TRINITY
COLLEGE LONDON

Assessment criteria		Mark	Rationale
Task 1 – form			
2.1	Record personal details on a simple form correctly		
Task 2 – email/message/postcard			
1.1	Construct simple complete sentences correctly for an intended audience		
1.2	Use full stops correctly		
1.3	Use capitalisation correctly		
1.4	Spell words correctly		
Task 3 – article			
1.1	Construct simple complete sentences correctly for an intended audience		
1.2	Use full stops correctly		
1.3	Use capitalisation correctly		
1.4	Spell words correctly		

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Assessment criteria		Mark	Rationale
Task 1 – form			
2.1	Record personal details on a form correctly		
Task 2 – article			
1.1	Present information in an appropriate format for the intended audience		
1.2	Construct simple and compound sentences correctly		
1.3	Use adjectives correctly		
1.4	Use punctuation correctly		
1.5	Use upper and lower case letters correctly		
1.6	Spell words correctly		
Task 3 – correspondence			
1.1	Present information in an appropriate format for the intended audience		
1.2	Construct simple and compound sentences correctly		
1.3	Use adjectives correctly		
1.4	Use punctuation correctly		
1.5	Use upper and lower case letters correctly		
1.6	Spell words correctly		

Assessment criteria		Mark	Rationale
Whole paper – plan text			
1.1	Plan text for the intended audience		
Task 1 – form			
2.1	Produce content for the intended audience		
2.5	Use punctuation correctly		
2.6	Spell words correctly		
3.1	Complete a form with open and closed responses correctly		
Task 2 – article			
2.1	Produce content for the intended audience		
2.2	Structure main points in short paragraphs		
2.3	Sequence text chronologically		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words correctly		
Task 3 – message, email or letter			
2.1	Produce content for the intended audience		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		

Assessment criteria		Mark	Rationale
Whole paper – plan text			
1.1	Plan text for a specific purpose		
Task 1 – form			
2.1	Produce content appropriate to purpose		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
3.1	Complete a form with open and closed responses correctly		
Task 2 – report or article			
2.1	Produce content appropriate to purpose		
2.2	Use appropriate language for a given task		
2.3	Structure text in a logical sequence for purpose		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
Task 3 – formal letter or email			
2.1	Produce content appropriate to purpose		
2.2	Use appropriate language for a given task		
2.3	Structure text in a logical sequence for purpose		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
Task 4 – text message			
2.1	Produce content appropriate to purpose		
2.2	Use appropriate language for a given task		

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Assessment criteria		Mark	Rationale
Whole paper – plan text			
1.1	Plan text for a specific purpose		
Task 1 – form			
2.1	Produce content which meets the purpose effectively		
2.2	Use language effectively		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
3.1	Complete a form with complex features correctly		
Task 2 – review or article			
2.1	Produce content which meets the purpose effectively		
2.2	Use language effectively		
2.3	Structure text coherently for purpose		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
Task 3 – formal letter or email			
2.1	Produce content which meets the purpose effectively		
2.2	Use language effectively		
2.3	Structure text coherently for purpose		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words accurately		
Task 4 – informal email or message			
2.1	Produce content which meets the purpose effectively		
2.2	Use language effectively		