You will need
• a pen with black or blue ink
• a pencil
• a rubber
• a ruler

You may use a dictionary.

You must not use a calculator.

Instructions
• Read each question carefully.
• Answer all the questions.

Candidate’s declaration:
I confirm that this assessment is my own work.

Candidate’s signature ________________________________

Date ________________________________
Non-calculator paper

There are 8 marks available.

You must **not** use a calculator.
Q1
What is \textbf{10 add 5}?

........................................................................................................................................................................ 1 mark

Q2
Work out $20 - 12 =$

........................................................................................................................................................................ 1 mark

Q3
What is the name of this shape?

........................................................................................................................................................................ 1 mark

Q4
How many days are there in one week?

........................................................................................................................................................................ 1 mark
Q5  Tick all the circles.

Q6  A man invites 20 guests to a party. 6 of the guests said they cannot go.

How many guests should be at the party?

Q7  A woman needs to buy 15 party bags. She checks the prices on a website. These party bags are sold in packs of 15.

She writes down the prices of the party bags starting with the cheapest.

What does she write?
A man buys a birthday cake which costs £15. He uses a twenty pound note to pay for the cake. He works out he should get £5 change.

£20 - £15 = £5

Show how he can check his answer.

£20 - (£15 + £5) = £0

Total marks: 8

End of non-calculator paper
Functional Skills Mathematics (4748)
Entry 1 Sample Assessment

Candidate’s paper – Calculator allowed
Party Planning

Time allowed – 65 minutes

Marks: 24

Name: ____________________________________
City & Guilds Enrolment Number: ____________
Date of registration: _______________________
Date of assessment: ________________________

You will need
• a calculator
• a pen with black or blue ink
• a pencil
• a rubber
• a ruler.

You may use a dictionary.

Instructions
• Read each question carefully.
• Answer all the questions.

Candidate’s declaration:
I confirm that this assessment is my own work.

Candidate’s signature _______________________
Date ________________________

www.cityandguilds.com
March 2020
Version 1.0
Calculator paper

There are **24** marks available.

You may use a calculator.
Q1  Count the balloons.

How many balloons are there? ......................................................... 1 mark

Q2  What time does the clock show?

......................................................... 1 mark
Q3

Which one of the following statements is true? Tick one.

A  Cake X is bigger than Cake Y.  
B  Cake Z is the biggest.  
C  Cake Y is the smallest.  
D  Cake Z is smaller than Cake Y.

1 mark
A party planner gets this booking for a dinner party for 14 people.

<table>
<thead>
<tr>
<th>Mains</th>
<th>Dessert</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Meat</td>
<td>6 Apple pie</td>
</tr>
<tr>
<td>3 Fish</td>
<td>3 Ice-cream</td>
</tr>
<tr>
<td>6 Vegetarian</td>
<td>5 Fruit salad</td>
</tr>
</tbody>
</table>

He starts to make a tally chart to check the orders for the Mains.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meat</td>
<td></td>
</tr>
<tr>
<td>Fish</td>
<td></td>
</tr>
<tr>
<td>Vegetarian</td>
<td></td>
</tr>
</tbody>
</table>

A chef needs to order the meat and fish two days before the dinner party on Saturday.

On what day should he order the meat and fish?

..............................

1 mark
Q5 The party planner will buy the desserts. These are the costs for the desserts she needs.

Apple pie £4
Ice-cream £7
Fruit salad £6

She has these notes and coins.

![Image of notes and coins]

**a** Tick the coins and notes to pay for the order.  

**b** What amount of money will she have left over? **Give units with your answer.**
Q6 The chef asks the waiter to set the table at 6 o’clock.

The waiter checks his watch.

a Should he start setting the table now? Give a reason for your answer.

Yes/No ......................

Reason .................................................................

........................................................................

2 marks

The dinner party is for 14 people. The party planner starts to draw a seating plan.

b How many more chairs are needed?

..................................................

2 marks
The chef wants the place settings to look like this.

![Place Setting Image]

**c** Finish this sentence.

The waiter must put the fork on the ______________ side of the plate.  

1 mark

**Q7** The party planner’s next booking is for 14 people at a leisure centre. The customer wants the largest room that will hold 14 people. There are four rooms to choose from.

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue room</td>
<td>up to 18</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td></td>
</tr>
<tr>
<td>Changing room</td>
<td></td>
</tr>
<tr>
<td>Green room</td>
<td>up to 15</td>
</tr>
<tr>
<td>Red room</td>
<td>up to 10</td>
</tr>
<tr>
<td>Yellow room</td>
<td>up to 20</td>
</tr>
</tbody>
</table>

**a** Which room should the party planner book?

………………………………………………….room  

2 marks
The party will start at 3 o’clock.

Which of these clocks shows the time the party will start? **Tick one.**

The customer needs to write directions on the party invitations to say where the Leisure Centre is.

Use the map to finish this sentence.

Walk along the High Street, turn right at the Post Office and the Leisure Centre is…………………………………………………………………………………………………… 1 mark
Q8  The party planner needs to pay for the hire of the room for 14 people. She must pay **one pound** for **each** person going to the party.

a  What amount must she pay to hire the room?

£………………………………………………………….. 1 mark

She uses this note to pay for the hire of the room.

b  Which of these notes and coins should she get in her change? **Tick them.**

2 marks
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Functional Skills Mathematics (4748)
Entry 1 Sample Assessment

Mark scheme and Assessment record

Party Planning
Assessor notes for marking

The assessor must mark the assessment according to the mark scheme.

- Apply the mark scheme methodically.
- Initially apply the *unshaded* section for each question.
- If this is not achieved, work down the shaded rows until you find the appropriate mark.
- If none of the shaded sections are met then award 0 for that part of the mark scheme.

Marks should always be awarded for correct answers whether numbers are written as words or figures, unless otherwise stated by the question paper or mark scheme.

Assessors must not penalise incorrect spelling.

Units, numbers or words shown in brackets on the mark scheme are not required for the awarding of mark/s on the candidate’s paper.

The candidate’s marks from each paper must be added together to get the final mark. The pass mark for the assessment is 17.

The assessment record must be completed for each candidate.

Entry 1 Party Planning – Mark Scheme

Candidate’s name: ____________________________

<table>
<thead>
<tr>
<th>Non-calculator paper</th>
<th>SCS</th>
<th>Marks</th>
<th>Candidate Mark</th>
<th>Assessor feedback/comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 15</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 8</td>
<td>4</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 rectangle</td>
<td>9</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 7 (days)</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 all 4 circles only indicated (all 4 required)</td>
<td>12</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 14</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 (£)8, (£)12, (£)15, (£)18</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 suitable check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eg (£)15 + (£)5 = (£)20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eg (£)20 - (£)5 = (£)15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>eg evidence of counting on to 20 do not accept a repeat calculation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total marks available for non-calculator paper</strong></td>
<td><strong>8</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator paper</td>
<td>SCS</td>
<td>Marks</td>
<td>Candidate Mark</td>
<td>Assessor feedback/ comments</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
<td>-------</td>
<td>----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>1 17 (balloons)</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 8 o’clock accept 8am or 8pm</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 “Cake Z is smaller than Cake Y” only indicated</td>
<td>8</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4a tally drawn showing orders for fish ie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AND tally drawn showing orders for vegetarian ie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>five bar gate must be drawn to represent 5 correct tally for fish OR correct tally for vegetarian</td>
<td>3</td>
<td></td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>6 single lines drawn for vegetarian OR 3 and 6 seen</td>
<td></td>
<td></td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>4b Thursday accept common abbreviation ie Thurs.</td>
<td>7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5a suitable coins and notes ticked ie £10 and £5 and £2 OR £10 and £5 and £1</td>
<td>3,5,11</td>
<td>3</td>
<td></td>
<td>(2)</td>
</tr>
<tr>
<td>(£)17 seen for total a correct method for finding the total of the order eg 6 + 7 + 4</td>
<td></td>
<td></td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td>5b £2 with units follow through 5a</td>
<td>3,5</td>
<td>2</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>2 without units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6a Yes and explanation consistent with their decision. eg yes, the time now is 6 o’clock accept 6pm (which is when the chef asks the waiter to set the table).</td>
<td>6</td>
<td>2</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>explanation only the time now is 6 o’clock accept 6pm (which is when the chef asks the waiter to set the table).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6b 5 (chairs) accept 5 chairs drawn around the table</td>
<td>2,3</td>
<td>2</td>
<td></td>
<td>(1)</td>
</tr>
<tr>
<td>9 seen for chairs counted</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6c a correct description, using positional vocabulary, of the relationship eg ‘left’</td>
<td>10</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
<td>Marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7a</td>
<td>Yellow (room) room suitable for number of people but not largest suitable e.g. Green or Blue room</td>
<td>1.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7b</td>
<td>A</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7c</td>
<td>a correct description, using positional vocabulary, of the relationship eg 'on the right' eg 'to the left of the Supermarket' accept 'above the Supermarket' or 'behind the Supermarket' or 'next to the Supermarket'</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8a</td>
<td>(£)14</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8b</td>
<td>the correct notes and coins ticked for the money she gets in change from their answer to part a eg (£)6 from (£)20 – (£)14 eg (£)5 note and (£)1 or (£)2 and (£)2 and (£)2 or (£)2 and (£)2 and (£)1 and (£)1 or (£)1 and (£)1 and (£)1 and (£)1 and (£)2</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total marks available for calculator paper: 24

**Assessment record**

| Candidate mark for non-calculator paper | / 8 |
| Candidate mark for calculator paper | / 24 |
| Candidate total mark | / 32 |
| Total marks available: 32 | Pass mark: 17 |

PRINT Assessor name: Signature: Date:

PRINT IQA’s Name: (if sampled) Signature: Date:

PRINT EQA’s Name: (if sampled) Signature: Date:

Please indicate as applicable:

| Candidate has achieved | ☐ |
| Candidate has not achieved | ☐ |
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