

# ESOL - 6 Step Guide



## Step 1

Work out which learners are eligible/in scope

Candidates who would have taken assessment/exam from **20 March-31 July** (disrupted by Covid-19).  
4692, all skills and levels, component level



## Step 2

Familiarise tutors with guidance and accompanying documents

- Guidance document
- Qualification handbook for unit/component level learning outcomes
- Adult ESOL Core Curriculum



## Step 3

Gather and review valid evidence for each candidate, for each component

Reading, Writing, S&L to support professional judgement



## Step 4

Determine centre assessment grades by component



## Step 5

Conduct centre standardisation activities  
(Where required)



## Step 6

Sign off  
Department sign off  
(Tutor(s) and/or Heads of Department)

Sense check  
Centre declaration and Head of Centre sign off