



**Qualifying Examination for the Post of Correctional Officer within the
Correctional Services Agency
3rd June 2025 – Marking Scheme**

Section A: Reading

50 marks

Task A1 Read the text on page 2 and answer the questions which follow.

10 marks

Look at the infographic and underline the correct answer.

5 marks

1. The infographic presents the reader with (information about, a description of, suggestions about) gym fitness classes at Coralline Fitness Centre.
2. One can attend any fitness class by (popping in, making a reservation, dropping by) at the gym.
3. The gym offers a yoga class in the evening (once, twice, thrice) weekly.
4. The schedule for the gym fitness classes (will, should, may) change.
5. Coralline Fitness Centre is offering a (substantial, moderate, small) discount on gym fitness classes.

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

5 marks

		T	F
1.	The survey found that the strongest incentive for joining a gym is to follow a healthy lifestyle.		✓
2.	More respondents want to go to a gym to lose weight rather than to build muscle.		✓
3.	Hardly any of the respondents are motivated to go to a gym to meet other people.		✓
4.	Over 30% of respondents want to go to a gym to have fun.	✓	
5.	Less than 30% of respondents consider feeling excited as a reason to go to a gym.	✓	

Task A2**(40 marks)****Read the text below and answer all the questions that follow.**

Underline the correct answer.

1 mark

1. Which is the best title for the text?
- Ending drug addiction
 - Ending youth homelessness**
 - Policing the city

2. The aim of the online text is to
- amuse and entertain.
 - argue and persuade.
 - narrate and inform.**

1 mark

3. The phrase “affront to the homeless” (line 5) means
- an outrage to the homeless.
 - a front to the homeless.
 - an insult to the homeless.**

1 mark

4. Below are the missing subheadings for the four movies A to D in the text. Write the correct letter of each paragraph in the space below. One subheading is extra.

4 marks

Subheading	Paragraph
Sam’s Story	
Centrepoint’s Success	D
Jayden’s Story	C
Centrepoint Shelter	A
Chelsie’s Story	B

5. Match Column **A** with Column **C** by putting the correct letter in Column **B**. The first one (**a**) has been done for you.

5 marks

	A	B	C
a.	over 60	f	when the Prince of Wales became Patron of Centrepoint
b.	1970	d	when Reverend Ken Leech opened his first night shelter
c.	almost 14000	e	the number of organisations that help Centrepoint
d.	1969	b	when Centrepoint first widened its services
e.	100	a	the number of accommodation services
f.	2005	c	the number of young people helped annually

6. In your own words, explain how Centrepoint extended its focus in the 1970s. **2 marks**

Accept answers that paraphrase the following:

“Centrepoint do not just focus on giving young people a bed for a night but, more importantly, a home where they can reclaim their future with the support of dedicated frontline workers.”

Answers should emphasise how the centre added housing facilities and helped young people get their life back.

7. How was residential accommodation a game-changer for Jayden? **2 marks**
It helped him mix with other people / met Chelsea, the love of his life and formed part of a team.
8. Find a phrase of SIX words from lines 15 to 22 that shows that when Chelsea took part in the race, she became more willing to talk to people. **1 mark**
brought me out of my shell (line 18)
9. In a paragraph of between 60 to 70 of your own words, summarise Chelsea’s experience at Centrepoint. **10 marks**

SUMMARY - 10 MARKS	
Identification of facts – 4 marks	
4 marks (8 x ½m)	1. Chelsea went to Centrepoint about three years ago. 2. She was at the lowest point of her life / she was suffering from anxiety / she didn’t venture outside. 3. She began therapy classes. 4. She started to believe in herself / mixing with others. 5. She still experienced ups and downs. 6. She took part in the Soapbox cart race. 7. This was a great experience for her. 8. She has now become more mature and independent.
Accuracy - 3 marks	
3 marks	Grammatical structures and syntax are accurate.
2 marks	Grammatical structures and syntax are mostly accurate.
1 mark	Grammatical structures are limited and mostly inaccurate.
Organisation & Structure - 3 marks	
3 marks	Writing is well organised and structured. Good use of linking words.
2 marks	Writing is adequately organised and structured. Adequate use of linking words.
1 mark	Writing is poorly organised and unstructured. Few or no linking words.
Important Points for Markers	
<ul style="list-style-type: none"> • No marks to be awarded for organisation and structure unless at least 4 of the points included. • 1 mark is to be deducted from the total if the summary is longer or shorter than the indicated number of words. 	

Section B: Writing**50 marks
(10 marks)****Task B1**

Answer the following question.

You are Tam Williams. You took part in a sports tournament at work in which you sustained an injury. Your line manager has asked you to complete the Incident Report Form below.

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

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.

Task B2**(40 marks)**

Write between 180 and 200 words on **ONE** of the titles below.

- a. You have been invited to a dinner, organised by the social committee at your workplace. Write an email to Deborah Towns, the committee's secretary, in which you respectfully decline an invitation to this event, explaining your reason while maintaining positive relationships with your colleagues.

Start your email by copying the details below.

From: marsmith@dmail.com
To: debbtowns@hr.com
Subject: Thank You for the Invitation – Regretfully Unable to Attend

OR

- b. As a newly recruited officer, you want to learn more about the support services(e.g. healthcare benefits, discounts at commercial outlets etc.) offered to employees at your workplace. Write an email to your Human Resources Officer, Luca Butler, requesting information about the specific services and facilities provided for staff.

Start your email by copying the details below.

From: marktims@dmail.com
To: lucabutler@hr.com
Subject: Inquiry About Staff Services and Facilities

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
Task achievement (content, relevance, text type features) (5 marks)	<ul style="list-style-type: none"> Task is achieved in full Content is completely relevant Text type features are entirely appropriate 	<ul style="list-style-type: none"> Task is achieved quite well Content is mostly relevant Text type features are mostly appropriate 	<ul style="list-style-type: none"> Task is achieved in part Content is not always relevant Text type features are not always appropriate 	<ul style="list-style-type: none"> Task is hardly achieved Content is under-developed Text type features are minimally appropriate 	<ul style="list-style-type: none"> Task is not achieved Content is irrelevant Text type features are not appropriate
	5	4	3	2	1 - 0
Organisation and Linking (Coherence and Cohesion) (5 marks)	<ul style="list-style-type: none"> Structure and organise their writing in a cogent manner Cohesive devices are varied and link together well 	<ul style="list-style-type: none"> Structure and organise their writing into a coherent prose Cohesive devices are quite varied and generally correct 	<ul style="list-style-type: none"> Paragraph and sentence structure are fairly correct though unambitious Cohesive devices are rather limited 	<ul style="list-style-type: none"> Paragraph and sentence structure show lack of control 	<ul style="list-style-type: none"> No attempt to structure and organise their writing
	10 – 9	8 – 7	6 - 5	4 - 3	2 - 0
Grammar and accuracy (10 marks)	<ul style="list-style-type: none"> Varied and accurate grammatical structures and syntax Excellent choice of expression 	<ul style="list-style-type: none"> Mostly accurate grammatical structures and syntax Quite varied grammatical structures Good choice of expression 	<ul style="list-style-type: none"> Grammatical structures and syntax are rather basic and sometimes inaccurate Adequate choice of expression but with some inaccuracies 	<ul style="list-style-type: none"> Grammatical structures and syntax are limited and mostly inaccurate Limited choice of expression and with some inaccuracies 	<ul style="list-style-type: none"> Grammatical structures and syntax are inaccurate Very poor choice of expression and inaccurate

	10 – 9	8 – 7	6 - 5	4 - 3	2 - 0
Vocabulary and Register (10 marks)	<ul style="list-style-type: none"> • <i>Wide-ranging and appropriate vocabulary</i> • <i>Good use of register</i> 	<ul style="list-style-type: none"> • <i>Good range and appropriate vocabulary</i> • <i>Appropriate use of register</i> 	<ul style="list-style-type: none"> • <i>Choice of vocabulary is unambitious and sometimes inaccurate</i> • <i>Adequate use of register but with some inaccuracies</i> 	<ul style="list-style-type: none"> • <i>Limited vocabulary, possibly seen in the repetition of words</i> • <i>Not sensitive to the choice of register</i> 	<ul style="list-style-type: none"> • <i>Very limited and inappropriate choice of vocabulary</i> • <i>Register is ignored</i>
	5	4	3	2	1 - 0
Punctuation (5 marks)	<i>Accurate use of punctuation</i>	<i>Good use of punctuation</i>	<i>Adequate use of punctuation but some errors</i>	<i>Punctuation use is rather poor</i>	<i>Punctuation use is very poor</i>
	5	4	3	2	1 - 0
Spelling (5 marks)	<i>Spelling is accurate. 0 mistakes = 5 marks</i>	<i>Spelling of low-frequency words mostly accurate. 1-2 mistakes = 4½ marks 3-4 mistakes = 4 marks</i>	<i>Spelling of low-frequency words fairly accurate. 5 mistakes = 3½ marks 6 mistakes = 3 marks</i>	<i>Spelling of low-frequency words fairly accurate. 7 mistakes = 2½ marks 8 mistakes = 2 marks</i>	<i>Spelling of low- and high-frequency words mostly inaccurate. 9 mistakes = 1 mark 10 mistakes = ½ mark 10+ mistakes = 0 marks</i>