



**Qualifying Examination for the Post of Correctional Officer within the  
Correctional Services Agency  
Sample Paper 2024 – Marking Scheme**

**Section A: Reading** **50 marks**  
**Task A1 Read the text below and answer the questions which follow. 10 marks**

**Look at the infographic and underline the correct answer.** **5 marks**

1. The aim of the Travel Guide is to (entertain, instruct, inform) readers.
2. A passport is required by (all, some, no) travellers.
3. Cork Butter is (the only food museum, one of the two food museums, one of the many food museums) on the map.
4. (Kinnitly, Moynalty, Titanic Belfast) is on the coast of the island.
5. Ben Bulben is (close to, far from, on the way to) Cork Butter Museum.

**According to the information provided above, are the following sentences True (T) or False (F)? Tick (✓) the correct answer below.** **5 marks**

		T	F
1.	Curracloe Beach is recommended for adventure sports.		✓
2.	Visiting an Irish pub is recommended for its special drink.		✓
3.	To appreciate the sound of grazing animals, it's best to visit the National Park.		✓
4.	June and August are the months with the most rainfall during the year.	✓	
5.	July is the second warmest month of the year.		✓

**Task A2** **(40 marks)**

**Read the text below and answer all the questions that follow.**

Underline the correct answer.

1. Which is the best title for the text? 1 mark
  - a. How to make a drastic career change
  - b. The latest job opportunities at a facility
  - c. What it means to work in a facility

2. Which page in the Employment Section would you click on to read this text? Copy the correct answer on the line below. 1 mark



**Employment Testimonials**

3. Below are the missing subheadings for sections A to C in the text. Write the correct letter of each paragraph in the space below. One subheading is extra. 3 marks

Subheadings	Paragraph
Love being in uniform	---
A bold move	B
Following in their footsteps	C
It's better than you think	A

4. Tick (✓) the 6 correct answers. 6 marks

Who	Marisa	Tara	Kyra
has been working at the facility longest?	✓		
joined the facility last?		✓	
describes the relationship with her colleagues?	✓		✓
directly persuades the reader to take up the job?	✓		
refers to the many responsibilities of her job?			✓

5. Explain what Marisa's job as a caseworker includes. 1 mark

**Marisa oversees the process of inmates arriving at Stillwater, leaving the facility or being transferred to another facility.**

6. Underline the correct answer. 1 mark

The phrase *I thrive on the unspoken bond* (Section A) means that:

- Marisa feels good when she speaks to her colleagues about their relationship.
- The team has developed a relationship which helps Marisa do well at her job.**
- The relationship between colleagues at the facility requires more communication.

7. In between 60 to 70 words, summarise the reasons why Marisa likes her job. 10 marks

<b>The following salient points are found in the first section</b>			
1) the chances it has given her 2) the allowances/perks/benefits 3) the salary 4) opportunity to move forward 5) the mission of public safety 6) the demands of the job 7) the companionship with her colleagues 8) working in a team			
<b>SUMMARY: 10 MARKS</b>			
<b>Identification of the 8 salient points above</b> <b>½ mark for each point mentioned (4 marks)</b> <b>½ mark for using own words (4 marks)</b> <b>No marks are awarded for organisation and structure unless at least 4 of the salient points are mentioned.</b>			
	<b>1</b>	<b>0.5</b>	<b>0</b>
<b>Accuracy 1 mark</b>	Grammatical structures and syntax are accurate.	Grammatical structures and syntax are mostly accurate.	Grammatical structures are limited and mostly inaccurate.
	<b>1</b>	<b>0.5</b>	<b>0</b>
<b>Organisation &amp; Structure 1 mark</b>	Writing is well organised and structured in a paragraph. A topic sentence is included. Good use of linking words.	Writing is adequately organised and structured in a paragraph. A topic sentence is included. Adequate use of linking words.	Writing is poorly organised and unstructured. No topic sentence is included. Few or no linking words.

8. Why does a nurse at the facility require particular skills? 1 mark  
**They are faced with unique circumstances every day.**

9. In your own words, explain what the writer means by ‘I’ve heard countless stories about how conversations with those housed at Red Wing affected the inmates’ decision-making.’

2 marks

**This means that the writer heard her father and sister relate many stories about the way they had had a positive influence (1m) on the lives of inmates at Red Wing as a result of their conversations with them (1m).**

10. Write a phrase of 3 words which shows Kyra is happy about early retirement.

1 mark

**I can’t complain**

11. Are the following statements **True** (T) or **False** (F)? Circle the correct answer and give a reason. 6 marks

*Award the mark if T or F **and** the reason are correct.*

a. Marisa is specially trained to keep inmates and the public safe.

T /  F because **she has been trained to be part of the Crisis Negotiations Team.**

b. Nurses at the facility have received the same training.

T /  F because **the nurses come from all specialities.**

c. Tara speaks highly of the nurses she works with.

T /  F because **she says they are the best of the best.**

d. Kyra has been a correctional officer for 16 years.

T /  F because **she started as a correctional officer 16 years ago and she worked her way up.**

e. Kyra's sister and their father joined the facility at the same time.

T /  F because **her sister was preceded by their father/their father joined eight years before her sister.**

f. Kyra struggled to provide her ill mother with the expenses of healthcare.

T /  F because **without her health benefits, it would've been impossible to give her the necessary care.**

12. What do the following words, found in bold in the text, refer to? 3 marks

a. my **belonging to Marisa/Marisa's**

d. Our **Tara and her nurses'/belonging to Tara and her nurses**

b. you **the reader**

e. those **inmates**

c. we **Marisa and her colleagues**

f. this **the field of correctional facilities**

13. From Sections B and C, find ONE word which means: 3 marks

a. critical **acute**

d. honesty **integrity**

b. highly skilled **proficient**

e. directly **firsthand**

c. examine patients to decide who is most seriously ill **triage**

f. fought **battled**

14. Which one of the following images is the reader least likely to find on the website where this text was published? Tick (✓) the correct box below. 1 mark



a.



b.



c.



d.

**Section B: Writing**

**50 marks**

**Task B1**

**10 marks**

Answer the following question.

Yesterday a fight broke out at your workplace and your direct superior asked you to fill in the Incident Report Form below.

**Section B: Writing**

**50 marks**

**Task B1**

**10 marks**

**Short writing task**

Informs	the direct superior with all the details (venue, date, time)	<b>1</b>	<b>1/2</b>	<b>0</b>
Describes	what happened during the incident	<b>2</b>	<b>1</b>	<b>0</b>
Uses	appropriate formal register	<b>1</b>	<b>1/2</b>	<b>0</b>
Uses	a range of appropriate vocabulary	<b>1</b>	<b>1/2</b>	<b>0</b>
Uses	accurate grammatical structures	<b>2</b>	<b>1</b>	<b>0</b>
Uses	devices to make writing coherent and cohesive	<b>1</b>	<b>1/2</b>	<b>0</b>
Punctuation		<b>1</b>	<b>1/2</b>	<b>0</b>
Spelling		<b>1</b>	<b>1/2</b>	<b>0</b>
<b>10 MARKS</b>				

1 mark is to be deducted from the total if the writing task is 5 words shorter than 70 or longer than 80 words.

2 marks is to be deducted from the total if the writing task is 6 words or more shorter than 70 or longer than 80 words.

Section B: Writing Task B2					
Long Writing Task 40 marks	Candidates characteristically	Candidates characteristically	Candidates characteristically	Candidates characteristically	Candidates characteristically
	5	4	3	2	1 - 0
<b>Task achievement (content, relevance, text type features) (5 marks)</b>	<ul style="list-style-type: none"> <li>Task is achieved in full</li> <li>Content is completely relevant</li> <li>Text type features are entirely appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Task is achieved quite well</li> <li>Content is mostly relevant</li> <li>Text type features are mostly appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Task is achieved in part</li> <li>Content is not always relevant</li> <li>Text type features are not always appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Task is hardly achieved</li> <li>Content is under-developed</li> <li>Text type features are minimally appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Task is not achieved</li> <li>Content is irrelevant</li> <li>Text type features are not appropriate</li> </ul>
	5	4	3	2	1 - 0
<b>Organisation and Linking (Coherence and Cohesion) (5 marks)</b>	<ul style="list-style-type: none"> <li>Structure and organise their writing in a cogent manner</li> <li>Cohesive devices are varied and link together well</li> </ul>	<ul style="list-style-type: none"> <li>Structure and organise their writing into a coherent prose</li> <li>Cohesive devices are quite varied and generally correct</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and sentence structure are fairly correct though unambitious</li> <li>Cohesive devices are rather limited</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and sentence structure show lack of control</li> </ul>	<ul style="list-style-type: none"> <li>No attempt to structure and organise their writing</li> </ul>
	10 – 9	8 – 7	6 - 5	4 - 3	2 - 0
<b>Grammar and accuracy (10 marks)</b>	<ul style="list-style-type: none"> <li>Varied and accurate grammatical structures and syntax</li> <li>Excellent choice of expression</li> </ul>	<ul style="list-style-type: none"> <li>Mostly accurate grammatical structures and syntax</li> <li>Quite varied grammatical structures</li> <li>Good choice of expression</li> </ul>	<ul style="list-style-type: none"> <li>Grammatical structures and syntax are rather basic and sometimes inaccurate</li> <li>Adequate choice of expression but with some inaccuracies</li> </ul>	<ul style="list-style-type: none"> <li>Grammatical structures and syntax are limited and mostly inaccurate</li> <li>Limited choice of expression and with some inaccuracies</li> </ul>	<ul style="list-style-type: none"> <li>Grammatical structures and syntax are inaccurate</li> <li>Very poor choice of expression and inaccurate</li> </ul>
	10 – 9	8 – 7	6 - 5	4 - 3	2 - 0
<b>Vocabulary and Register (10 marks)</b>	<ul style="list-style-type: none"> <li>Wide-ranging and appropriate vocabulary</li> <li>Good use of register</li> </ul>	<ul style="list-style-type: none"> <li>Good range and appropriate vocabulary</li> <li>Appropriate use of register</li> </ul>	<ul style="list-style-type: none"> <li>Choice of vocabulary is unambitious and sometimes inaccurate</li> <li>Adequate use of register but with some inaccuracies</li> </ul>	<ul style="list-style-type: none"> <li>Limited vocabulary, possibly seen in the repetition of words</li> <li>Not sensitive to the choice of register</li> </ul>	<ul style="list-style-type: none"> <li>Very limited and inappropriate choice of vocabulary</li> <li>Register is ignored</li> </ul>
	5	4	3	2	1 - 0
<b>Punctuation (5 marks)</b>	Accurate use of punctuation	Good use of punctuation	Adequate use of punctuation but some errors	Punctuation use is rather poor	Punctuation use is very poor
<b>Spelling (5 marks)</b>	Spelling is accurate. 0 mistakes = 5 marks	Spelling of low-frequency words mostly accurate. 1-2 mistakes = 4½ marks 3-4 mistakes = 4 marks	Spelling of low-frequency words fairly accurate. 5 mistakes = 3½ marks 6 mistakes = 3 marks	Spelling of low-frequency words fairly accurate. 7 mistakes = 2½ marks 8 mistakes = 2 marks	Spelling of low- and high-frequency words mostly inaccurate. 9 mistakes = 1 mark 10 mistakes = ½ mark 10+ mistakes = 0 marks