

General Marking Guidance

This paper assesses the skills and knowledge required to meet the Functional Skills standards at Entry Level 3 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 points of texts.
- Obtain specific information through detailed reading.
- Use organisational features to locate information.
- Read and understand texts in different formats using strategies/techniques appropriate to the task.

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 Fire safety 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 jobs.

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.

Functional Skills English Reading
Entry Level 3 – Fire Safety
SAMPLE
Assessor Information and Guidance



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 3 Reading

Functional Skills Standards	Coverage and Range	Met by Task
Read and understand straightforward texts that explain, inform or recount information	a) Understand the main points of texts.	Task 1 and 2
	b) Obtain specific information through detailed reading.	Task 1 and 2
	c) Use organisational features to locate information.	Task 1 and 2
	d) Read and understand texts in different formats using strategies/techniques appropriate to the task.	Task 1 and 2

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. Give three examples of fire hazards.	Accept any three of the following: <ul style="list-style-type: none"> • Heaters • Faulty wiring • Overloaded sockets • Flammable materials 	3 marks (Max) 1 mark 1 mark 1 mark			a, b
2. Sockets should be switched off when...	B - They are not in use.	1 mark			a, b
3. What must be PAT tested every 12 months?	All electrical equipment.	1 mark			a, b
4. Name two things that should be more than 3 metres away from a heater.	Accept any two of the following: <ul style="list-style-type: none"> • Desks • Chairs • Office furniture 	2 marks (Max) 1 mark 1 mark			a, d
5. Fire doors must not be what?	Left open.	1 mark			a, b

<p>6. The Fire Safety notice is set out in a table.</p> <p>Give two reasons why you would use a table to display information.</p>	<p>Possible answers include:</p> <ul style="list-style-type: none"> • So it is clear where the information is. • So it is easy to read. • It puts the information in order <p>Accept any reasonable answer based on the text.</p>	<p>2 marks (Max)</p> <p>1 mark</p> <p>1 mark</p>			<p>a, d</p>
<p>Total marks for Task 1</p>		<p>10 marks</p>			

Task 2

Question	Accepted Responses	Mark for Question	Assess or Mark	IQA Mark	Coverage and range
7. Who will lead the evacuation?	Fire Marshalls	1 mark			b, c
8. Who will fire marshals' work with to improve fire evacuation procedures?	The Health & Safety Coordinator	1 mark			b, c
9. Name two training certificates the marshal needs.	<ul style="list-style-type: none"> • Level 2 Certificate in Fire Marshaling • Level 2 Certificate in Safe Use of Fire Safety Equipment 	2 marks (Max)			a, d
10. List three things that the fire marshal training will cover.	Accept any three of the following: <ul style="list-style-type: none"> • Fire marshaling • Safe use of Fire Safety Equipment • Fire safety inspections • Fire evacuation procedures • The role of the Fire Marshall • Fire Alarm systems • Smoke alarm safety 	3 marks (Max) 1 mark 1 mark 1 mark			c, d
11. The training will take place on:	C – Tuesday afternoons	1 mark			a, b
12. Look up the word 'procedures'. Write its meaning in your own words.	For correctly finding the word. Appropriate interpretation of the dictionary definition in own words (not copied). For example: 'The correct way of doing something.'	2 marks (Max) 1 mark 1 mark			b, c
Total Marks for both tasks		20 Marks			

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PART OF **nocn** GROUP

Overall Result	Marks	IQA Mark
Task 1		
Task 2		
Overall Result for Paper (Pass/Fail – pass mark is 14/20)		

Assessor Name _____

Assessor Signature _____

Date _____

Internal Quality Assurer Name (if sampled) _____

IQA Signature _____

Date _____

External Quality Assurer Name (if sampled) _____

EQA Signature _____

Date _____