Text Focus: writing composition	
T3	Candidate has completed the task fully. Intended audience would be fully informed. Some evidence of attempt to expand content points. Appropriate level of detail to achieve purpose. Text is coherent and clearly organised into paragraphs. There is evidence of use of length, content and style appropriate to purpose and audience.
T2	Candidate has completed the task, though there may be minor omissions. Intended audience would be adequately informed. Satisfactory level of detail to achieve purpose. Text is coherent and organised into paragraphs. There is clear evidence of ability to adapt text to audience in terms of register and format.
T1	Candidate has addressed the task. Intended audience would be partially informed of the main points. Attempt to balance level of detail to achieve purpose, though not always successful. Text is coherent. Attention paid to organisation and cohesion, including paragraphing though not always successful. There is some evidence of ability to adapt text to audience in terms of register and / or format.
T0	Insufficient evidence of achievement at this level.

Sentence Focus: grammar and punctuation	
S3	Candidate shows evidence of ability to construct complex sentences and use sub-clauses and connectives appropriately and accurately. Candidate has control over a wide range of verb tenses. Sentence grammar is consistently controlled. Complex language is attempted though ambition may occasionally lead to error. Sentences are punctuated correctly.
S2	Candidate shows evidence of ability to construct complex sentences and use linking devices appropriately. Candidate has control over a range of verb tenses. Sentence grammar is sufficiently controlled for meaning to remain clear. Punctuation is mainly correct.
S1	Candidate shows some evidence of ability to construct complex sentences. Candidate shows some evidence of control over verb tenses. Sentence grammar is sufficiently controlled for message to be communicated, though there may be isolated losses of clarity. Full stops and capital letters are usually used as sentence boundary markers.
S0	Insufficient evidence of achievement at this level.

Word Focus: spelling and handwriting	
W3	Candidate can spell correctly words used in work, studies and daily life, and some familiar technical words. Common functional words are always spelt correctly. Candidate uses a range of appropriate vocabulary effectively. Candidate's handwriting is always legible.
W2	Candidate can spell correctly the majority of words used in work, studies and daily life. Most common functional words are spelt correctly. Candidate uses vocabulary appropriate to task. Candidate's handwriting is always legible.
W1	Candidate can spell correctly personal details, familiar common words and the relevant key words. Some common functional words are spelt incorrectly. Candidate uses some vocabulary appropriate to task. Candidate's handwriting is consistently legible. A large majority of letters are formed in such a way as to be unambiguous.
W0	Insufficient evidence of achievement at this level.