

Entry 2 Speaking, Listening and Communicating Assessment Record Sheet

Learner name	Candidate G
Enrolment number	GVT 1234

Assessment Performance Summary Sheet

Overall performance across Activities 1 and 2		
<p>Learners need to be meeting each specified criterion on most occasions within each task.</p> <p>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 2 the learner must generally demonstrate the requirements for the level:</p> <ul style="list-style-type: none"> • consistently, • effectively, and • to an appropriate degree for Entry 2. • <p>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.</p>		
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 05-09-2019
Internal Quality Assurer (if sampled) Ivy Quality Assurer	Signature I Quality Assurer	Date 08-09-2019
External Quality Assurer (if sampled)	Signature	Date

IQA Comments

Activity 1 – observed by IQA

This was an accurate account but there is no need to provide a verbatim account of the activity. We don't need to know what you said; we just need direct quotes from the candidate to show how he met the criteria.

Activity 2

This is much better, thank you. You have chosen quotes to reflect the candidate's performance.

All documentation is completed

Achieved

C&G Guidance - overview

- IQA comments agreed
- Good practice for the IQA to observe a sample of assessments.
- The enrolment number indicates that the candidate was registered prior to assessment
- All signatures are in place
- Timings are appropriate for this level.

Pass agreed.

Entry 2 Speaking, Listening and Communicating Evidence Sheet

Activity 1 – Exchange of information

Candidate's Name Candidate G

Date of activity 02-09-2019

Start time 09:00 Finish time 9:05

Straightforward topic Enquiring about an evening class

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.

Confirm that the candidate:	Overall comments and quotes to show how candidate met the criteria:	
SCS1. Identified and extracted the main information and detail from short explanations	<input checked="" type="checkbox"/>	<p>Good morning, can I help you?</p> <p>G: Yes, I want to join an art class. (SCS3)</p> <p>Certainly. What type of class would you like?</p> <p>G: I don't know.</p>
SCS2. Made requests/asked clear questions appropriately	<input checked="" type="checkbox"/>	<p>We have classes for all abilities. We have pottery, painting and still life drawing... (The receptionist gives more detail about the classes)...</p> <p>G: Oh... Painting ...I think. (SCS1, SCS3)</p>
SCS3. Responded appropriately to straightforward questions	<input checked="" type="checkbox"/>	<p>Let me look. Yes we have a beginner painting class on Monday evening or a mixed ability group on Wednesday evening.</p> <p>G: The beginner oneon Monday please. (SCS1)</p> <p>G: How much does it cost? (SCS2)</p> <p>£30 for 6 weeks but you can have a trial class free to see if you like it.</p> <p>G: Oh. Thank you.</p> <p>Would you like to go along on Monday? I can let the tutor know.</p>

		<p>G: Yes. Yes please. (SCS3)</p> <p>Can I have your name please and your phone number?</p> <p>G: Candidate G, 0791111111. (SCS3)</p> <p>Thank you. I will let Mrs Brown know and we look forward to seeing you on Monday.</p> <p>G: Thank you. Goodbye.</p>
Candidate	Signature Candidate G	Date 05-09-2019
Assessor name Ann Assessor	Signature A Assessor	Date 02-09-2019

C&G Guidance – Activity 1

There are clear examples on the assessment record of what has been said. However, it is not necessary to provide a verbatim account as the evidence needed is the direct quotes from the candidate to show how he met the criteria.

Entry 2 Speaking, Listening and Communicating Evidence Sheet

Activity 2 - Group Discussion

Candidate's Name Candidate G

Date of activity 03-09-2019

Start time 10:00 Finish time 10:09

Straightforward topic Using social media - what do you use and why?

Group size 3 + the assessor

Details of group Entry 2 learners

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.

Confirm that the candidate:	Overall comments and quotes to show how candidate met the criteria:	
SCS4. Followed the gist of discussions	<input checked="" type="checkbox"/>	G took an active part in the discussion. He agreed with F 'Yeah, Facebook is for oldies. Sorry Miss. None of my mates use it.' (SCS4)
SCS5. Clearly expressed straightforward information and communicated feelings and opinions	<input checked="" type="checkbox"/>	'I use Snapchat all the time. I like the silly pics...' (SCS5) He encouraged M to join in. 'What do you think , M?' (SCS6) Responded to M. 'I've not used it (Instagram). Why do you prefer it?' (SCS6)
SCS6. Made appropriate contributions	<input checked="" type="checkbox"/>	'Never heard of it (LinkedIn)' (SCS4) 'YouTube is for everyone. They have everything...' (SCS5)
Candidate	Signature Candidate G	Date 06-09-2019
Assessor name Ann Assessor	Signature A Assessor	Date 05-09-2019

C&G Guidance – Activity 2

It is clear that the candidate has discussed social media through clear examples on the assessment record of what has been said. The assessor has completed the documentation well to show the IQA and the EQA exactly what has taken place, when it took place, who was involved and how long the discussion lasted.