

MARKING SCALE FOR LETTERS 2015

	Task Completion	Vocabulary	Grammar
3	All aspects of the prompt addressed appropriately and expanded well. Clear organisation (information grouped into paragraphs logically). Correct format.	Appropriate, wide vocabulary. Error-free word-formation. Appropriate tone and register. Correct spelling.	Grammatically correct, with a few slips. Complex structures predominate. Punctuation well managed.
2	All aspects of the prompt addressed appropriately. Two or three aspects expanded. Organisation mostly logical. Mostly correct format. Some irrelevant remarks.	Basic vocabulary. Less common vocabulary faulty or lifted from the prompt. Tone and register mostly appropriate. Some spelling mistakes.	Basic grammar. Complex structures faulty. Few complex sentences. Frequent grammar and punctuation mistakes.
1	All aspects of the prompt addressed but none expanded OR not all aspects discussed. May require re-reading because of faulty organisation. Faulty format (does not look like a letter). Significant amount of irrelevant information.	Vocabulary limited. Frequent incorrect usage. Inappropriate tone and register. Vocabulary and spelling mistakes make comprehension problematic.	Mostly simple sentences. Minimum control of grammar. Grammar and punctuation mistakes make comprehension problematic.
0	The prompt has been misunderstood. Fewer than 60 words.	Vocabulary and spelling mistakes make comprehension impossible.	Grammar and punctuation mistakes make comprehension impossible.
	The prompt has been ignored. Plagiarised work.		

Notes:

Word count (Task completion): More than 132 words – no penalty 108–132 – OK! 60–107 – deduct 1 point Fewer than 60 words 0	Salutation (Task completion): - Dear Mr Jackson Sign-off (Task completion): - Yours sincerely	No contracted forms! (Vocabulary) Commas in both the salutation and sign-off or in neither. (Grammar)
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MARKING SCALE FOR ESSAYS 2015

	Content	Organisation	Vocabulary	Grammar
4	All aspects of the task appropriately addressed. Ideas presented, expanded and supported.	Well organised. All required elements present. Clear paragraphs. Natural use of linking devices.	Accurate, appropriate, wide vocabulary. Appropriate tone and register. Correct spelling.	A wide range of grammatical structures correctly used. Complex structures predominate. Punctuation well managed.
3	All aspects of the task appropriately addressed. Some aspects expanded and supported.	Organisation mostly logical. Required elements present but not always appropriate. Paragraphing mostly clear with a few slips. Linking devices mostly used appropriately.	Good general control of vocabulary. Tone and register mostly appropriate. A few unsystematic spelling mistakes.	Good general control of grammatical structures. A mix of simple and complex structures. A few mistakes in complex structures. A few unsystematic punctuation mistakes.
2	Some aspects of the task addressed. Some irrelevant remarks.	Organisation is evident but may not always be logical. Some required elements missing or wrong. No paragraphs, but logical. Linking devices limited in number or used mechanically.	Basic vocabulary well controlled but less common vocabulary faulty or vocabulary mainly lifted from the prompt. Tone and register inappropriate at times. Frequent spelling mistakes.	Basic control of grammar. Complex structures not used or mostly contain errors. Simple sentences predominate. Some punctuation errors.
1	Task addressed in a limited way or partly misunderstood. Significant amount of irrelevant information.	Organisation unclear or illogical. Random paragraphs. Relations between ideas unclear. Linking devices missing or overused.	Vocabulary limited. Frequent incorrect usage. Inappropriate tone and register. Spelling-mistakes make comprehension problematic.	Limited range of grammar with frequent errors. Grammar and punctuation mistakes make comprehension problematic.
0	Task misunderstood. Plagiarised work. Fewer than 100 words.	Ignores the prompt. Plagiarised work. No apparent organisation.	Ignores the prompt. Plagiarised work. Misspelling prevents understanding.	Ignores the prompt. Plagiarised work. No rateable language.

Notes:

Word count (Content): More than 220 words – no penalty 180 – 220 – OK! 140 – 179 – deduct 1 point 100 – 139 – deduct 2 points	No contracted forms! (Vocabulary)	
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