# Essential Skills Wales
## Essential Application of Number Skills (EAoNS)
# Level 1 Controlled Task
## Assessor Pack

Travelling to Work

Sample
Version 2.0

City&
Guilds

# 1    Assessment requirements

The following is a summary of the Essential Skills Wales (ESW) Controlled Task Conditions. These requirements should be read in conjunction with the relevant **Controlled Task Candidate Pack**. General assessment guidelines applicable to all ESW assessments can be found in the **Essential Skills Wales Suite *Qualification Handbook***.

## Controlled task assessment

Controlled tasks are **summative assessments** measuring subject-specific skills. Candidates will need to show they can utilise these skills in a holistic manner, relevant to real-life circumstances. The assessment outcome is **pass/fail**.

Controlled tasks must be:
- internally assessed, by appropriately qualified staff, using the Marking Schemes provided. Please see section 2.2 of the *Qualification Handbook* for details of staff qualification
- internally quality assured, by appropriately qualified staff
- externally quality assured/moderated by City & Guilds
- compliant with **Controlled Task Conditions**.

## Controlled task conditions

This controlled task must be completed under the conditions set out below. 'Controlled' relates to all aspects of how the task is administered and assessed.

Candidates should only attempt this controlled task when they have been registered for this qualification and have developed the necessary skills at the required level. Learning development input should be completed before the candidate attempts this controlled task. This controlled task must normally be completed before the confirmatory test is attempted.

### Working period

The candidate must complete this controlled task within an 8 week 'working period'. The working period commences on the date the candidate starts working on the task. The working period may be extended only in specific extenuating circumstances. Please see section 4.3 of the *Qualification Handbook* for further information.

### Working time

The candidate has up to **4 hours in total** to complete this controlled task. This task 'working time' allowance will formally start at the point when a task is first provided to the candidate. The task working time may be extended only in specific extenuating circumstances. Please see section 4.3 of the *Qualification Handbook* for further information.

### Supervised conditions

This controlled task must be completed under the following supervised conditions:

- This task is an 'open book' assessment. Candidates may have access to routine resources that might be available in a 'real life' situation, for example: PCs/laptops, tablets, dictionaries, calculators, reference books, relevant class notes and source material approved by their tutor/assessor so long as they are

not designed *specifically* to assist with this assessment and do not compromise independent achievement of the standard. Mobile phones or other transmitting/receiving devices are not permitted. The candidate can access the Internet using supervised facilities.

- The environment within which tasks are completed must be supervised. This supervision must be **continuous** and ensure no interruption and/or undue influence is possible whilst candidates are working on the task. Suitable locations might include a classroom, a library or a workplace as long as an appropriate environment and supervision is maintained. For the avoidance of doubt, this environment does not require formal 'examination' conditions.

- The supervisor must be a reliable, responsible person who is accountable for ensuring adequate supervision and control of the environment is maintained. The supervisor must be present throughout the working time and be able to confirm that each candidate produced all work independently. The supervisor can be the candidate's tutor and/or assessor or another suitable person.

- This controlled task may be completed in one session or split over several sessions, as long as no learning or preparation is provided in between. If not completed in one sitting, the candidate's papers and all materials produced by the candidate must be collected in and stored securely until the next working time session begins. On no account may candidates take any of their work away with them between sessions, for example to work on a task at home.

- The working period and working time taken to complete this controlled task must be monitored and recorded as indicated on the front page of the *Candidate Pack* and *Assessment Record*. The candidate, supervisor, assessor and centre details must be completed and the declarations must be signed and dated before completed tasks are submitted for assessment.

### Assistance and access arrangements

Assessors may provide candidates with the opportunity to clarify task requirements during the working period however this must not extend to any form of formative feedback. For example, recommending that a candidate should review their calculations would be inappropriate, whereas recommending the candidate re-read a particular section of the task requirements would be acceptable. Please see section 4.6 of the *Qualification Handbook* for further information on access arrangements.

### Second and subsequent attempts

A specific controlled task can be attempted only once. However, a candidate may undertake a different controlled task, (either another title from the City & Guilds pre-approved bank or a centre devised assessment that has been approved by City & Guilds) at another time if they do not pass. Wherever the candidate is unsuccessful, they **must** undergo further development in the relevant skill(s) before re-attempting at a later date.

# 2 Mark Scheme

**Essential Application of Number Skills at Level 1**
**Task title/topic: Travelling to Work**

| Part 1 (maximum 4 marks) | | |
|---|---|---|
| **The candidate has shown evidence of:** | **Mark scheme** | **Row** |
| • planning and describing how to tackle the task (N1.1.1a) | **Structure of plan**<br>**2 marks:** candidate produces a plan with clear structure showing the problem broken down into a series of logical steps, e.g. list, spider chart, table, flow diagram<br>OR<br>**1 mark:** candidate produces a basic plan showing the steps they will follow | A |
| | **Content of plan**<br>**2 marks:** candidate produces a detailed and relevant plan for all aspects of the task<br>OR<br>**1 mark:** candidate produces a detailed and relevant plan with one aspect omitted, e.g. one key step | B |

| Part 2 (maximum 13 marks) | | |
|---|---|---|
| **The candidate has shown evidence of:** | **Mark scheme** | |
| • carrying out at least one calculation **without** using a calculator (N1.2b) | **1 mark:** candidate shows evidence of correct calculation without using a calculator<br>**May be seen anywhere in the task** | C |
| • reading, understanding and extracting information from tables, charts, simple graphs or diagrams (N1.1.2a) | **1 mark:** candidate shows evidence of extracting correct information from the table<br>e.g. correct price from table<br>**May be seen anywhere in the task** | D |
| • reading and understanding numbers presented in different ways including large numbers in figures or words, simple fractions, decimals, percentages, ratios and negative numbers (N1.1.2b) | **1 mark:** candidate shows evidence of reading and understanding large numbers accurately<br>e.g. car price<br>**May be seen anywhere in the task** | E |

| | | |
|---|---|---|
| • finding the range and average (mean) of up to 10 items (N1.2k)<br><br><br><br><br><br>• working to a given level of accuracy (N1.2a) | **1 mark:** candidate uses correct process to calculate the mean price of cars<br>e.g. (8345+ 9375 + 10145 + 8705 + 13750 + 8345 + 8355 + 8275 + 8695 + 10900) ÷ 10<br>e.g. 94890 ÷ 10<br><br>**1 mark:** correct answer<br>i.e. (£)9489<br><br>**1 mark:** candidate rounds their answer to the given level of accuracy<br>i.e. (£)9490 | F |
| • using simple fractions and percentages (N1.2d) | **1 mark:** candidate uses correct process to find the discount on their chosen car<br>e.g. 8345 ÷ 100 (= 83.45)<br><br>**1 mark:** candidate uses correct process to find the price of their chosen car after the discount<br>e.g. 8345 – (8345 ÷ 100) (= 8261.55 for D1 compact)<br>e.g. 8345 – 83.45<br><br>**1 mark:** correct answer<br>e.g. (£)8261.55<br>Accept (£)8262 or (£)8260 | G |
| • identifying more than one appropriate way to present findings to a given audience including using tables, charts, graphs or diagrams (N1.3.1a)<br>• using appropriate ways to present findings including a table, chart, graph or diagram using the correct units (N1.3.1b)<br>• labelling work correctly (N1.3.1c) | **1 mark**: candidate uses an appropriate method of presentation for their results e.g. table, chart, graph or diagram<br><br>**1 mark**: candidate uses suitable labels and units<br><br>**1 mark**: candidate populates table/chart/graph or diagram with correct data (± 2mm tolerance for plots on a hand drawn chart or graph) | H |
| • interpreting results of calculations (N1.3.2a) | **1 mark:** candidate compares prices for their chosen car and makes at least one appropriate comment<br>e.g. The price of a new F21 city with a discount is only £130 more than an 18 month old car. | J |

| Part 3 (maximum 9 marks) | | |
|---|---|---|
| **The candidate has shown evidence of:** | **Mark scheme** | |
| • multiplying and dividing a simple decimal by a whole number (N1.2c) | **1 mark:** candidate finds the correct answer for the cost of public transport e.g. (25.90 ÷ 5 =) (£)5.18 | **K** |
| • reading, understanding and extracting information from tables, charts, simple graphs or diagrams (N1.1.2a) | **1 mark:** candidate shows evidence of extracting correct information from the bar chart<br><br>e.g. correct running cost for chosen car from bar chart<br>**May be seen anywhere in the task.** | **L** |
| • reading and understanding numbers presented in different ways including large numbers in figures or words, simple fractions, decimals, percentages, ratios and negative numbers (N1.1.2b) | **1 mark:** candidate shows evidence of reading and understanding decimals e.g. car running cost<br>**May be seen anywhere in the task.** | **M** |
| • adding, subtracting, multiplying, dividing and recording sums of money (N1.2f) | **1 mark:** candidate uses correct process to find the running cost per day of a car<br>e.g. 40 × 12.6 (= 504p for D1 compact)<br><br>**1 mark:** correct answer for their running cost per day, in pounds for their chosen car<br>e.g. £5.04<br>Correct units required | **N** |
| • identifying more than one appropriate way to present findings to a given audience including using tables, charts, graphs or diagrams (N1.3.1a)<br>• using appropriate ways to present findings including a table, chart, graph or diagram using the correct units (N1.3.1b)<br>• labelling work correctly (N1.3.1c) | **1 mark**: candidate uses an appropriate method of presentation for their results e.g. table, chart, graph or diagram<br><br>**1 mark**: candidate uses suitable labels and units<br><br>**1 mark**: candidate populates table/chart/graph or diagram with correct data (± 2mm tolerance for plots on a hand drawn chart or graph) | **P** |
| • describing the meaning of results and explaining how they meet the purpose of the task (N1.3.2c) | **1 mark:** candidate makes at least one appropriate comment, making a recommendation including a comparison<br>e.g. I recommend going by bus. The journey each day costs slightly more than the car, but you don't have to buy the car or worry about parking.<br><br>e.g. I recommend going by car. The journey each day is slightly cheaper, but you can use the car whenever you want. | **R** |