

Assessor Information and Guidance

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

At this level the learner can:

- Read and understand short, simple texts that explain or recount information

The learner will:

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

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 travel 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 holidays.

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 Verification visit.

Questions should aim to cover:

- Who?
- What?
- When?
- Why?
- Where?
- How?

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 Verifier.

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

Assessment Guidance

Functional Skills English Criteria for Entry Level 1 Reading

Functional Skills Standards	Coverage and Range	Met by Task
2. Read and understand short, simple texts that explain or recount information	a) Read and understand simple regular words and sentences b) Understand short texts on familiar topics and experiences	Task 1, 2 and 3 Task 1, 2 and 3

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	IV Mark	Coverage and range
1. What time does the ticket office close on Saturday?	1 (pm)	1 mark			a
2. You want to buy a ticket today. What can you do?	Any of the following responses: (Buy a ticket) on the train (Buy a ticket) on the internet (at www.ticket.co.uk) Ring 0033 247 555	1 mark			b
3. You want to buy a Railcard, what should you do?	Return to the office during opening hours. Go to the office when open.	1 mark			b
4. Underline the word that means the opposite of open.	Underlines on the notice the word <u>closed</u> .	1 mark			a
5. Who wrote the notice?	Ticked box C	1 mark			a
Total marks for Task 1		5 marks			

Task 2

Question	Accepted Responses	Mark for Question	Assessor Mark	IV Mark	Coverage and range
6. What does Aisha want to do?	(Aisha/she wants) to go on holiday. (Aisha wants) to go to the travel shop (Aisha wants) to book a holiday Accept any reasonable answer based on the text	1 mark			a
7. What would Aisha like you to do on Friday morning?	Go with her to the travel shop.	1 mark			a
8. What would Aisha like help with?	Any 2 of the following responses: a) Choosing a holiday. b) Getting some more information. c) Reading	2 marks (Max) 1 mark 1 mark			b
9. How many adverts did Aisha see?	Ticked box B	1 mark			a
Total marks for Task 2		5 marks			



Task 3

Question	Accepted Responses	Mark for Question	Assessor Mark	IV Mark	Coverage and range
10. For more information on the holiday to Spain, what must you do?	Tick box B	1 mark			a
11. Aisha wants to go away for 5 nights, which holiday should she choose?	(5 nights in sunny) Spain	1 mark			b
12. How much will the holiday cost?	Any valid amount based on the option selected for Q11.	1 mark			b
Total marks for Task 3		3 marks			

Overall Result	Marks
Task 1	
Task 2	
Task 3	
Overall Result for Paper (Pass/Fail – pass mark is 9/13)	

Assessor Name _____

Assessor Signature _____

Date _____

Internal Quality Assurer Name (if sampled) _____

IQA Signature _____

Date _____

External Quality Assurer Name (if sampled) _____

EQA Signature _____

Date _____