

Functional Skills Mark Scheme

English – Reading

Entry Level 1

Set 4



General Marking Guidance

- Markers should apply the mark scheme consistently across all papers marked. Standardisation will take place at the beginning, middle and end of the marking window to ensure this takes place.
- One mark scheme should be used to mark each learner's assessment paper. This must then be signed and attached to the assessment paper.
- If a learner has crossed out a response to a question, the work should still be marked unless the learner has replaced it with an alternative answer.
- Markers should mark according to the mark scheme and should apply it positively awarding full marks where the answer meets the mark scheme.
- Where the answers do not meet the mark scheme, markers should be prepared to award zero marks.
- The mark scheme gives guidance as to how to allocate marks where an answer is graded according to learner performance. Where the response does not meet the requirements of the minimum mark, zero marks should be awarded.
- Where the mark scheme allows a mark for 'any (other) valid response', the marker should judge the response's merits based on the information provided in the assessment materials.
- Learners should not be penalised for spelling, punctuation and grammar errors providing the answer is comprehensible.
- Where the marker is unsure of how to apply the mark scheme, guidance from the team leader must be sought.
- Some answers allow follow through marks where the learner has found an incorrect answer in a previous part of the task. If this is the case, the marker must check that the learner's answers are correct and should apply the format of the mark scheme to the learner's response.
- Assessment papers and mark schemes must be kept secure at all times.
- Should any issues or irregular practice arise that may put at risk the security of assessment papers of mark schemes – these will be reported to Open Awards immediately.

This assessment covers the whole of the Functional Skills standards for Reading and the coverage and range.

Skill Standards	Coverage and Range	Task
Reading Read and understand short, simple texts that explain or recount information.	a) Read and understand simple, regular words and sentences	1,2
	b) Understand short texts on familiar topics and experiences.	1,2

Conducting the Assessment and Support for Learner

- Learners can take the assessment when they, and the tutor, feel they are ready.
- At this level the tutor will read the instructions for the task and questions only.
- The assessment should take place under supervised conditions and may be conducted on a one to one basis or within a group.
- The assessment may be split up into shorter tasks to meet the needs of the learners, but the total time taken should not exceed 45 minutes.
- Dictionaries should be available, but help to find words cannot be given.

Marking of the Assessment

Centres must mark in accordance with the Open Awards mark scheme below.

Contextualisation

Centres may contextualise the assessment so that the learners are not disadvantaged because of their lack of knowledge about the topic, but centres must take care that if they change the assessment, it still covers the whole of the standards and the same coverage and range statements as the exemplar document.

When a centre decides that it wants to devise a totally new assessment, this should be submitted to Open Awards no less than *20 working days* before the first planned date of assessment so that the assessment can be standardised in line with all other Functional Skills assessments.

Learner Name:	
Assessment Date:	

Task 1 – 6 Marks

Question Number	Question	Accepted Responses	Mark Allocated	Assessor Comments	Mark Awarded
1	Which one is correct? Tick the right answer. The text tells you: when to look for birds in your garden how to get birds to visit your garden what to do with pets when birds visit your garden what plants are best for birds in your garden	how to get birds to visit your garden	1		
2	When is the most helpful time to put food out for birds?	Accept in winter (and/or when food is hard to find)	1		
3	Give one example of bird food given in the text.	Accept either of the following: • Nuts • Fat	1		
4	Birds will use bird baths to wash. What else do birds use bird baths for?	Accept any valid response in line with the following: • To drink Accept similar wording/phrasing.	1		

Task 1 – 6 Marks

Question Number	Question	Accepted Responses	Mark Allocated	Assessor Comments	Mark Awarded
5	Give two ways you can make your garden safe for birds?	Accept any two responses in line with the following: <ul style="list-style-type: none">• Have a wild corner (where they can build a nest)• (Put their) food away from cats Accept valid equivalents based on the text.	2		

Task 2 – 6 Marks

Question Number	Question	Accepted Responses	Mark Allocated	Assessor Comments	Mark Awarded
6	What is the text about?	Accept any valid response in line with the following: <ul style="list-style-type: none"> • Sending a letter • Ideas/tips on sending/writing/preparing to send a letter Accept similar wording/phrasing.	1		
7	What colour pen does the text say to use?	Black	1		
8	Where do you put the address?	On the front (of the letter/envelope)	1		
9	Where would you find the Postcode Checker?	(On the) internet Accept similar wording/phrasing.	1		
10	Give two tips about the stamp.	Accept any valid responses in line with either of the following: <ul style="list-style-type: none"> • Put it in the top right hand (corner) • Check you have paid the right money 	2		

Total Marks Available	12	Pass Mark	8	Learner Mark	
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		Please tick
I confirm that the work/evidence submitted is the learner's own work		<input type="checkbox"/>
I understand that learner results may be invalidated if evidence is submitted that does not belong to them		<input type="checkbox"/>

Role	Name	Signature	Date
Marker			
IV (if sampled)			
EV (if sampled)			