

Success criteria

Tick that you have fulfilled the following list of criteria after completing a piece of work. You need to be familiar with this checklist before you plan and/or draft a response. If there is something here that you didn't do and can't tick, try to put it right before submitting your work for assessment. It is possible to improve responses, even after writing the final version, by crossing out and replacing words and by using asterisks (*) and caret (^) marks to add material.

Reading

Content

Did you...

- skim and scan the passage before answering?
- answer the whole question?
- use different material in different answers?
- focus fully on the question?
- use the structure and content support provided?
- develop ideas where required?
- refer closely to the passage?
- give details where appropriate?
- select only relevant material from the passage?
- demonstrate understanding of implicit meaning?
- show awareness of the writer's style?
- evaluate the effectiveness of the writer's style?
- follow the length guidelines?

Expression

Did you...

- answer the question concisely?
- answer the question in full sentences?
- use own words when required?
- write in the appropriate style for the response genre?
- organise your material into a sequence?
- give overall structure to your response?
- check your responses for clarity?

Success criteria (cont.)

Writing

Content

Did you...

- convey understanding of the ideas in the passage?
- evaluate the ideas in the passage?
- refer closely to points in the passage?
- avoid repetition of ideas?
- stay within the length guidelines?
- show awareness of audience?
- show awareness of purpose?
- stay focused on the task?

Expression

Did you...

- order response material effectively?
- link ideas within and between paragraphs?
- use a range of vocabulary?
- use a variety of sentence structures?
- use the characteristics/devices of the response genre?
- choose precise words?
- use the appropriate register of vocabulary?
- adopt a suitable tone of voice?
- sustain an appropriate viewpoint?
- avoid repetition of vocabulary?
- avoid lifting phrases from the passage?
- use clear and concise language?
- use fluent and mature expression?
- use correct spelling, grammar and punctuation?
- use paragraphs in continuous writing?
- put quotations or speech into inverted commas?
- check your work for mistakes?