

Schools

Initial Assessment – Reading & Writing – Marking Guide and Key

How to place a student based on the result of their reading and writing assessment:

0-4	zero beginner
5-14	beginner
15-19	beginner (improving)
20-29	elementary
30-39	elementary (improving)
40-49	intermediate
50-60	intermediate (improving)

Page 1:

1.

a) The student should write their full name.

½ mark:	correct spelling using the English alphabet, with initial capital letters
0 marks:	incorrect spelling, or one or more punctuation error, or illegible

b) The student should write the date of the assessment.

½ mark:	the student writes the correct date in either words or figures. Do not penalise incorrect spelling
0 marks:	no date written, or incorrect date/illegible

2.

Capital letters:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 marks:	all letters are written correctly as above, in the correct order
1 mark:	between 1-3 letters are written incorrectly or in the wrong order
0 marks:	more than 3 letters are written incorrectly or in the wrong order

Small letters:

a b c d e f g h i j k l m n o p q r s t u v w x y z

2 marks:	all letters are written correctly as above, in the correct order
1 mark:	between 1-3 letters are written incorrectly or in the wrong order
0 marks:	more than 3 letters are written incorrectly or in the wrong order

3.

1 one; 2 two; 3 three; 4 four; 5 five; 6 six; 7 seven; 8 eight; 9 nine; 10 ten

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- 2 marks: all numbers are spelt correctly
1 mark: between 5-9 of the numbers are spelt correctly
0 mark: fewer than 5 of the numbers are spelt correctly

4.

Wednesday; Friday; Sunday

Give 1 mark for each day of the week spelt correctly with an initial capital letter. Do not penalise student if words are written in capital letters only

5.

a) is; b) you; c) sandwich; d) time

Give 1 mark for each correct answer

6.

bath; bathroom; carpet; fridge; garden; house; kettle; kitchen; sink; stairs; step; window

- 2 marks: all words are written in the correct order
1 mark: between 1-2 mistakes in the order of the words, and/or spelling errors
0 marks: more than 2 errors in the order of the words

7.

- a) What is your mum's name?
b) How old are you?

- 2 marks: both sentences are written and spelt correctly
1 mark: one sentence is written correctly, with or without an initial capital letter and/or question mark, or both have correct word order but there is one or more spelling and/or punctuation error (initial capital letters and question marks)
0 marks: both sentences are written incorrectly

8.

Note: where there is more than one option below, either answer is acceptable:

cold; big; fat/thick; dry; sad; short; poor; early; stupid; new/young

- 2 marks: all opposite adjectives are written and spelt correctly
1 mark: between 5-9 opposite adjectives are written and spelt correctly
0 marks: fewer than 5 opposite adjectives are written and spelt correctly

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Page 2:

1.

The student should write their full address, including postcode, in the following order: house number or name, street, town or city, county (not essential), postcode, country (not essential)

1 mark: correct spelling using the English alphabet, with initial capital letters and capital letters for the postcode. All parts of the address are in the correct order

0 marks: incorrect spelling, or no postcode, or one or more punctuation error, or illegible, or written in incorrect order

2.

January; February; March; April; May; June; July; August; September; October; November; December

2 marks: all words are in the correct order and written and spelt correctly, with an initial capital letter

1 mark: between 1-3 spelling mistakes, and/or there are between 1-3 mistakes in the order of the words. Or all words are spelt correctly and in the correct order, but initial capital letters are missing from some or all of the words

0 marks: more than 3 words are spelt incorrectly or are in the wrong order

Note: do not penalise student if words are written in capital letters only

3.

11 eleven; 12 twelve; 13 thirteen; 14 fourteen; 15 fifteen; 20 twenty; 30 thirty; 87 eighty seven; 141 one hundred and forty one; 1469 one thousand four hundred and sixty nine

2 marks: all words are spelt correctly, without initial capital letters

1 mark: between 5-9 words are spelt correctly, with or without initial capital letters, or all words are spelt correctly but with initial capital letters on some or all of them

0 marks: fewer than 5 words are spelt correctly

4.

Note: where there is more than one option below, either answer is acceptable, although the first answer indicates our preferred answer:

a) woke/got; b) went; c) had/took; d) got; e) had/ate/made; f) left; g) drove/went; h) arrived; i) was; j) told/warned

Give ½ mark for each correct answer with correct spelling.

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5.

a) full stop; b) apostrophe; c) question mark; d) comma; e) semi-colon; f) hyphen (*not* dash)

2 marks: all words are written and spelt correctly
1 mark: between 3-5 words are written and spelt correctly
0 marks: fewer than 3 words are written and spelt correctly

6.

a) earrings; shoes; jeans; jacket; trousers
b) cleverly; tomorrow; sometimes; nearly; often

2 marks: all incorrectly spelt words are underlined
1 mark: between 5-9 incorrectly spelt words are underlined
0 marks: fewer than 5 incorrectly spelt words are underlined

7.

a) How do you get to the train station from here? *or*
How do you get from here to the train station?

b) Are you going to the party at Sally's tonight?

2 marks: both sentences are written correctly as above, with correct punctuation
1 mark: one sentence is written correctly as above, with correct punctuation, or both sentences are written with the correct word order, but with one or more punctuation errors (initial capital letter/s or question mark/s missing)
0 marks: both sentences are written with incorrect word order, with or without punctuation errors

8.

The student should write approximately 30 words about their family

4 marks: the student writes 3-4 sentences which are completely or almost completely correct in terms of grammar, spelling and punctuation. There are between 0-2 errors. Good use of vocabulary and interesting, readable content
3 marks: the student writes 3-4 sentences which are good in terms of grammar, spelling and punctuation, but there are between 3-4 errors
2 marks: the student writes 3-4 sentences which are legible and can be understood in terms of grammar, spelling and punctuation, but there are many errors
1 mark: the student has attempted the question and some of their answer is legible *or* the student has written well in terms of grammar, spelling and punctuation but has only written 1 sentence or just a few words
0 marks: the student has not attempted the question or the answer is illegible

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Page 3:

1.

Suggested answers are below. Other answers are possible

1. buy; 2. make; 3. do; 4. make; 5. make; 6. do; 7. make; 8. do

2 marks: all answers use a suitable verb infinitive which is spelt correctly
1 mark: between 4-7 answers use a suitable verb infinitive which is spelt correctly
0 marks: fewer than 4 answers use a suitable verb infinitive which is spelt correctly

2.

1. c); 2. d); 3. a); 4. b)

Give 1 mark for each correct answer

3.

a) I will help you with your homework when I finish cleaning my room. *or*
When I finish cleaning my room, I will help you with your homework.

Not:

I will help you with cleaning your room when I finish my homework. *or*
When I finish my homework, I will help you with cleaning your room.

b) I will do the washing up when the kids have finished their breakfast. *or*
When the kids have finished their breakfast, I will do the washing up.

2 marks: both sentences are written and spelt correctly, as above
1 mark: one sentence is written and spelt correctly, as above, or both sentences are written with the correct word order, but with one or more spelling and/or punctuation errors
0 marks: both sentences are written differently from above, with incorrect word order

4.

Note: where there is more than one option below, either answer is acceptable, although the first answer indicates our preferred answer:

a) deliberately/regularly/carefully/purposefully; b) irregular; c) main/key/basic/foremost;
d) tenses; e) perfect; f) participles; g) done; h) common/different; i) daily/everyday/usual;
j) past

Give ½ mark for each correct answer with correct spelling

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5.

Note: where there is more than one option below, either answer is acceptable, although the first answer indicates our preferred answer. Students may write other answers which are also suitable in the context of the sentences:

a) lived/been/worked/spent; b) had; c) driven/travelled; d) seen/found/bought;

Give ½ mark for each correct answer with correct spelling

6.

The student should write approximately 40 words about their plans for the future

- 5 marks: the student writes 4-5 sentences which are completely correct in terms of grammar, spelling and punctuation. They have used interesting vocabulary and ideas. The content is very readable
- 4 marks: the student writes 4-5 sentences which are almost completely correct in terms of grammar, spelling and punctuation. There are between 1-2 errors. Good use of vocabulary and interesting, readable content
- 3 marks: the student writes 4-5 sentences which are good in terms of grammar, spelling and punctuation, but there are between 3-4 errors
- 2 marks: the student writes 4-5 sentences which are legible and can be understood in terms of grammar, spelling and punctuation, but there are many errors
- 1 mark: the student has attempted the question and some of their answer is legible *or* the student has written well in terms of grammar, spelling and punctuation but has only written one sentence
- 0 marks: the student has not attempted the question or the answer is completely illegible