

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

## Marking Scheme

### Section A:

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

## Section B

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

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|--|--|--|--|------------------------------|--|--|
|  |  |  |  | limited evidence of planning |  |  |
|--|--|--|--|------------------------------|--|--|

### Section C

| Task                            | 40-33   | 32-25  | 24- 17  | 16-9   | 8-0  |  |
|---------------------------------|---|--|---|--|--|--|
| <b>Achievement<br/>40 marks</b> | <p>Entirely appropriate <b>text type</b> features</p> <p>Fully amplified <b>content</b> – arguments are well-developed, logical and complex</p> <p>Very clear understanding of <b>purpose and audience</b></p> <p>Entirely appropriate <b>tone and register</b></p> | <p>Appropriate <b>text type features</b></p> <p>Amplified <b>content</b>-arguments have clear, logical stages in their development</p> <p>Clear understanding of <b>purpose and audience</b></p> <p>Appropriate <b>tone and register</b></p> | <p>Fairly appropriate <b>text type features</b></p> <p>Fairly amplified <b>content</b> arguments make relevant points with some being developed</p> <p>Fairly clear understanding of <b>purpose and audience</b></p> <p>Fairly appropriate <b>tone and register</b></p> | <p>Partially appropriate <b>text type features</b></p> <p>Limited <b>content</b> arguments are partially developed with some repetition</p> <p>Limited understanding of <b>purpose and audience</b></p> <p>Mostly inappropriate <b>tone and register</b></p> | <p>Inappropriate <b>text type features</b></p> <p>Very limited <b>content</b> arguments contain only a few points and are underdeveloped.</p> <p>Poor understanding of <b>purpose and audience</b></p> <p>Inappropriate <b>tone and register</b></p> |  |
| <b>Language<br/>40 marks</b>    | <p>40-33</p> <p>Varied <b>sentence structure</b> with highly accurate verb forms and tenses</p>   | <p>32-25</p> <p>Some variation in <b>sentence structure</b> with accurate verb forms and tenses</p>  | <p>24- 17</p> <p>Slightly varied <b>sentence structure</b> with mostly accurate verb forms and tenses</p>   | <p>16-9</p> <p>Repetition in <b>sentence structure</b> with errors in verb forms and tenses which do not hinder communication</p>  | <p>8-0</p> <p>Poor <b>sentence structure</b> with errors in verb forms and tenses which hinder communication</p>   |  |

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|--|--|--|---|--|---|--|
|  | <p>Highly accurate <b>punctuation and spelling</b> with very minor slips</p> <p>Wide range and precise <b>vocabulary</b></p> <p><b>Paragraphs</b> are well-linked with very clear evidence of planning</p> | <p>Accurate <b>punctuation and spelling</b> with very minor slips</p> <p>Good range and adequately precise <b>vocabulary</b></p> <p><b>Paragraphs</b> are linked with evidence of planning</p> | <p>Fairly accurate <b>punctuation and spelling</b> with some errors in low frequency words</p> <p>Fairly good range with some imprecise <b>vocabulary</b></p> <p><b>Paragraphs</b> are fairly linked with some evidence of planning</p> | <p>Mostly inaccurate <b>punctuation and spelling</b> with some errors in high frequency words</p> <p>Limited range and imprecise <b>vocabulary</b></p> <p><b>Paragraphs</b> are used but lack coherence and limited evidence of planning</p> | <p>Poor <b>punctuation and spelling</b> with many errors in high frequency words</p> <p>Poor range of <b>vocabulary</b></p> <p><b>Paragraphs</b> are hardly used and very little or no evidence of planning</p> |  |
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