

## **General Marking Guidance**

This paper assesses the skills and knowledge required to meet the Functional Skills standards at Entry Level 2 for Reading.

At this level the learner can:

- Read and understand straightforward texts that explain, inform or recount information.

The learner will:

- Understand the main events in chronological texts.
- Read and understand simple instructions and directions.
- Read and understand high frequency words and words with common spelling patterns.
- Use knowledge of alphabetical order to locate information.

## **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 looking for specific information on mobile phone insurance 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 looking for vehicle insurance.

Centres may devise their own assessments based on the standards, but in this case the assessment must be submitted to NOCN for approval at least **15 working days before** the planned use with learners. All new assessments, whether contextualised or centre devised **must** use the NOCN produced mark scheme.

If contextualising the assessment, care should be taken to ensure that the assessment follows the original paper. A copy of the assessment should be available at the External Quality Assurance visit.

At least three short texts should be used in the assessment. Sentences should be short and language should be straightforward. Questions used should check ability to read and understand at the required word, text and sentence level.

## **Delivering and marking the assessments**

All assessments must be delivered by the Functional Skills English tutor. At all Entry Levels for Reading, tutors are allowed to read the **instructions for the task and the questions ONLY**. The learners should attempt to answer the questions but tutors may record the learners' answers on the paper. If the learner completes the written questions independently, the tutor should not penalise for spelling, punctuation and grammar.

Tutors 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 45 minutes.**

Each of the English component assessments of Reading, Writing and Speaking, Listening and Communication may take place on separate days and the component assessments themselves may be split into individual tasks if this will support learner achievement. However, the total duration of each component assessment must not exceed the total permitted duration of the assessment.

To successfully pass the Reading assessment, the learner must achieve an overall pass. Parts of answers which are in brackets are optional and marks may be allocated if these words are not used.

If the learner does not pass the assessment, 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.

When the assessments have been marked by the Functional Skills English assessor, a sample of **10-25%** of the completed assessment records must be moderated by the Internal Quality Assurer.

The Functional Skills English tutor **must** complete, sign and date the Assessment Mark Sheet.

## Assessment Guidance

Functional Skills English Criteria for Entry Level 2 Reading

Functional Skills Standards	Coverage and Range	Met by Task
Read and understand straightforward texts that explain, inform or recount information	<ul style="list-style-type: none"> <li>a) Understand the main events of chronological texts.</li> <li>b) Read and understand simple instructions and directions.</li> <li>c) Read and understand high frequency words and words with common spelling patterns.</li> <li>d) Use knowledge of alphabetical order to locate information.</li> </ul>	<ul style="list-style-type: none"> <li>Task 1,2 and 3</li> <li>Task 1,2 and 3</li> <li>Task 1,2 and 3</li> <li>Task 1,2 and 3</li> </ul>

### Assessment Mark Sheet

Learner Name	Start time of Assessment
Run Number	End time of Assessment
Centre Name	Date of Assessment

### Task 1

Question	Accepted Responses	Mark for Question	Assessor Mark	IQA Mark	Coverage and range
1. What type of business does Jackie own?	B – mobile phone repairs	<b>1 mark</b>			a, c
2. Name two days the shop is open from 9am – 5pm.	Monday, Tuesday, Wednesday, Thursday, Friday or Saturday.	<b>2 marks (Max)</b>			b, c
3. What item does the shop buy?	Valid responses could include: <ul style="list-style-type: none"> <li>• Old broken mobiles</li> <li>• Old broken phones</li> <li>• Broken mobiles</li> <li>• Broken phones</li> </ul>	<b>1 mark</b>			c
4. What can the shop help you to complete?	Insurance claim form	<b>1 mark</b>			a, c
5. Name two ways you can ask for help.	<ul style="list-style-type: none"> <li>• Call into the shop</li> <li>• Ring 06002 186754</li> </ul>	<b>2 marks (Max)</b>			a, c
<b>Total marks for Task 1</b>		<b>7 marks</b>			

## Task 2

Question	Accepted Responses	Mark for Question	Assessor Mark	IQA Mark	Coverage and range
6. Look up the word 'direction' and write down what it means.	Accept any valid response related to the text.	1 mark			d
7. What do you do after the traffic lights?	C –Turn left	1 mark			a, b
8. What do you need to do if you get lost?	<ul style="list-style-type: none"> <li>• Give them a ring</li> <li>• Ring Jackie</li> </ul>	1 mark			c
<b>Total marks for Task 2</b>		<b>3 marks</b>			

### Task 3

Question	Accepted Responses	Mark for Question	Assessor Mark	IQA Mark	Coverage and range
9. When your phone is lost or stolen who should you tell?	Valid responses could include: <ul style="list-style-type: none"> <li>• (The) police</li> <li>• Provider</li> <li>• Mobile provider</li> <li>• Network provider</li> <li>• Your network provider</li> </ul>	<b>2 marks (Max)</b>			a, c
10. What must you make a note of?	<ul style="list-style-type: none"> <li>• The number the police give you.</li> <li>• The phone's IMEI number.</li> </ul>	<b>1 mark</b>			a, c
11. How many days does it normally take to process your claim?	C – 4 working days	<b>1 mark</b>			c
12. Name two things the table says you must do.	Valid responses could include: <ul style="list-style-type: none"> <li>• Use the lock screen function.</li> <li>• Make a note of the phones IMEI number.</li> <li>• Keep your anti-virus software up to date.</li> </ul>	<b>2 marks (Max)</b>			b, c
<b>Total marks for Task 3</b>		<b>6 marks</b>			
<b>Total Marks for both tasks</b>		<b>16 marks</b>			

Overall Result	Marks
Task 1	
Task 2	
Task 3	
Overall Result for Paper (Pass/Fail – pass mark is 11/16)	

Assessor Name \_\_\_\_\_

Assessor Signature \_\_\_\_\_

Date \_\_\_\_\_

Internal Quality Assurer Name (if sampled) \_\_\_\_\_

IQA Signature \_\_\_\_\_

Date \_\_\_\_\_

External Quality Assurer Name (if sampled) \_\_\_\_\_

EQA Signature \_\_\_\_\_

Date \_\_\_\_\_