

Text Focus: writing composition		
T3	<p>Candidate has completed the task, though there may be minor omissions. Intended audience would be adequately informed. Text is coherent and organised into paragraphs. There is clear evidence of ability to adapt text to audience in terms of register and format.</p>	
T2	<p>Candidate has covered the main points of the task Intended audience would be informed of the main points. Text is coherent. Attention paid to organisation and cohesion, including paragraphing. There is evidence of ability to adapt text to audience in terms of register and / or format.</p>	
T1	<p>Candidate has attempted to cover the task. Intended audience would be informed of some of the main points Text is largely coherent. Evidence of ability to organise text and use simple cohesive devices. There is evidence of awareness of audience. There may be an attempt to mark register.</p>	
T0	<p>Insufficient evidence of achievement at this level.</p>	

Sentence Focus: grammar and punctuation	
S3	<p>Candidate shows evidence of ability to construct compound sentences and use linking devices appropriately and accurately. Candidate has control over a range of verb tenses. Sentence grammar is sufficiently controlled for meaning to remain clear. Candidate is able to use adjectives effectively. Word order is consistently controlled in statements, negatives and questions. Full stops and capital letters are always used as sentence boundary markers.</p>
S2	<p>Candidate shows evidence of ability to construct compound sentences by using simple conjunctions. Candidate shows evidence of control over verb tenses. Sentence grammar is sufficiently controlled for message to be communicated, though there may be isolated losses of clarity. Candidate is able to use common adjectives effectively. Word order is sufficiently controlled in statements, negatives and questions for meaning to remain clear. Full stops and capital letters are consistently used as sentence boundary markers. Question marks and exclamation marks are used where appropriate and pronoun "I" is always produced in upper case.</p>
S1	<p>Candidate shows some evidence of ability to construct compound sentences by using simple conjunctions though some sentences may be excessively long or short. Candidate shows evidence of control over basic verb tenses. Sentence grammar is sufficiently controlled for most of message to be communicated, though meaning may be impeded at times. Candidate is able to use some common adjectives. Word order is sufficiently controlled in simple statements for meaning to remain clear. Full stops and capital letters are consistently used as sentence boundary markers. Question marks are used where appropriate and pronoun "I" is usually produced in upper case.</p>
S0	<p>Insufficient evidence of achievement at this level.</p>

Word Focus: spelling and handwriting

W3	<p>Candidate can spell correctly the majority of words used in work, studies and daily life. Most common functional words are spelt correctly.</p> <p>Candidate uses vocabulary appropriate to task.</p> <p>Candidate's handwriting is always legible.</p> <p>Candidate can use upper and lower case letters appropriately.</p>
W2	<p>Candidate can spell correctly personal details, familiar common words and the relevant key words for work and special interest. Some common functional words are spelt incorrectly.</p> <p>Candidate uses some vocabulary appropriate to task.</p> <p>Candidate's handwriting is consistently legible. A large majority of letters are formed in such a way as to be unambiguous. Digits are always legible and unambiguous. Candidate can use upper and lower case letters appropriately.</p>
W1	<p>Candidate can spell correctly personal details, familiar common words and some lower frequency words. Where difficulties occur, meaning is still clear.</p> <p>Candidate's attempts to use appropriate vocabulary may not always be successful.</p> <p>Candidate's handwriting is generally legible. Most letters are formed clearly and correctly but there may be some inconsistency and/or occasional instances of illegibility.</p> <p>Candidate can form digits clearly. Candidate sometimes uses upper and lower case letters inappropriately.</p>
W0	<p>Insufficient evidence of achievement at this level.</p>