

Functional Skills English Entry 3 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 3 for Reading.

At this level the learner can:

- Independently read and understand straightforward texts for a purpose

The learner will:

- Understand the main points of texts (including diagrams and graphical representations). Written texts are of more than one paragraph at this level.
- Obtain specific information through detailed reading.
- Scan texts and use organisational features to locate information (for example contents, index, menus)
- Use strategies to read and understand texts in different formats (for example web page or application form)

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 reading 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.



Functional Skills English Entry 3 DIY Shopping

Reading Assessment

Notes to the assessor

Assessor Information and Guidance

Entry 3 – Instructions for Assessment

Task One

Learners have to read the notice and then answer the questions. As this paper is testing reading, the learner should not be penalised for spelling, punctuation and grammar errors and tutors can write the answers down as the learner dictates. At this level, the learner must read the questions independently without help from the tutor.

Learners will need access to a dictionary for Question 7. The tutor cannot help the learner find the word, but can write down the meaning of the word when the learner shows them the word in the dictionary.

Task Two

Learners have to read the information and answer the questions. At this level the learners have to read the questions independently and no tutor help is allowed. Learners may have access to a dictionary as reference for words that they are unsure of.

Assessment Guidance

Functional Skills Standards	Coverage and Range	Met by Task
Independently read and understand straightforward texts for a purpose	<ul style="list-style-type: none">Understand the main points of texts (including diagrams and graphical representations). Written texts are of more than one paragraph at this level.Obtain specific information through detailed reading.Scan texts and use organisational features to locate information (for example contents, index, menus)Use strategies to read and understand texts in different formats (for example web page or application form)	Task 1 Q3, 5 Task 2 Q5 Task 1 Q2, 3, 6 Task 2 Q 3 and 4 Task 1 Q4 and 7 Task 2 Q 1 Task 1 Q1 Task 2 Q1



Functional Skills English Entry 3 DIY Shopping

Reading Assessment

Notes to the assessor

Assessor Information and Guidance

Assessment Mark Sheet for Reading (Entry 3)

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 the main purpose of this text?	Answer (b)	1	
What number can you call to find the nearest store?	08767 987678	1	
What three things can you do at the nearest store?	One mark for each of: <ul style="list-style-type: none">• Buy goods• Refunds• Exchanges (of goods bought in the last 28 days)	1 1 1	
Why would you ring the number 08767 987677?	Maximum 2 marks To make arrangements to return faulty goods OR To return faulty goods	2 OR 1	
Give one way to cancel an order	Any of: Log onto the website At www.diyshop.co.uk Ring customer care line Ring 08767 987677	1	
When will the store be open again?	Tomorrow (at 10am)	1	
Use a dictionary to find the meaning of faulty.	Tutor observation of task	1	
Total marks for task		10	
Pass mark for task is 7 correct answers out of 10			



Functional Skills English Entry 3 DIY Shopping

Reading Assessment

Notes to the assessor



Assessor Information and Guidance

Task 2

Question	Accepted Responses	Mark for Question	Learner Mark
How can you find directions to the nearest store?	(by clicking on) Store finder Do not accept at the left hand side of the page	1	
Laminate floors are described as hard-wearing. Find another word that is used to describe them.	One of: <ul style="list-style-type: none"> • Easy to keep clean • Practical • Stylish 	1	
Why should you use thick underlay? Give two reasons.	Two marks maximum: <ul style="list-style-type: none"> • Reduce any noise • Provide an even surface for chipboard • Provide an even surface for floor boards 	2 maximum	
Why may you use spacers and string?	To make sure your boards are straight	1	
What must you do to prevent accidents?	Any of: Follow safety instructions supplied with boards Follow safety instructions supplied with other tools (you are using)	1	
How many 'How to Sheets' are there on the web site?	Six	1	
Total marks for task		7	
Pass mark for task is 5 correct answers out of 7			

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

Assessor Name _____

Assessor Signature _____ Date _____

