



Cambridge IGCSE™

INDONESIAN

0545/04

Paper 4 Writing

May/June 2020

MARK SCHEME

Maximum Mark: 50

Published

Students did not sit exam papers in the June 2020 series due to the Covid-19 global pandemic.

This mark scheme is published to support teachers and students and should be read together with the question paper. It shows the requirements of the exam. The answer column of the mark scheme shows the proposed basis on which Examiners would award marks for this exam. Where appropriate, this column also provides the most likely acceptable alternative responses expected from students. Examiners usually review the mark scheme after they have seen student responses and update the mark scheme if appropriate. In the June series, Examiners were unable to consider the acceptability of alternative responses, as there were no student responses to consider.

Mark schemes should usually be read together with the Principal Examiner Report for Teachers. However, because students did not sit exam papers, there is no Principal Examiner Report for Teachers for the June 2020 series.

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the June 2020 series for most Cambridge IGCSE™ and Cambridge International A & AS Level components, and some Cambridge O Level components.

This document consists of **17** printed pages.

Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

GENERIC MARKING PRINCIPLE 2:

Marks awarded are always **whole marks** (not half marks, or other fractions).

GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

GENERIC MARKING PRINCIPLE 4:

Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

GENERIC MARKING PRINCIPLE 5:

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

GENERIC MARKING PRINCIPLE 6:

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

1 General Marking Principles**1.1 Crossing out:**

(a)	If a candidate changes his/her mind over an answer and crosses out an attempt, award a mark if the final attempt is correct.
(b)	If a candidate crosses out an answer <u>to a whole question</u> but makes no second attempt at it, mark the crossed out work.

1.2 For Questions 2 and 3, if the candidate has written an answer in the space provided, you should ignore anything written elsewhere, unless:

(a)	there is an indication from the candidate that other material should be considered.
(b)	the candidate has continued their answer outside the space provided.
(c)	there is no answer in the space provided.

1.3 Annotation used in the Mark Scheme:

(a)	^ = on its own, the material is not sufficient to score the mark.
(b)	BOD = benefit of the doubt and is used to indicate that the Examiner has considered the answer/that part of the answer and judged it to be more correct than incorrect: the benefit of the doubt is given to the candidate and the mark is awarded.

1.4 No response and '0' marks

There is a NR (No Response) option in **RM Assessor**.

Award NR (No Response):

If there is nothing written at all in the answer space or

If there is only a comment which does not in any way relate to the question being asked (e.g. 'can't do' or 'don't know') or

If there is only a mark which isn't an attempt at the question (e.g. a dash, a question mark).

Award 0:

If there is any attempt that earns no credit. This could, for example, include the candidate copying all or some of the question, or any working that does not earn any marks, whether crossed out or not.

1.5 Optional questions: You must mark all questions attempted by the candidate. Where a question has not been attempted then NR must be entered. (For Question 3 only, after marking the question(s) the candidate has answered, NR is populated automatically when you click on 'Complete'.) Where the candidate attempts more than one of the alternatives in Question 3, RM Assessor will automatically only aggregate the candidate's best result.

Question	Answer	Marks
Question 1	<p>Candidates are required to list 8 items in Indonesian. Read all of the items that the candidate has listed and award marks as follows:</p> <p>(i) Select the most correct items up to a maximum of 5. Award 1 mark for each correct item up to a maximum of 5. Stop ticking once 5 items have been rewarded.</p> <p>(ii) On Question 1, award marks for items wherever the candidate has written them.</p> <p>(iii) If the candidate offers more than one word per line, award a mark for each acceptable item.</p> <p>(iv) The pictures provided on the question paper are only suggestions.</p> <p>(v) Mark for communication. Tolerate inaccuracies, provided the message is clear. Ignore any verbs/unnecessary adjectives.</p> <p>(vi) If spelling is questionable, start by referring to the detailed mark scheme. Refer to the bullet points below if no decision on the spelling you have encountered is recorded there.</p> <ul style="list-style-type: none"> • ‘If in doubt, sound it out’: if you read what the candidate has written, does it sound like the correct answer? • Look-alike test: does what the candidate has written look like the correct answer, e.g. one letter missing but no other word created. • If the first part of the word is correct, small errors in what comes next are less likely to impede communication (unless they suggest another meaning). • Where letters are transposed, the word is likely to communicate (unless another word has been created). <p>(vii) Once marking proper starts, if there are five clearly acceptable items, award marks wherever these are in the list. This approach may allow questionable versions to be ignored</p> <p>(viii) Refuse all nouns which are repeated and which do not have a separate meaning:</p> <ul style="list-style-type: none"> • <i>Apple, pineapple: award one mark to each item (the repeated ‘apple’ has a different meaning)</i> • <i>Football boots, hockey boots: award one mark for the first boots (if the test is about clothing, there is no reward for using a list of sports as adjectives, and repeating the same item of clothing)</i> <p>(ix) Reject misspelt words which suggest a word with a quite different meaning. Where nouns are usually plural, accept the singular and vice versa.</p>	

Question	Answer	Marks																				
1	<p data-bbox="338 244 1211 276">Make a list of 8 things that one might possibly take on holiday.</p> <table border="1" data-bbox="338 312 1370 967"> <thead> <tr> <th data-bbox="338 312 1070 376">Accept</th> <th data-bbox="1070 312 1370 376">Do not accept</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 376 1070 440">sikat gigi</td> <td data-bbox="1070 376 1370 440"></td> </tr> <tr> <td data-bbox="338 440 1070 504">kaus, baju (any kind of clothing)</td> <td data-bbox="1070 440 1370 504">T shirt</td> </tr> <tr> <td data-bbox="338 504 1070 568">celana pendek, celana panjang (any kind of celana)</td> <td data-bbox="1070 504 1370 568"></td> </tr> <tr> <td data-bbox="338 568 1070 632">sandal, sepatu, (accept any kind of shoe)</td> <td data-bbox="1070 568 1370 632"></td> </tr> <tr> <td data-bbox="338 632 1070 695">handuk</td> <td data-bbox="1070 632 1370 695"></td> </tr> <tr> <td data-bbox="338 695 1070 759">kaca mata (or kaca mata hitam)</td> <td data-bbox="1070 695 1370 759"></td> </tr> <tr> <td data-bbox="338 759 1070 823">HP, telepon genggam, telepon seluler</td> <td data-bbox="1070 759 1370 823">But not harpay</td> </tr> <tr> <td data-bbox="338 823 1070 887">uang, (any means of carrying money, e.g. dompet)</td> <td data-bbox="1070 823 1370 887"></td> </tr> <tr> <td data-bbox="338 887 1070 951">buku, (any reading material, e.g. majalah)</td> <td data-bbox="1070 887 1370 951"></td> </tr> </tbody> </table> <p data-bbox="1541 1002 1944 1034" style="text-align: right;">Total for Question 1: 5 marks</p>	Accept	Do not accept	sikat gigi		kaus, baju (any kind of clothing)	T shirt	celana pendek, celana panjang (any kind of celana)		sandal, sepatu, (accept any kind of shoe)		handuk		kaca mata (or kaca mata hitam)		HP, telepon genggam, telepon seluler	But not harpay	uang, (any means of carrying money, e.g. dompet)		buku, (any reading material, e.g. majalah)		5
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Question	Answer	Marks
<p>Question 2</p> <p>Candidates are required to answer the question. Read the whole answer and award marks as follows:</p> <ul style="list-style-type: none"> • Communication: award a mark out of 10, according to the instructions in 2.1. • Language: award a mark out of 5, according to the instructions in 2.2. 		
2	<p><u>2.1: Award a mark out of 10 for Communication</u></p> <p>(i) Place the appropriate ‘numbered’ tick as close as possible to each relevant communication point in the body of the answer.</p> <p>(ii) Award ticks flexibly across the tasks for each piece of relevant information conveyed, up to a maximum of 10. HOWEVER, each of the tasks must be covered to get the 10 communication marks:</p> <ul style="list-style-type: none"> • <u>If 1 of the tasks is missing</u>, the maximum communication mark is 9. • <u>If 2 of the tasks are missing</u>, the maximum communication mark is 8 (and so on). <p>(iii) Add up the ticks to give a mark out of 10 for Communication.</p> <p>(iv) For COMMUNICATION</p> <ul style="list-style-type: none"> • be tolerant of time frames/spelling (for spelling, use ‘rules’ in Question 1: look alike, sound alike, etc). <p>(v) <u>LISTS</u> = a maximum of 3 marks for communication: lists of 1–3 items = 1 mark; lists of 4 items = 2 marks; lists of 5–6 items = 3 marks</p> <ul style="list-style-type: none"> • Rambutnya hitam, matanya biru, mulutnya kecil = 1 mark (1 verb = a list of 3) • Rambutnya hitam (1), bermata biru (1), dan dia pandai bernyanyi (1) = 3 marks • (3 constructions) <p>(vi) Only reward each piece of information once.</p> <p>(vii) Do not penalise factual errors.</p> <p>(viii) What the candidate writes may not follow the order of the tasks on the question paper – this is fine.</p>	15

Question	Answer		Marks	
2	festival atau perayaan			
	TASK	Accept		Annotate
	1	Sebutkan satu festival atau perayaan yang Anda rayakan. Kapan? REWARD: any name of a festival or celebration REWARD: any information about when that event takes place		 ✓1 ✓1
	2	Bagaimana persiapan sebelumnya? Jelaskan. REWARD: any detail about the preparation before the festival / celebration REWARD: any further detail about such preparations.		 ✓2 ✓2
	3	Apa yang paling Anda senangi dari festival atau perayaan itu? REWARD: Statement of what they most enjoyed.		 ✓3
	4	Mengapa? REWARD: any statement as to why they enjoyed the festival / celebration.		 ✓4
	5	Jika Anda bisa pindah ke negara lain, festival atau perayaan apa yang ingin Anda ikuti? Mengapa? REWARD: any statement relating to another festival / celebration in another country. REWARD: any explanation of why they would choose that festival / celebration.		 ✓5 ✓5
		Further ticks 1–5 can be given for further information relevant to the above tasks.		

Question	Answer	Marks												
2	<p><u>2.2: Award a mark out of 5 for Language</u></p> <p>Award a mark out of 5 for Language*, according to the Grade descriptors in the table below (see <i>Note on using mark schemes with Grade descriptors</i> (Appendix 1)).</p> <p>Grade descriptors for Language (Question 2)</p> <table border="1" data-bbox="338 480 1868 1110"> <tbody> <tr> <td data-bbox="338 480 398 647">5</td> <td data-bbox="398 480 1868 647">Straightforward vocabulary and structure. The style of writing is basic, but reasonably coherent. Use of a limited range of verbs, generally successful. More accuracy than inaccuracy.</td> </tr> <tr> <td data-bbox="338 647 398 783">4</td> <td data-bbox="398 647 1868 783">Basic vocabulary and structure. Some awareness of verb usage, but inconsistent. The writing is sufficiently accurate for meaning to be conveyed.</td> </tr> <tr> <td data-bbox="338 783 398 919">3</td> <td data-bbox="398 783 1868 919">Very basic vocabulary and structure. Little awareness of verb usage (e.g. infinitives regularly used instead of finite verbs). Despite regular errors, the writing often conveys some meaning.</td> </tr> <tr> <td data-bbox="338 919 398 979">2</td> <td data-bbox="398 919 1868 979">A few phrases or short sentences are accurate enough to be comprehensible. Very simple sentence structure.</td> </tr> <tr> <td data-bbox="338 979 398 1040">1</td> <td data-bbox="398 979 1868 1040">Disjointed words or short phrases, one or two of them accurate enough to be comprehensible.</td> </tr> <tr> <td data-bbox="338 1040 398 1110">0</td> <td data-bbox="398 1040 1868 1110">One or two disjointed words or short phrases may be recognisable.</td> </tr> </tbody> </table> <p>*Consider the whole answer when awarding mark for language</p> <p style="text-align: right;">Total for Communication: 10 marks Total for Language: 5 marks Total for Question 2: 15 marks</p>	5	Straightforward vocabulary and structure. The style of writing is basic, but reasonably coherent. Use of a limited range of verbs, generally successful. More accuracy than inaccuracy.	4	Basic vocabulary and structure. Some awareness of verb usage, but inconsistent. The writing is sufficiently accurate for meaning to be conveyed.	3	Very basic vocabulary and structure. Little awareness of verb usage (e.g. infinitives regularly used instead of finite verbs). Despite regular errors, the writing often conveys some meaning.	2	A few phrases or short sentences are accurate enough to be comprehensible. Very simple sentence structure.	1	Disjointed words or short phrases, one or two of them accurate enough to be comprehensible.	0	One or two disjointed words or short phrases may be recognisable.	
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Question	Answer	Marks						
Question 3	<p>Candidates answer 1 question from a choice of 3. Read the whole answer and award marks as follows:</p> <ul style="list-style-type: none"> • Communication: award a mark out of 10, according to the instructions in 3.1. • Language: award a mark out of 10 for Accuracy, according to the instructions in 3.2. award a mark out of 10 for Range/Variety/Appropriateness, according to the instructions in 3.3. <p>For question-specific guidance, see later in this mark scheme.</p> <p><u>3.1: Award a mark out of 10 for Communication</u></p> <p>(i) There are 5 relevant communication points per question, each worth a maximum of 2 marks.</p> <p>(ii) For each relevant communication point, use the appropriate numbered tick and place up to 2 of these ticks as close as possible to each relevant communication point (in the body of the answer).</p> <table border="1" data-bbox="181 823 1697 975"> <tbody> <tr> <td data-bbox="181 823 315 874">2 ticks</td> <td data-bbox="315 823 1697 874">Message clearly communicated. Minor errors (adjective endings, use of prepositions etc.) are tolerated.</td> </tr> <tr> <td data-bbox="181 874 315 925">1 tick</td> <td data-bbox="315 874 1697 925">Communication of some meaning is achieved, but the message may be ambiguous or incomplete.</td> </tr> <tr> <td data-bbox="181 925 315 975">0 ticks</td> <td data-bbox="315 925 1697 975">Nothing of worth communicated.</td> </tr> </tbody> </table> <p>(iii) Add up the ticks to give a mark out of 10 for Communication.</p>	2 ticks	Message clearly communicated. Minor errors (adjective endings, use of prepositions etc.) are tolerated.	1 tick	Communication of some meaning is achieved, but the message may be ambiguous or incomplete.	0 ticks	Nothing of worth communicated.	
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0 ticks	Nothing of worth communicated.							

Question	Answer	Marks
<u>3.2 – award a mark out of 10 for Accuracy of Grammar and Structures</u>		
9–10	Highly accurate including in the correct use of affixes and classifiers and more complex structures.	
7–8	Accurate in the use of simple structures. Complex structures may contain occasional more serious errors/more frequent slips, which do not change the meaning.	
5–6	Displays some control of simple structures. Unsuccessful with more complex structures.	
3–4	Inconsistent, but a number of examples of accurate usage.	
1–2	Substantially inaccurate, with only isolated examples of accurate usage.	
0	No examples of accurate usage	

Question	Answer	Marks
<u>3.3 – award a mark out of 10 for Range, Variety and Appropriateness (RVA)</u>		
9–10	Apt use of a wide range of vocabulary. Able to use idiom appropriately. Confident use of a wide range of complex sentence patterns and structures.	
7–8	Good range of vocabulary with little repetition. A positive attempt to introduce variety. Ambitious in use of a variety of complex sentence patterns.	
5–6	Some attempt to extend range of vocabulary but still rather repetitive. Shows some ability to produce syntax and structures appropriate to the task.	
3–4	Narrow range of vocabulary. Frequent repetition of common words. Some attempt at more complex sentence patterns but errors occur even in common structures.	
1–2	Very limited vocabulary. Very limited range of structures. Only very simple sentence patterns.	
0	Nothing worthy of credit	
Total for Communication: 10 marks Total for Accuracy and Grammar: 10 marks Total for RVA: 10 marks Total for Question 3: 30 marks		

Question	Answer	Marks																		
3(a)	<p data-bbox="336 244 875 276"><i>Email to Grandmother about a holiday.</i></p> <p data-bbox="336 316 1417 347"><u>3.1: Award a mark out of 10 for Communication – see generic guidance above</u></p> <table border="1" data-bbox="336 379 1655 1110"> <thead> <tr> <th data-bbox="336 379 434 440">Tick</th> <th data-bbox="434 379 1543 440">Accept</th> <th data-bbox="1543 379 1655 440">Mark</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 440 434 579">✓1</td> <td data-bbox="434 440 1543 579"> <p data-bbox="448 459 1263 496">Ceritakan tentang liburan itu (ke mana? transportasinya?).</p> <p data-bbox="448 528 1144 564">Any details about where they went and how travelled.</p> </td> <td data-bbox="1543 440 1655 579">2</td> </tr> <tr> <td data-bbox="336 579 434 716">✓2</td> <td data-bbox="434 579 1543 716"> <p data-bbox="448 598 1055 635">Ceritakan tentang teman yang ikut berlibur.</p> <p data-bbox="448 667 1055 703">Any details about the friend s/he travelled with.</p> </td> <td data-bbox="1543 579 1655 716">2</td> </tr> <tr> <td data-bbox="336 716 434 853">✓3</td> <td data-bbox="434 716 1543 853"> <p data-bbox="448 730 1319 767">Sebutkan hal yang paling Anda senangi selama kunjungan itu.</p> <p data-bbox="448 799 1048 836">Any information as to what s/he most enjoyed.</p> </td> <td data-bbox="1543 716 1655 853">2</td> </tr> <tr> <td data-bbox="336 853 434 975">✓4</td> <td data-bbox="434 853 1543 975"> <p data-bbox="448 866 622 903">...Mengapa?</p> <p data-bbox="448 935 613 971">... and why?</p> </td> <td data-bbox="1543 853 1655 975">2</td> </tr> <tr> <td data-bbox="336 975 434 1110">✓5</td> <td data-bbox="434 975 1543 1110"> <p data-bbox="448 994 1391 1031">Jelaskan apa yang akan Anda lakukan sebelum kembali ke sekolah.</p> <p data-bbox="448 1062 1350 1099">Any detail about how s/he plans to spend time before return to school</p> </td> <td data-bbox="1543 975 1655 1110">2</td> </tr> </tbody> </table> <p data-bbox="336 1150 1330 1187"><u>3.2: Award a mark out of 10 for Accuracy – see generic guidance above</u></p> <p data-bbox="336 1219 1256 1256"><u>3.3: Award a mark out of 10 for RVA – see generic guidance above</u></p>	Tick	Accept	Mark	✓1	<p data-bbox="448 459 1263 496">Ceritakan tentang liburan itu (ke mana? transportasinya?).</p> <p data-bbox="448 528 1144 564">Any details about where they went and how travelled.</p>	2	✓2	<p data-bbox="448 598 1055 635">Ceritakan tentang teman yang ikut berlibur.</p> <p data-bbox="448 667 1055 703">Any details about the friend s/he travelled with.</p>	2	✓3	<p data-bbox="448 730 1319 767">Sebutkan hal yang paling Anda senangi selama kunjungan itu.</p> <p data-bbox="448 799 1048 836">Any information as to what s/he most enjoyed.</p>	2	✓4	<p data-bbox="448 866 622 903">...Mengapa?</p> <p data-bbox="448 935 613 971">... and why?</p>	2	✓5	<p data-bbox="448 994 1391 1031">Jelaskan apa yang akan Anda lakukan sebelum kembali ke sekolah.</p> <p data-bbox="448 1062 1350 1099">Any detail about how s/he plans to spend time before return to school</p>	2	30
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3(b)	<p data-bbox="336 244 658 276">Article about a concert</p> <p data-bbox="336 316 1417 347"><u>3.1: Award a mark out of 10 for Communication – see generic guidance above</u></p> <table border="1" data-bbox="336 379 1767 1110"> <thead> <tr> <th data-bbox="336 379 434 443">Tick</th> <th data-bbox="434 379 1653 443">Accept</th> <th data-bbox="1653 379 1767 443">Mark</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 443 434 579">✓1</td> <td data-bbox="434 443 1653 579"> <p data-bbox="448 464 1070 496">Di mana konser itu dan apa jenis musiknya?</p> <p data-bbox="448 531 1223 563">Any detail about where it was and the kind of music played.</p> </td> <td data-bbox="1653 443 1767 579">2</td> </tr> <tr> <td data-bbox="336 579 434 715">✓2</td> <td data-bbox="434 579 1653 715"> <p data-bbox="448 600 1518 632">Deskripsikan suasana di konser (pemain musiknya? reaksi para penonton?).</p> <p data-bbox="448 667 882 699">Any detail about the atmosphere.</p> </td> <td data-bbox="1653 579 1767 715">2</td> </tr> <tr> <td data-bbox="336 715 434 850">✓3</td> <td data-bbox="434 715 1653 850"> <p data-bbox="448 735 1223 767">Sebutkan hal yang paling Anda senangi dari konser itu.</p> <p data-bbox="448 802 1169 834">Any detail about what s/he enjoyed most at the concert.</p> </td> <td data-bbox="1653 715 1767 850">2</td> </tr> <tr> <td data-bbox="336 850 434 986">✓4</td> <td data-bbox="434 850 1653 986"> <p data-bbox="448 871 1281 903">Mengapa Anda menyarankan orang lain pergi ke konser itu.</p> <p data-bbox="448 938 1361 970">Any information as to why s/he would recommend the concert (or not).</p> </td> <td data-bbox="1653 850 1767 986">2</td> </tr> <tr> <td data-bbox="336 986 434 1110">✓5</td> <td data-bbox="434 986 1653 1110"> <p data-bbox="448 1007 1249 1038">Adakah konser lain lagi yang ingin Anda lihat? Jelaskan.</p> <p data-bbox="448 1074 1115 1106">Statement about a possible future visit to a concert.</p> </td> <td data-bbox="1653 986 1767 1110">2</td> </tr> </tbody> </table> <p data-bbox="336 1150 1330 1182"><u>3.2: Award a mark out of 10 for Accuracy – see generic guidance above</u></p> <p data-bbox="336 1217 1258 1249"><u>3.3: Award a mark out of 10 for RVA – see generic guidance above</u></p>	Tick	Accept	Mark	✓1	<p data-bbox="448 464 1070 496">Di mana konser itu dan apa jenis musiknya?</p> <p data-bbox="448 531 1223 563">Any detail about where it was and the kind of music played.</p>	2	✓2	<p data-bbox="448 600 1518 632">Deskripsikan suasana di konser (pemain musiknya? reaksi para penonton?).</p> <p data-bbox="448 667 882 699">Any detail about the atmosphere.</p>	2	✓3	<p data-bbox="448 735 1223 767">Sebutkan hal yang paling Anda senangi dari konser itu.</p> <p data-bbox="448 802 1169 834">Any detail about what s/he enjoyed most at the concert.</p>	2	✓4	<p data-bbox="448 871 1281 903">Mengapa Anda menyarankan orang lain pergi ke konser itu.</p> <p data-bbox="448 938 1361 970">Any information as to why s/he would recommend the concert (or not).</p>	2	✓5	<p data-bbox="448 1007 1249 1038">Adakah konser lain lagi yang ingin Anda lihat? Jelaskan.</p> <p data-bbox="448 1074 1115 1106">Statement about a possible future visit to a concert.</p>	2	30
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Appendix I**Note on using mark schemes with Grade descriptors**

It is important that you award marks positively. In order to ensure that you reward achievement rather than penalise failure or omissions, you should start at the bottom of the mark scheme and work upwards through the descriptors when awarding marks.

You should adopt a 'best fit' approach. You must select the set of descriptors provided in the mark scheme that most closely describes the quality of the work being marked. As you work upwards through the mark scheme, you will eventually arrive at a set of descriptors that fits the candidate's performance. When you reach this point, you should always then check the descriptors in the band above to confirm whether or not there is just enough evidence to award a mark in the higher band.

For example, when marking Question 3 you may find that a candidate uses a variety of relevant vocabulary but has varied success with more complex structures. In such cases, you will need to award a mark that takes into account both the strengths and weaknesses of the piece of work.

To select the most appropriate mark within each set of descriptors, use the following guidance:

- If most of the descriptors fit the piece (and after you have considered the band above), award the top mark in the band.
- If there is just enough evidence (and you had perhaps been considering the band below), award the lowest mark in the band.

Note on irrelevant material

In the case of a deliberately evasive answer which consists entirely of irrelevant material exploited in defiance of the rubric, a score of 0 is given. This is extremely rare.

A genuine attempt to answer the question which fails due to a misunderstanding of the rubric will normally lose Communication marks but will score for Language. You should consult your Team Leader.