

# Functional Skills English Entry 1 Assessment



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## Speaking, listening and communication Assessment record sheet

# Speaking, listening & communication Assessment Record

## Entry 1

Candidate's name \_\_\_\_\_ Reg. No. \_\_\_\_\_

Date of assessment \_\_\_\_\_ Length of discussion \_\_\_\_\_

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down some examples that the candidate has used to demonstrate the skills.

Summary of the discussion including any prompting:		
Confirm that the candidate did the following:	Overall comments:	
Understood the main points of short explanations	<input type="checkbox"/>	
Understood and followed instructions	<input type="checkbox"/>	
Responded appropriately to comments and requests	<input type="checkbox"/>	
Made contributions to be understood	<input type="checkbox"/>	
Asked simple questions to obtain specific information	<input type="checkbox"/>	

<b>PRINT Speaking, listening &amp; communication Assessor's name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>PRINT IQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>
<b>PRINT EQA's Name: (if sampled)</b>	<b>Signature</b>	<b>Date:</b>

Please indicate as applicable:

Candidate has achieved:

Candidate has not achieved:

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