

Functional Skills English SAMPLE

Entry 1 DIY Shopping

Reading Assessment

Notes to the assessor

Assessor Information and Guidance

This task assesses the skills and knowledge required to meet the Functional Skills standards at Entry 1 for Reading.

At this level the learner can:

- Read and understand short, simple texts

The learner will:

- Understand short texts on familiar topics and experiences
- Read and understand simple regular words.

Centre Contextualisation of Tasks

It is envisaged that teaching and learning approaches will underpin the knowledge needed for the assessments. So that learners are not disadvantaged by their lack of knowledge about shopping for DIY, the centre may alter the context of the reading assessment, but care should be taken to ensure that all the standards are covered. For example, the context of the assessment could be changed to shopping for food or clothing or music.

Conducting and marking the assessments

At all Entry levels, tutors are allowed to read the **instructions for the task ONLY**. There is no requirement for the learner to write anything down, but they may make notes to help them if they wish. Please note that any notes should be handed in after the assessment, but they will not be assessed.

Assessors must complete a record sheet for each learner to give evidence of how the criteria have been met.

Assessments can take place in the classroom, although learners should not be disadvantaged by the environment.

The reading assessment must be completed in no more than one hour.

To successfully pass the Reading assessment, the learner must pass both parts of the task.

If the learner does not pass part of the task, a different assessment may be retaken after two weeks, but some teaching and learning must take place in this period of time to ensure that the learner has the opportunity to improve their skills.

Centres must retain records of failed assessments as well as those which are passes.

Assessors must sign and date the completed Assessment Mark Sheet.



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Entry 1 Task One – Instructions for Assessment

Start the assessment by saying for example:

'Read the notice then I will ask you some questions about it. Take your time. Tell me when you are ready.'

When the learner is ready, ask them the following questions and complete the Assessment Mark Sheet:

1. What is this?
2. Is the store open today?
3. Why is the store closed?
4. When will it open again?
5. What can you do to find out about another store?
6. Who is it from?

Where the mark scheme has words in brackets, the bracketed words are optional and the learner may be awarded the marks if they are not there.

Task Two

Tell the learner that you are going to read a list of tools that you will need for a DIY job. They have to tick the names of the tools on the shopping list. Read the names of these tools.

- Hammer
- Nail
- Brush
- Drill
- Saw

Assessment Guidance

Functional Skills Standards	Coverage and Range	Met by Task
Read and understand simple texts	<ul style="list-style-type: none"> • Understand short texts on familiar topics and experiences 	Task 1
	<ul style="list-style-type: none"> • Read and understand simple regular words 	Task 1 and 2



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Assessment Mark Sheet for Reading (Entry 1) SAMPLE

DIY shopping

Learner Name	Learner Registration Number
Centre Name	Assessment Number
Start time of assessment	End time of assessment

Task 1

Question	Accepted Responses	Mark for Question	Learner Mark
What is this?	A store notice A notice A customer notice	1	
Is the store open today?	No It is closed	1	
Why is the store closed?	Repair work (is taking place)	1	
When will it open again?	Tomorrow The next day	1	
What can you do to find out about another store?	Telephone (08767 987678) Ring a (telephone) number Ring (08767 987678)	1	
Who is it from?	The (store) manager	1	
Total marks for task		6	
Pass mark for task is 4 correct answers out of 6			



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Task 2



Has the learner identified?	Mark available	Learner mark
Hammer	1	
Nail	1	
Brush	1	
Drill	1	
Saw	1	
Pass mark is 3 out of 5		

Overall Result	Pass/Fail
Task 1	
Task 2	
Overall Result for Paper (all tasks must be passed to achieve a pass)	

Assessor Name _____

Assessor Signature _____ Date _____

