

Examination for the Post of Second Secretary within the Ministry for Foreign and European Affairs and Trade – 2024

Marking Scheme

Section A:

1.	c
2.	e
3.	a
4.	b
5.	d
6.	e
7.	b
8.	a
9.	c
10.	d
11.	e
12.	d
13.	c
14.	b
15.	e
16.	d
17.	b
18.	e
19.	b
20.	b

Section B

Task	40-33	32-25	24- 17	16-9	8-0	
Achievement 40 marks	Entirely appropriate text type features Fully amplified content Very clear understanding of purpose and audience Entirely appropriate tone and register	Appropriate text type features Amplified content Clear understanding of purpose and audience Appropriate tone and register	Fairly appropriate text type features Fairly amplified content Fairly clear understanding of purpose and audience Fairly appropriate tone and register	Partially appropriate text type features Limited content Limited understanding of purpose and audience Mostly inappropriate tone and register	Inappropriate text type features Very limited content Poor understanding of purpose and audience Inappropriate tone and register	
Language	40-33	32-25	24- 17	16-9	8-0	
40 marks	Varied sentence structure with highly accurate verb forms and tenses Highly accurate punctuation and spelling with very minor slips Wide range and precise vocabulary Paragraphs are well-linked with very clear evidence of planning	Some variation in sentence structure with accurate verb forms and tenses Accurate punctuation and spelling with very minor slips Good range and adequately precise vocabulary Paragraphs are linked with evidence of planning	Slightly varied sentence structure with mostly accurate verb forms and tenses Fairly accurate punctuation and spelling with some errors in low frequency words Fairly good range with some imprecise vocabulary Paragraphs are fairly linked with some evidence of planning	Repetition in sentence structure with errors in verb forms and tenses which do not hinder communication Mostly inaccurate punctuation and spelling with some errors in high frequency words Limited range and imprecise vocabulary Paragraphs are used but lack coherence and limited evidence of planning	Poor sentence structure with errors in verb forms and tenses which hinder communication Poor punctuation and spelling with many errors in high frequency words Poor range of vocabulary Paragraphs are hardly used and very little or no evidence of planning	

Section C

Task	40-33	32-25	24- 17	16-9	8-0	
<p>Achievement 40 marks</p>	<p>Entirely appropriate text type features</p> <p>Fully amplified content – arguments are well-developed, logical and complex</p> <p>Very clear understanding of purpose and audience</p> <p>Entirely appropriate tone and register</p>	<p>Appropriate text type features</p> <p>Amplified content-arguments have clear, logical stages in their development</p> <p>Clear understanding of purpose and audience</p> <p>Appropriate tone and register</p>	<p>Fairly appropriate text type features</p> <p>Fairly amplified content arguments make relevant points with some being developed</p> <p>Fairly clear understanding of purpose and audience</p> <p>Fairly appropriate tone and register</p>	<p>Partially appropriate text type features</p> <p>Limited content arguments are partially developed with some repetition</p> <p>Limited understanding of purpose and audience Mostly inappropriate tone and register</p>	<p>Inappropriate text type features</p> <p>Very limited content arguments contain only a few points and are underdeveloped.</p> <p>Poor understanding of purpose and audience</p> <p>Inappropriate tone and register</p>	
<p>Language 40 marks</p>	<p>40-33</p> <p>Varied sentence structure with highly accurate verb forms and tenses</p> <p>Highly accurate punctuation and spelling with very minor slips</p> <p>Wide range and precise vocabulary</p> <p>Paragraphs are well-linked with very clear evidence of planning</p>	<p>32-25</p> <p>Some variation in sentence structure with accurate verb forms and tenses</p> <p>Accurate punctuation and spelling with very minor slips</p> <p>Good range and adequately precise vocabulary</p> <p>Paragraphs are linked with evidence of planning</p>	<p>24- 17</p> <p>Slightly varied sentence structure with mostly accurate verb forms and tenses</p> <p>Fairly accurate punctuation and spelling with some errors in low frequency words</p> <p>Fairly good range with some imprecise vocabulary</p> <p>Paragraphs are fairly linked with some evidence of planning</p>	<p>16-9</p> <p>Repetition in sentence structure with errors in verb forms and tenses which do not hinder communication</p> <p>Mostly inaccurate punctuation and spelling with some errors in high frequency words</p> <p>Limited range and imprecise vocabulary</p> <p>Paragraphs are used but lack coherence and limited evidence of planning</p>	<p>8-0</p> <p>Poor sentence structure with errors in verb forms and tenses which hinder communication</p> <p>Poor punctuation and spelling with many errors in high frequency words</p> <p>Poor range of vocabulary</p> <p>Paragraphs are hardly used and very little or no evidence of planning</p>	