

Entry 1 Speaking, Listening and Communicating Assessment Record Sheet



Learner name	Candidate H
Enrolment number	

Assessment Performance Summary Sheet

Overall performance across Activities 1 and 2		
Learners need to be meeting each specified criterion on most occasions within each task.		
The following descriptors must be considered when coming to a decision about if the candidate has met the requirements for a Pass. To achieve a pass for the assessment at Entry 1 the learner must generally demonstrate the requirements for the level:		
<ul style="list-style-type: none"> consistently, effectively, and to an appropriate degree for Entry 1. 		
Overall performance across the range of requirements for the level is secure; any insufficient demonstration of any individual subject content statement is balanced by appropriate demonstration of the same content statement elsewhere.		
Please indicate (tick) as applicable:	Candidate has achieved:	<input checked="" type="checkbox"/>
	Candidate has not achieved:	<input type="checkbox"/>
Declarations		
Assessor name Ann Assessor	Signature A Assessor	Date 02-09-2019
Internal Quality Assurer (if sampled) Ivy Quality Assurer	Signature I Quality Assurer	Date 03-09-2019
External Quality Assurer (if sampled)	Signature	Date

C&G Guidance - overview

- Candidate registration number is not shown. Is this learner registered? Candidates must be registered prior to assessment.
- All signatures are in place
- Timings are appropriate for this level.

The action to be taken would be to REFER, as there are no registration details evident.

Entry 1 Speaking, Listening and Communicating Evidence Sheet

Activity 1 – Activity involving instructions

Candidate's Name Candidate H

Date of activity 02-09-2019

Start time 09:00 Finish time 9:03

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 activity including any prompting:		
X followed my oral instructions and took part in a role-play to make an appointment for the gas man to call.		
X was polite and spoke clearly giving the details requested.		
Confirm that the candidate:	Overall comments and quotes to show how candidate met the criteria:	
SCS3. Followed single step instructions	Recorded Telephone message for a gas heating company Candidate H listened to the recording and followed the instructions (SCS3)	
SCS1. Stated the names of the letters of the alphabet (for three words)	'Hello. I want to make an appointment for a gas man to call. My heating isn't working' (SCS4)	
SCS4. Made request using appropriate terms and register	'My name is Mrs Barton b-a-r-t-o-n My address is 2 Windsor Drive That is w-i-n-d-s-o-r Drive d-r-i-v-e'	
SCS2. Identified and extracted the main information from short statements and explanations	My phone number is 01283 51664 (SCS1, SCS3) I asked Candidate H when they would call her back. She replied, 'After 12. They are out of the office.' (SCS2)	
Candidate	Signature Candidate H	Date 02-09-2019
Assessor name Ann Assessor	Signature A Assessor	Date 02-09-2019

C&G Guidance – Activity 1

The assessor has completed the documentation with a good level of detail. There is a clear explanation of the activity in the 'Summary of the activity', which sets the scene. The quotes illustrate how the candidate has met the assessment criteria

Entry 1 Speaking, Listening and Communicating Evidence Sheet

Activity 2 One-to-one discussion

Candidate's Name Candidate H

Date of activity 02-09-2019

Start time 9:30 Finish time 9.34

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:

Discussion between Candidate H and Assessor about gardens.

H knows I have a large garden and asked me the best way to keep her plants over the winter

No prompting needed.

Confirm that the candidate:	Overall comments and quotes to show how candidate met the criteria:	
SCS2. Identified and extracted the main information from short statements and explanations		Do you have any hanging baskets? (SCS4)
SCS4. Asked straightforward questions using appropriate terms and register		Yes, I have some geraniums and another one with fuchsias. (SCS5) Will they die if I leave them outside? (SCS4)
SCS5. Responded to questions about specific information		H listened to my reply. So, I should take some cuttings now in case it doesn't last in the shed? (SCS2, SCS7)
SCS6. Made clear statements about basic information and communicate feelings and opinions on straightforward topics		'Yes. My mum likes them (petunias) too. I like the purple ones best. (SCS2, SCS6)
SCS7. Understood and participated in simple discussions or exchanges with another person about a straightforward topic		H and I discussed our hanging baskets and other aspects about our garden. She understood my contributions and asked and answered questions. (SCS7)
Candidate	Signature Candidate H	Date 02-09-2019
Assessor name A ASSESSOR	Signature A Assessor	Date 02-09-2019

C&G Guidance – Activity 2

The 'Summary of the activity' sets the scene. It is clear that that the candidate did not require any prompting. The quotes clearly illustrate how the candidate has met the assessment criteria