist words correctly	
Learners must achieve four assessment criteria for achievement of the task.				

Assessment criteria	Achievement opportunity task number		
1.1 Plan text for the intended audience		2	3
2.1 Produce content for the intended audience		2	3
2.2 Structure main points in short paragraphs		2	3
2.3 Sequence text chronologically		2	3
2.4 Use grammar correctly		2	3
2.5 Use punctuation correctly		2	3
2.6 Spell words correctly		2	3
3.1 Complete a form with open and closed responses correctly	1		

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Ofqual Accreditation Number

Ascentis Entry Level Certificate in ESOL Skills for Life (Entry 3) (QCF) - 601/4081/1

Ascentis Entry Level Award in ESOL Skills for Life (Writing) (Entry 3) (QCF) - 601/4274/1