## Functional Skills English Entry 3 Reading Sample Assessment



www.cityandguilds.com May 2017 Version 2.0

Candidate's paper

**Passports** 

Length of assessment: 40 minutes

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work

Candidate's signature \_\_\_\_\_

Date

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### Candidate's instructions

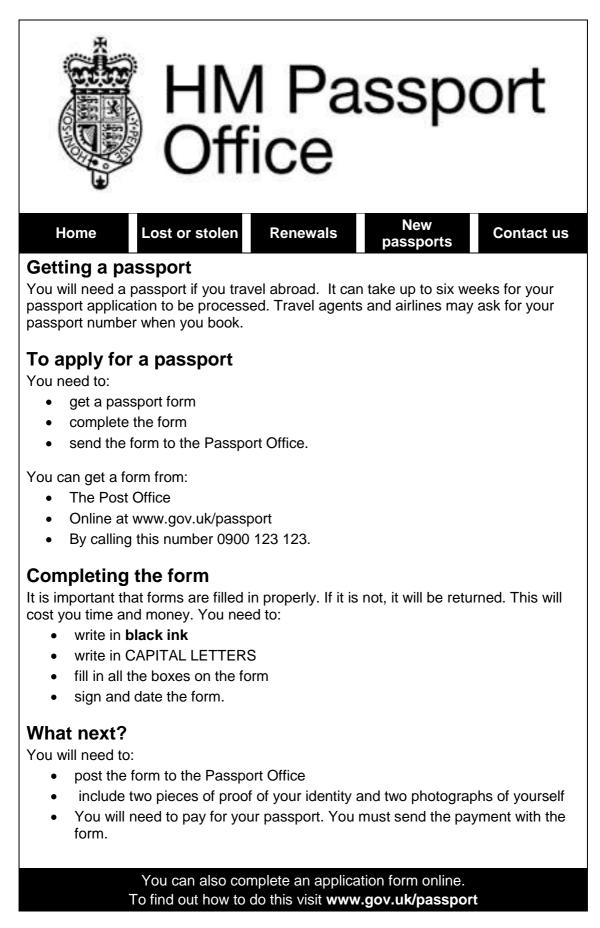
You have **40 minutes** to complete this assessment.

- Read the text and answer the questions carefully
- The maximum marks for each question are shown
- Answer **all** questions
- You **may** use a dictionary

#### You need the following:

• a pen with black or blue ink.

### Read the webpage.



## Answer the questions about the webpage.

| 1. | Which section of the webpage says how long it takes to get a passport?     | 1 mark  |
|----|--|---------|
|    |  |         |
| 2. | Give <b>two</b> ways you can get a passport application form.              | 2 marks |
|    |  |         |
|    |  |         |
| 3. | List <b>three</b> instructions for filling in a passport application form. | 3 marks |
|    |  |         |
|    |  |         |
|    |  |         |
| 4. | Why might a travel agent refuse to book a holiday for a customer?          | 1 mark  |
|    |  |         |
| 5. | Where can you apply for a passport online?                                 | 1 mark  |
|    |  |         |

### Read the leaflet.

# POST OFFICE Information Service

## **Check & Send**

### The Post Office has a Check & Send service for passport forms.

Passport forms that go through the Check & Send service are usually processed more quickly than those sent by standard post. However, if you are applying for your first adult passport, you should always allow up to six weeks.

## Save yourself time and money

Forms that are not filled in properly can be sent back to you. You might have to pay an extra fee if your form is sent back and it will take longer for you to get your passport. You might even have to change your travel plans if your passport does not arrive in time.

We will:

- check that your form is filled in correctly
- make sure you have included everything you need
- post your form for you
- track the progress of your form.



The service is only available at the Post Office. There are reduced rates for the over 65s and students.

To find out more call in to your local post office or visit our website www.postoffice.co.uk

## Answer the questions about the leaflet.

| 6.  | Name <b>one</b> consequence of <b>not</b> completing the application form correctly. | 1 mark  |
|-----|--|---------|
|     |  |         |
| 7.  | Give three benefits of using the Check & Send service.                               | 3 marks |
|     |  |         |
|     |  |         |
|     |  |         |
| 8.  | How can you find out more information about Check & Send online?                     | 1 mark  |
|     |  |         |
| 9.  | Where do you need to go to use the Check & Send service?                             | 1 mark  |
|     |  |         |
| 10. | Which <b>two</b> groups of people can get a discount for the Check & Send service?   | 2 marks |
|     |  |         |
|     |  |         |
|     | End of assessment  |         |