

Functional Skills 4748

English

Entry Level Assessments

Assessor Instructions

Entry 1, 2 and 3 Reading and Writing

Updated 04 February 2022

Assessors must be given access to this document at least 4 weeks prior to scheduling any assessments.

For Speaking, Listening and Communicating guidance please see separate Assessment Guidance document, available on the City & Guilds website.

About this document

This document provides instructions for centres offering City & Guilds Functional Skills 4748 English Reading and Writing at Entry level. All centre staff conducting assessment must read and be familiar with these instructions at least 4 weeks before any assessment taking place.

There is a separate document available covering assessment of the Speaking, Listening and Communicating component of the qualification.

All assessment of Functional Skills 4748 English Reading and Writing at Entry level must be conducted in accordance with these instructions. Compliance will be checked through City & Guilds external quality assurance process. Any questions about this document or the assessments should be raised with your City & Guilds EQA before any assessment takes place.

Before each assessment takes place, the assessor must check to ensure they have the most up to date version of this document.

Assessment summary

Reading

There is a single assessment at each of Entry 1, Entry 2 and Entry 3.

The assessments are set by City & Guilds and marked and internally quality assured by the centre. The assessments are subject to City & Guilds external quality assurance processes as detailed in the Qualification Handbook, the City & Guilds Centre Manual and Our Quality Assurance Requirements.

Writing (including Spelling)

At each of Entry 1, Entry 2 and Entry 3 the assessment consists of **two sections**, a Writing task and a Spelling task. The scores for the two sections are added together to give a total mark.

The assessments are set by City & Guilds and marked and internally quality assured by the centre. The assessments are subject to City & Guilds external quality assurance processes as detailed in the Qualification Handbook, the City & Guilds Centre Manual and Our Quality Assurance Requirements.

Speaking and Listening

For Speaking and Listening, see separate documentation on the 4748 Functional Skills pages on the City & Guilds website.

Assessment Titles

City & Guilds will periodically change the assessment titles available.

Assessors must ensure they refer to the most up-to-date version of this document before conducting assessments. The list of available assessment titles is given below. This will be regularly updated as new assessment titles are added and this document must be checked regularly to ensure centres are using the most up-to-date titles.

Sample assessments - Reading

E1 Reading – Health

E1 Reading – Food and Drink

E1 Reading – Party

E1 Reading – Acting

E2 Reading – Health

E2 Reading – Holidays

E2 Reading – Handmade

E2 Reading – Safety

E3 Reading – Health

E3 Reading – At the Gym

E3 Reading – Social Media

E3 Reading – Treasure

Sample assessments - Writing

E1 Writing – Health

E1 Writing – Jobs

E1 Writing – Sleep

E1 Writing – News

E2 Writing – Health

E2 Writing – Home

E2 Writing – Seasons

E2 Writing – Happiness

E3 Writing – Health

E3 Writing – Money Matters

E3 Writing – Sugar

E3 Writing – Changes

Live assessments - Reading

E1 Reading – Clothes

E1 Reading – Pets

E1 Reading – Games

E1 Reading – Money

E2 Reading – Where to Shop

E2 Reading – Museums

E2 Reading – Different Homes

E2 Reading – Sport and Fitness

E3 Reading – Buying Online

E3 Reading – Environment

E3 Reading – Decorating

E3 Reading – Going into Space

Live assessments – Writing

E1 Writing – Shopping

E1 Writing – Going Out

E1 Writing – Fit and Well

E1 Writing – Friends

E2 Writing – Supermarket

E2 Writing – Super Cook

E2 Writing – Places

E2 Writing – Free Time

E3 Writing – Television

E3 Writing – Shopping Experiences

E3 Writing – Community

E3 Writing – Charity Day

Assessments should be downloaded from the City & Guilds website. Live assessments will be password-protected and available to centres to download via the Walled Garden.

Time available

The time allowed to complete each assessment is shown in the table below.

Component	Individual component time (up to)
Entry 1 English Reading	30 minutes
Entry 1 English Writing	25 minutes
Entry 1 Spelling Task	15 minutes
Entry 2 English Reading	40 minutes
Entry 2 English Writing	30 minutes
Entry 2 Spelling Task	15 minutes
Entry 3 English Reading	45 minutes
Entry 3 English Writing	40 minutes
Entry 3 Spelling Task	15 minutes

Candidates should work through each assessment at their own pace.

Administering the assessment

At Entry Level, we would expect that these assessments will be delivered when the individual candidate is ready. This can be on a group or individual basis. The assessment can be administered and supported by their teacher or another suitably-qualified centre employee, usually one who is familiar to the candidate.

Reading and Writing

- Assessors must read this document in conjunction with the following sections from the Functional Skills Entry Level English (Entry Levels 1 – 3) Qualification Handbook:
 - Functional Skills Subject Content for Entry Levels 1-3 English – Section 5 Assessment
 - Assessment Specifications for Entry Levels 1-3 English – Section 5 Assessment
 - Expectations for Word Reading Entry Levels 1-3 – Appendix 1
 - Expectations for both Reading and Spelling Entry Levels 1-3 – Appendix 2
- Assessments are summative and should only be taken when the candidate is considered by their tutor to have the knowledge and skills necessary to pass. It is recommended that candidates successfully complete at least one sample assessment at the relevant level before taking live assessments.
- Candidates must be supervised **at all times** during the assessment.
- Candidates must not have access to mobile phones or any other unauthorised materials during the assessment.
- Candidates **must not** see any assessment in advance of sitting it.
- Candidates **must not** take their work away at any point.
- All assessments materials issued by City & Guilds remain live at all times. Centres must **not** use any live assessments for practice or for teaching and learning purposes.
- At the end of the assessment, all assessment materials must be collected before the candidates leave the room.

Reading

- Assessment must take place in **one** session.
- As this is a **reading** assessment, the assessor must **not** read any of the content of the assessment to the candidate. However, the assessor **must** read out the instructions on the front cover to candidates.
- Answers should be recorded on the Candidate Paper. Candidates should write their answers independently or may be given support with writing them if needed. Where support is given, the answer recorded must be an accurate transcript of the response given by the candidate.
- The assessor / person giving support must not prompt the candidate or comment on the answer they give.

Writing

The two parts of the Writing assessment (spelling test and writing activities) can be completed in a maximum of **two** sessions. Sessions **must** be consecutive (with no teaching or preparation between), but do not have to be on the same day. Candidates must **not** take any work away between assessment sessions and assessment materials must be collected in and stored securely between sessions.

- Answers should be recorded on the Candidate Papers.
- For the Writing activities, instructions and questions can be read to the candidate but the candidate must write their answers independently and cannot be given help or support with this.
- The spelling task is administered orally by the assessor. The candidate must write down the word being assessed independently and without assistance. Full instructions for administering the Spelling Task are given on the Spelling Task itself.

Access arrangements

Support to candidates described by this document is available to all learners. Additionally, access arrangements can be given to individual candidates. Assessors should refer to the Qualification Handbook for more information.

Resources required for assessments

- a pen
- dictionary (Reading assessment only)
- dictionaries and spelling/grammar checkers are **not** permitted in the Writing and Spelling assessments.

Supervision

All assessments require continuous supervision by the Assessor or another responsible and suitably qualified adult and should take place under the candidate's normal working conditions (as opposed to a formal examination setting).

Recording the assessments

Centres must keep a record, which can be made available for inspection, showing each assessment version attempted by each candidate and the candidate's mark for this.

Storing assessment materials

All live entry level assessment materials remain live at all times and **must** be kept secure. Centres must meet the following requirements:

- Live assessments are printed from the City & Guilds website, centres must do this **no more than one week** before the assessment is due to take place.
- Centres **must** restrict access to live assessment materials to only those responsible for administering or assessing Entry Level Functional Skills English, such as assessors, internal quality assurers, exams officers and other staff responsible for administering the assessment. Other members of staff **must not** have access to live assessment materials.
- Assessors **must** keep live assessment materials secure and confidential at all times whilst in their possession.
- Candidates **must not** be allowed to retain any live assessment materials. They may be shown their work as part of feedback from their assessor, but must not keep or copy this. It is not acceptable for assessors to share a candidate's work with other candidates.
- Candidate work **must** be stored by the centre until the next External Quality Assurance (EQA) activity, after which it can be securely destroyed.
- City & Guilds **must** be informed immediately if the security of any live assessment materials is put at risk.

Centres **must** be able to demonstrate and account for the secure movement and secure storage of live assessment materials at all times. Live assessment materials **must** be stored securely and centres **must** keep records of who has access to live assessment materials. Live assessment materials should be stored in the centre's secure storage facility for exam materials. Where this is not possible, live assessment materials **must** be stored in a strong safe or security cabinet or metal cabinet with locking bar.

Centres will need to demonstrate how they meet all of the requirements listed above as part of qualification approval and any external quality assurance activity.

Mark schemes

The assessor must mark the Candidate Paper using the mark scheme provided.

Before any assessment version is attempted, all assessors for Functional Skills English at that level, within each centre, must review and discuss the mark scheme to ensure that all are interpreting this consistently. Any queries about interpretation of a mark scheme must be raised and resolved with the centre EQA before any assessment takes place.

Accurate and consistent interpretation of mark schemes will be checked as part of City & Guilds' external quality assurance process. Inaccurate or inconsistent interpretation or application of the mark scheme may result in assessments being re-marked and candidates' results being changed.

Pass marks

The pass mark for the assessments will be indicated clearly on the mark scheme for that assessment. Pass marks are set by City & Guilds.

For Writing, there is a single pass mark covering both the Writing Task and the Spelling Task.

The pass mark may differ between assessment versions. This is to ensure that each version makes equal demands on candidates and is to take account for any minor variation between the demand of each version.

Re-sitting the assessments

Centres must keep a record, which can be made available for inspection, showing each assessment version attempted by each candidate and the candidate's mark for this.

If a candidate fails an assessment, they may re-sit it but the centre **must** select a different version from the live assessment bank.

Writing assessment (Writing activities)

Centres must ensure that all candidates are sufficiently prepared and ready to take an assessment before they do so.

For this reason, in most circumstances, we would not expect the number of resits required by an individual candidate in a given period to exceed the number of different assessment titles available during that period.

In exceptional circumstances, we accept that it may be necessary for a candidate to take an additional resit when they have already taken all available titles. In this event, then the candidate can retake a previously attempted version and the centre should select the title first attempted by the candidate.

Usage of the bank of assessment titles by centres will be checked during the EQA process and this may be followed up where it is found that centres may be entering candidates for assessment before they are ready.

At any time, any newly available title should be prioritised above a candidate retaking a previously attempted assessment.

If a candidate needs to resit the Writing activities, they must sit the related spelling task for that assessment title.

Marks for the spelling task cannot be carried over from one assessment title to another.

Writing assessment (Spelling task)

Candidates are required to sit a Spelling Task as part of the Writing assessment.

There are three spelling tasks available for each assessment title. Each time a candidate attempts a spelling task, the centre must keep a record of the reference for the spelling task used and the candidate's score. Where additional attempts are required to increase the overall mark for the Writing assessment, centres must select a different spelling task **under the same Writing assessment title**.

If a candidate exhausts all three spelling tasks available for the assessment title, they will need to take an alternative Writing assessment title. Candidates will need to retake both parts of the assessment.

The spelling test can be delivered separately to the Writing Task.

Reading assessment

Centres must ensure that all candidates are sufficiently prepared and ready to take an assessment before they do so.

For this reason, in most circumstances, we would not expect the number of resits required by an individual candidate in a given period to exceed the number of different assessment titles available during that period.

In exceptional circumstances, we accept that it may be necessary for a candidate to take an additional resit when they have already taken all available titles. In this event, then the candidate can retake a previously attempted version and the centre should select the title first attempted by the candidate.

Usage of the bank of assessment titles by centres will be checked during the EQA process and this may be followed up where it is found that centres may be entering candidates for assessment before they are ready.

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