

INSTRUCTIONS FOR ASSESSORS

The purpose of this test paper is to assess a candidate's ability to meet the Adult Literacy Standards and Level Descriptors for Writing at Entry 3 as set out in the Adult Literacy Core Curriculum. Assessors should be familiar with the guidelines for assessment of Writing at Entry 3 and with the contents of the paper before they administer the assessment.

ASSESSMENT OF WRITING AT ENTRY 3

- 1 Candidates should be offered the opportunity to attempt every question.
- 2 Arrangements for special consideration should be in accordance with the procedures outlined in Edexcel's Code of Practice.
- 3 Before candidates undertake this test paper, it is advisable that tutors and assessors help candidates to become familiar with the words and phrases below (and other words and phrases tutors consider relevant and necessary) and discuss with candidates the implications that these words and phrases might have on how candidates respond to writing questions: bullet points, final copy, first draft, notes, paragraph, plan, proof read, report, spider diagram, topic, spelling, article, grammar, punctuation, legible, underline.
- 4 At the end of the assessment, assessors read the completed test paper and award marks where appropriate for each assessment section that candidates have attempted.
- 5 The total number of marks which can be awarded for this test paper is twenty-five.
- 6 Marks should be awarded according to the Mark Scheme.
- 7 The mark which a candidate is awarded for the test paper must be converted into a percentage. This can be done by multiplying each candidate's marks by 4.
- 8 Marks awarded should be entered on the front of the test paper.
- 9 The pass percentage for this test paper is 80%. In order to achieve 80% candidate must achieve at least 20 marks out of the 25 available.
- 10 In the case of candidates who obtain 19 marks out of the 25, assessors should review the responses of candidates to check if there is adequate, justifiable and demonstrable evidence to enable the assessor to pass the candidate.
- 11 Assessors should use their professional judgement and expertise when applying the Mark Scheme. In addition to the guidance notes, sample answers and distribution of marks outlined in the Mark Scheme, assessors should refer to the guidance and amplification given under the relevant curriculum elements in the Adult Literacy Core Curriculum to determine whether candidates' responses merit the allocation of marks available in the Mark Scheme.
- 12 Formative assessment should be offered to those candidates who do not pass.
- 13 Assessors should ensure that the personal details that candidates enter on the front of the test paper are correct.

Specific requirements for this paper:

There are no specific requirements for this paper.