**Level 2 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |
| --- | --- |
| **Learner name** |  |
| **Enrolment number** |  |

**Assessment Performance Summary Sheet**

|  |  |  |
| --- | --- | --- |
| **Overall performance across Activities 1, 2 and 3** | | |
| 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 Level 2 the learner must generally demonstrate the requirements for the level:   * consistently, * effectively, and * to an appropriate degree for Level 2.   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: | |
| Candidatehas not achieved: | |
| **Declarations** | | |
| **Assessor name** | **Signature** | **Date** |
| **Internal Quality Assurer**  (if sampled) | **Signature** | **Date** |
| **External Quality Assurer**  (if sampled) | **Signature** | **Date** |

**Level 2 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 1**

**Formal discussion on unfamiliar topic**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content Statement** | **🗸** | **Evidence of achievement** | | | |
| **SCS4.**Made requests/asked detailed and pertinent questions to obtain specific information in a range of contexts |  |  | | | |
| **SCS5.** Communicated information, ideas and opinions clearly and effectively, providing further detail and development if required |  |
| **SCS6.** Expressed opinions and arguments and supported them with relevant and persuasive evidence |  |
| **SCS7.** Used language that is effective, accurate and appropriate to context and situation |  |
| **SCS8.** Made relevant and constructive contributions to move the discussion forward |  |
| **SCS9.** Adapted contributions to discussion to suit audience, purpose and medium |  |
| **SCS10.** Interjected and redirected discussion using appropriate language and register |  |
| **Declarations** | | | | | |
| **Learner name** | | | | **Signature** | **Date** |
| **Assessor name** | | | | **Signature** | **Date** |

**Level 2 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 2**

**Presentation or extended explanation on familiar topic**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Content Statement** | **🗸** | | **Evidence of achievement** | |
| **SCS5.** Communicated information, ideas and opinions clearly and effectively, providing further detail and development if required |  | |  | |
| **SCS6.** Expressed opinions and arguments and supported them with relevant and persuasive evidence |  | |
| **SCS7.** Used language that is effective, accurate and appropriate to context and situation |  | |
| **SCS3.** Responded effectively to detailed or extended questions and feedback |  | |
| **Declarations** | | | | |
| **Learner name** | | **Signature** | | **Date** |
| **Assessor name** | | **Signature** | | **Date** |

**Level 2 Speaking, Listening and Communicating**

**Assessment Record Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name** |  | | |
| **Date of activity** |  | **Enrolment number** |  |
| **Start time** |  | **Finish time** |  |
| **Topic** |  | **Details of group** |  |

**Evidence sheet for Activity 3**

**Discussion** **in response to another person’s presentation or extended explanation, or a recorded presentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Content Statement** | | **🗸** | | **Evidence of achievement** | |
| **SCS1.** Identified relevant information from extended explanations or presentations | |  | |  | |
| **SCS2.** Followed narratives and lines of argument | |  | |
| **SCS4.** Made requests/asked detailed and pertinent questions to obtain specific information in a range of contexts | |  | |
| **SCS5.** Communicated information, ideas and opinions clearly and effectively, providing further detail and development if required | |  | |
| **SCS7.** Used language that is effective, accurate and appropriate to context and situation | |  | |
| **Declarations** | | | | | |
| **Learner name** | | **Signature** | | **Date** | |
| **Assessor name** | | **Signature** | | **Date** | |