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September 2016 Version 1.3

Sample Assessment for Functional Skills English Reading Level 1

CV

Mark Scheme

Note:

These materials relate to the Functional Skills English assessments that will be in use from September 2015

3748-010

Functional Skills English Level 1

Reading

Sample Assessment 5

Marking Scheme

CV

Marking scheme

Reading	Maximum marks	Coverage and Range	Fixed/Open response
1. List four phrases the newspaper article uses to outline Jordan's story. Any four from: • Homeless Man Gets Job Offers • CV on scrap paper • A stranger's kindness • Twitter comes to the rescue • Job offers come in (1 mark for each - maximum 4 marks)	4	1.2.1	Open
2. List two layout features that have been used in this newspaper article. Any two from: • Title • Subheadings • Photo/image • Bold • Different fonts • Different font sizes • Columns (1 mark for each - maximum 2 marks) (accept similar wording)	2	1.2.1	Open
3. What are three personal qualities that Jordan includes on his CV? Any three from: • Young • Fit • Fast learner • Hard worker • Honest (1 mark for each - maximum 3 marks) (accept similar wording)	3	1.2.2	Open

4. Who saw the tweet and decided to help Jordan? • Lee Brennan • Frank Johnson • Alliance Motorbike Couriers	3	1.2.2	Fixed
5. What are three good points about Jordan the employers picked out? Any three from: • honesty • hardworking • enthusiastic • worked as a motorbike mechanic / experience fixing motorbikes (1 mark for each - maximum 3 marks) (accept similar wording)	3	1.2.2	Open
6. What two ways can the charity be helped? • Donations / money • Job offers (accept similar wording)	2	1.2.3	Fixed
7. Who would you contact if you wanted to offer Jordan a job? Max Brown / maxbrown@liverpoolstar.co.uk	1	1.2.4	Fixed
8. What are the four short phrases used to summarise the detail that must be included in a CV? • Personal details • Education and qualifications • Work experience • Interests and achievements (1 mark for each - maximum 4 marks)	4	1.2.1	Fixed
9. Give two ways the web page is presented to make the information clear. Any two from: • Bullet points • Font type and size • Paragraphs / sections • Underlining • Colour • Boxes (1 mark for each - maximum 2 marks) (accept similar wording)	2	1.2.1	Open

10. What are you told to avoid when writing a CV? Give four examples. Any four from: • Don't include too many hobbies • Writing too much / not being concise / making it too long • Inaccurate / misleading information • Cramped layout • Large empty spaces • Inaccurate spelling / grammar (1 mark for each - maximum 4 marks) (accept similar wording)	4	1.2.3	Open
11. Give four reasons why a covering letter is important. • Increases your chances of success • 10% more chance of getting a positive reply • It is another chance to show you are keen in the job • Chance to address them personally (accept similar wording)	4	1.2.2	Fixed
12. Where is the employer who is glancing at your CV most likely to look first? The sweet spot / upper middle of first page (accept similar wording)	1	1.2.3	Fixed
13. List three skills you should include on your CV. Any three from: • Relevant/ related to the job • Personal • Computing • Driving • Leadership • Technical (1 mark for each - maximum 3 marks) (accept similar wording)	3	1.2.3	Open
14. When sending out your finished CV, what two things can you do to improve your chances of being offered an interview? Any two from: • Send out lots • Add a covering letter • Address it to the right person (1 mark for each - maximum 2 marks) (accept similar wording)	2	1.2.4	Open

15. How should your CV be printed out? Any two from: • Always use black ink • A maximum of two sides • Not double sided / on separate sheets (1 mark for each - maximum 2 marks) (accept similar wording)	2	1.2.4	Open
Total marks available for Reading assessment	**40**		**Open 62.5% Fixed 37.5%**
Candidate marks			
***Indicative pass mark**	***30 marks out of 40**		

Sample assessments are not subject to a mark scheme finalisation process, where around 200 completed scripts are required for review to draw out additional answers. Please award additional marks as appropriate to any other justifiable answers.

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