



Checklist for assessing writing: A2 Key and A2 Key for Schools

This checklist is designed to help you assess your students' writing. It includes a summary of the assessment criteria and useful questions about each writing type in the A2 Key and A2 Key for Schools Writing paper. Use these questions to help you and your students decide if their writing satisfies the assessment criteria and in which areas they need to improve.

How the Writing paper is assessed

Part 6 is marked out of 15 marks and Part 7 is out of 15 marks.

These three criteria are considered when the Writing paper is marked. Each of these is worth a third of the total mark:

Content	
✓	The text includes everything asked for in the task. It includes all the important information.
✗	The text doesn't include everything asked for. Perhaps it includes something irrelevant, or the student hasn't understood what they had to write about.
Organisation	
✓	The text makes sense and the ideas are connected using linking words and cohesive devices.
✗	The text is unconnected. For example, it might be a series of sentences.
Language	
✓	The text uses everyday vocabulary appropriately and uses simple grammatical forms accurately. There will be errors, but the reader can still understand the text.
✗	The text consists of words and phrases with few grammatical structures.

Top tip

As well as the teacher's handbook, use our **teacher guide to assessing Writing**. With lots of practical tips and real examples of students' writing, it will help you to develop and assess learners' writing skills.

Writing Part 6: email or note

Content

- Does the email or note open and close appropriately? Is it to and from the right person?
- Does it address all three prompts in the task using the correct function (for example, not just mentioning swimming but asking their friend to go swimming)?
- Does it include all relevant information in about 25 words?

Organisation

- Is the text coherent (does it make sense)?
- Is the text connected using basic linking words or cohesive devices (such as *and*, *but*, *so*, *because* and referencing language)?
- Is punctuation used correctly?

Language

- Does the text use everyday vocabulary appropriately?
- Does the text use simple grammar accurately (such as basic tenses and simple clauses)?
- Is the meaning generally clear even though there are errors with grammar, vocabulary or spelling?

Top tip

Use the checklist to assess the sample answers in the **handbook**. Then, compare your ideas with the examiner's comments.

Writing Part 7: story

Content

- Is the piece of writing a story?
- Does the story refer to all three picture prompts?
- Is the story about 35 words?

Organisation

- Is the text coherent (does it make sense)? Are the ideas in a logical order?
- Are the connections between the pictures shown, using basic linking words or cohesive devices (such as *and*, *but*, *so*, *because* and referencing language)?
- Is punctuation used correctly?

Language

- Does the text use everyday vocabulary appropriately?
- Does the text use simple grammar accurately (such as basic tenses and simple clauses)?
- Is the meaning generally clear even though there are errors with grammar, vocabulary or spelling?

Top tip

Watch our Teaching Tips video [here](#) about Writing Part 7. You could also share this with your students.



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