Writing instructions & answers

Candidate has 15 minutes to complete the task.

Candidate can ask for help in reading and understanding the task.

Instruct candidate to:

- Plan what they are going to write before they begin.
- Write in complete sentences.
- Read their work over when they are finished and correct any mistakes, spelling or punctuation errors.
- Write as much as they can but they do not have to use all the space provided.

Use the grid below to tick the correct answers.
The candidate can be considered to be successfully operating at the highest level with the majority of ticks.

If the candidate does not achieve all items at Level 1, then they are operating at Pre-Level 1.

TASK	ANSWER	CORRECT	LEVEL
Incident report	Personal details completed; entire form may be incomplete		1
	Description of incident: basic and with simple structure		
	Writes 1-2 simple sentences		
	Attempts punctuation; may be inconsistent		
	Approximates spelling		
	Vocabulary limited to basic words		
	Entire form completed with reasonable accuracy		2
	Description of incident: factual and relevant		
	Writes several sentences (1 paragraph)		
	Basic punctuation (full stop, capital letters)		
	Some spelling mistakes but overall meaning still clear		
	Vocabulary sufficient to relay meaning; not extensive		
	Entire form completed accurately		3
	Description of incident: detailed and comprehensive		
	Uses paragraphs or substantial amount of text		
	Punctuation used to assist understanding (commas, apostrophes, quotation marks etc)		
	Spelling consistent and reasonably accurate		
	Vocabulary specific and relevant to the task and setting		

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