

Functional Skills
English Reading Assessment
Entry Level 3

Learner name

Run number

Learner signature

Centre

Assessment date

Question	Available marks	Assessor Mark	IQA Mark
1	3		
2	1		
3	1		
4	2		
5	1		
6	2		
7	1		
8	1		
9	2		
10	3		
11	1		
12	2		
Total	20		

Instructions to learners

Check that you have the correct paper. Please complete the information above.

Use blue or black ink. Do not use a pencil.

You may use a dictionary.

There are 2 tasks and 2 documents total marks available: 20

You should try to answer ALL the questions.

You have **45 minutes** to finish the assessment.

Document 1

Read the Office Fire Safety notice.

Fire Hazards

- Heaters
- Faulty wiring
- Overloaded sockets
- Flammable materials

Be aware

Electrical sockets

All electrical sockets should be PAT tested by a qualified electrical engineer.

Do not overload sockets. Switch off sockets when not in use.

Electrical equipment

All electrical equipment must be PAT tested every 12 months.

Electrical equipment should be ventilated to stop it from overheating.

Electrical heaters must be placed at least 3 metres away from desks, chairs and other office furniture.

Fire Safety

Fire exits

Keep fire evacuation routes and exits clear. Fire doors must not be left open.

General

In the case of a fire evacuation, all staff must leave the building. Do not return until told it is safe to do so.

Task 1

Now answer the questions.

1. Give **three** examples of fire hazards.

(3 marks)

2. Sockets should be switched off when...

(1 mark)

Tick the correct box.

A	They get too hot.	
B	They are not in use.	
C	They are being tested.	

3. What must be PAT tested every 12 months?

(1 mark)

4. Name **two** things that should be more than 3 metres away from a heater.

(2 marks)

5. Fire doors must not be what?

(1 mark)

6. The Fire Safety notice is set out in a table.

Give two reasons why you would use a table to display information.

(2 marks)

Document 2

Fire Marshall Role

The Fire Marshall will:

- Lead the evacuation of your department in the event of a fire.
- Take part in the weekly fire alarm testing.
- Take part in the weekly smoke alarm testing.
- Work with the Health and Safety Coordinator to improve fire evacuation procedures.
- Tell you when you can return to your desk.

Training for the role:

Level 2 Certificate in Fire Marshalling

Level 2 Certificate in Safe Use of Fire Safety Equipment

Training will cover:

- Fire safety inspections
- Fire evacuation procedures
- The role of the Fire Marshall
- Fire Alarm systems
- Smoke alarm safety
- Use of fire extinguishers

Training will take place on Tuesday afternoons from 2pm to 4pm in the Staff Room.

Task 2

Now answer the questions.

7. Who will lead the evacuation? **(1 mark)**

8. Who will fire marshals work with to improve fire evacuation procedures? **(1 mark)**

9. Name **two** training certificates the marshal needs. **(2 marks)**

10. List **three** things that the fire marshal training will cover.

(3 marks)

11. The training will take place on:

(1 mark)

Tick the correct box.

A	Tuesday mornings	<input type="checkbox"/>
B	Thursday mornings	<input type="checkbox"/>
C	Tuesday afternoons	<input type="checkbox"/>

12. Look up the word 'procedures'. Write its meaning in your own words.

You do not need to write in full sentences.

(2 marks)

END OF ASSESSMENT

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