

Entry 3 Speaking, Listening and Communicating Assessment Record Sheet

Learner name	Candidate P
Enrolment number	PXZ 1234

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 3 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 3. • 		
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 type="checkbox"/>
	Candidate has not achieved:	<input checked="" type="checkbox"/>
Declarations		
Assessor name Ann Assessor	Signature A Assessor	Date 04-09-2019
Internal Quality Assurer (if sampled) Ivy Quality Assurer	Signature I Quality Assurer	Date 04-09-2019
External Quality Assurer (if sampled)	Signature	Date

C&G Guidance – overview

The candidate may have achieved but there is insufficient detail and no quotes to support this. The assessor has repeated the assessment criteria and apart from a few statements there is no further detail.

It is vital that the assessor provides adequate evidence and does not disadvantage the candidate through inadequate commentaries.

If an audio or video recording is available for these assessments, the assessor can review this and add quotes to the assessment record. The evidence can then be resubmitted.

NOT ACHIEVED

Entry 3 Speaking, Listening and Communicating Evidence Sheet

Activity 1 - Extracting information and formal group discussion

Candidate's Name Candidate P Date of activity 02-09-2019

Start time 09:00 Finish time 9:12

Straightforward topic The plastics problem

Group size 5 Details of group E3 group

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down examples that the candidate has used to demonstrate the skill.

Confirm that the candidate:	Tick box	Overall comments and quotes to show how candidate met the criteria:
SCS1 Identified and extracted relevant information and detail in straightforward explanations	<input checked="" type="checkbox"/>	<p>Candidate P extracted information and detail. He made notes during YouTube video clip and used these in the discussion. (Notes attached). (SCS1)</p> <p>Candidate P made requests. He asked the other group members what they thought about the problem. (SCS2)</p> <p>Candidate P communicated information and opinions. He said he thought it was a disgrace that we let the plastics fill up our rivers. (SCS3)</p> <p>Candidate P responded to questions from the other members of the group. (SCS4)</p> <p>Candidate P followed and understood the main points. (SCS5)</p> <p>Candidate P made relevant contributions. (SCS6)</p> <p>Candidate P listened to other points of view and responded appropriately. He respected turn-taking. (SCS7)</p> <p>This was a very good discussion. Well done Candidate P.</p>
SCS2 Made requests and asked concise questions using appropriate language	<input checked="" type="checkbox"/>	
SCS3 Communicated information and opinions clearly	<input checked="" type="checkbox"/>	
SCS4 Responded appropriately to questions	<input checked="" type="checkbox"/>	
SCS5 Followed and understood the main points	<input checked="" type="checkbox"/>	
SCS6 Made relevant contributions	<input checked="" type="checkbox"/>	
SCS7 Listened to and responded appropriately to other points of view, respecting the conventions of turn-taking	<input checked="" type="checkbox"/>	

Candidate	Signature Candidate X	Date 02-09-2019
Assessor name Ann Assessor	Signature A Assessor	Date 02-09-2019

C&G Guidance – Activity 1

The candidate may have achieved Activity 1 but there are only limited quotes to support this. The notes that the candidate took during the video do not add to the SLC element of the assessment unless there is clear evidence of how the notes were used e.g. quotations of what was said. The assessor has repeated the assessment criteria rather than given examples which is not acceptable as evidence.

Entry 3 Speaking, Listening and Communicating Evidence Sheet

Activity 2 - Informal group discussion

Candidate's Name Candidate P Date of activity 03-09-2019

Start time 10:30 Finish time 10.40

Straightforward topic The benefits of Social Media

Group size 6 Details of group Entry 3

A tick in the box indicates that the assessor has confirmed that the candidate has adequately demonstrated the criterion. The assessor should write down examples that the candidate has used to demonstrate the skill.

Confirm that the candidate:	Tick box	Give examples:
SCS2 Made requests and asked concise questions using appropriate language	<input checked="" type="checkbox"/>	Candidate P made requests and asked concise questions using appropriate language. (SCS2)
SCS3 Communicated information and opinions clearly	<input checked="" type="checkbox"/>	He communicated information and opinions clearly. (SCS3)
SCS4 Responded appropriately to questions	<input checked="" type="checkbox"/>	He responded appropriately to questions. (SCS4)
SCS5 Followed and understood the main points	<input checked="" type="checkbox"/>	He followed and understood the main points. (SCS5)
SCS6 Made relevant contributions	<input checked="" type="checkbox"/>	He made relevant contributions. (SCS6)
SCS7 Listened to and responded appropriately to other points of view, respecting the conventions of turn-taking	<input checked="" type="checkbox"/>	'He listened and responded appropriately to other points of view. (SCS7) He respected turn-taking. (SCS7) This was lively discussion with plenty of detail given. Well done, Candidate P.

Candidate	Signature Candidate X	Date 03-09-2019
Assessor name A ASSESSOR	Signature A Assessor	Date 03-09-2019

C&G Guidance – Activity 2

There is no evidence of how the candidate met the criteria. The assessor has simply copied the criteria and added a comment regarding the detail without evidencing what was said.

The assessor may find it easier to work with a smaller group. It is difficult to observe and write down quotes for six learners. The other learners could be preparing for their own discussion (on a different topic) or completing other work. Alternatively, they could act as peer observers and the assessor could assign one participant to each peer observer.