TRINITY
COLLEGE LONDON

Assessment criteria		Mark	Rationale
Task 1 – form			
2.1	Record personal details on a simple form correctly		
Task 2 – email			
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 – email			
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 – 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		

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 responses correctly		
Task 2 – email			
2.1	Produce content for the intended audience		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
Task 3 – article			
2.1	Produce content for the intended audience		
2.2	Structure main points in paragraphs		
2.3	Sequence text chronologically		
2.4	Use grammar correctly		
2.5	Use punctuation correctly		
2.6	Spell words correctly		

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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 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 responses correctly		
Task 2 – formal email or letter			
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 – article or report			
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		

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 – formal email or letter			
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 – article or review			
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		