ESOL Skills for Life (5692-011)
Entry 1 Sample Assignment

www.cityandguilds.com
September 2026
Version 1.0

Sample 3

Assessment Pack

Reading

Candidate's name:

Assessment Pack

Administration of the assignment

The assignment must be taken under supervised conditions. This means that all activities will be completed with the assessor, or other designated supervisor, present. Candidates have up to 1 hour and 15 minutes to complete the assignment, which includes 15 minutes checking time. Each activity has a guide on the time allowed. Any overrunning will mean less time to spend on subsequent activities, so assessors should remind candidates when they have used the allotted time.

Candidates do not have to complete the whole assignment in a single session, but must not take it away with them to work on. Candidates may stop at the end of any activity and continue in the next session but must not be rehearsed in the skills to be assessed before completing each activity. If the assignment is not completed during a single session, the assessor must sign the work when the candidate stops, and date and sign when the candidate restarts, enabling tracking by Internal Quality Assurers (IQA) and External Quality Assurers (EQA).

The assignment activities are each focused on reading skills. Candidates may be assisted with aspects that are not being assessed (e.g. the assessor may tell the candidate what to do if they cannot read the written instructions adequately but must not read out the documents). In the reading assessment candidates can give their responses verbally and the assessor can record them, since these activities assess reading, not writing.

Tutors must not teach to the actual assessment activities, but it is expected that candidates will have had a lot of practice in reading in a range of contexts appropriate to the level. By the time the candidates are assessed, they should be aware of the skills that are being assessed.

The assignment activities can be done in any order.

If a candidate is unsuccessful in one or more activities, they will need further practice before being given another opportunity to demonstrate their skills at a later date when they are ready. Any activity can be retaken on its own without resitting the whole assignment. The subsequent resit activity needs to be from a different assignment version provided by City & Guilds.

The following documents are included in this assessment pack:

1.1 Notes on using the mark scheme and assessment records.

2.1 Summary Assessment Record for recording success at Entry 1.

1.1 Notes on using the mark scheme and assessment records

The Summary Assessment Record (2.1) acts as a mark scheme and a record of achievement. It gives a breakdown of the marks available and descriptions of the performance expected for each mark. Where marks are given in brackets, they are only to be awarded for performance which does not meet the descriptor for the higher marks above. Marks in brackets are set at the level of just meeting the standards at this level.

Each activity has a pass mark that must be met.

Assessors must complete a Summary Assessment Record (R) for each candidate taking this assessment.

A summary of the required language features at this level can be found by referring to the Adult ESOL Core Curriculum guidance. These should be read in conjunction with the mark scheme. The relevant guidance can be found in the Unit section of the City & Guilds 5692 Entry Level ESOL Skills for Life Qualification Handbook. Full details of the Adult ESOL Core Curriculum can be found on **www.cityandguilds.com**

2.1 ESOL Entry 1 Assignment – Sample 3

Summary Assessment Record for Entry 1

Assessment Criteria	Curriculum Reference	Marking Guide	Marks
Activity 1			
2.1 2.2	Rt/E1.2a Rw/E1.1a Rw/E1.3a Rw/E1.3b	All capital and lower case letters matched correctly Three correct matches Two correct matches One correct match All signs matched to correct meaning Three correct matches Two correct matches One correct match	4 (3) (2) (1) 4 (3) (2) (1)
		Total marks for Activity 1	
		5 out of 8 possible marks required for success. **Tick if Activity 1 successfully achieved**	❑

Assessment Criteria	Curriculum Reference	Marking Guide	Marks
Activity 2			
1.1 1.2 1.3 2.1 2.2 2.3	Rs/E1.1a Rs/E1.1b Rt/E1.1a Rt/E1.1b Rt/E1.2a Rw/E1.1a Rw/E1.2a Rw/E1.3a Rw/E1.3b	1. (Health and Safety/Workplace) Training 2. office 3. Wednesday 4. lifting 5. 01246 345678 6. the person to call 7. poster	1 1 1 1 1 1 1
		Total marks for Activity 2	
		5 out of 7 possible marks required for success. **Tick if Activity 2 successfully achieved**	❑

Assessment Criteria	Curriculum Reference	Marking Guide	Marks
Activity 3			
1.2 2.2 2.3	Rt/E1.1b Rw/E1.1a Rw/E1.2a Rw/E1.3a	Candidate identifies correctly the information needed on the form (by matching the words to the correct space on the form): • Family name • Address • Postcode • Phone number • Email address	 1 1 1 1 1
		Total marks for Activity 3	
		3 out of 5 possible marks required for success. **Tick if Activity 3 successfully achieved**	❑

Assessment Criteria	Curriculum Reference	Marking Guide	Marks
Activity 4			
1.1 1.2 1.3 2.1 2.3	Rs/E1.1a Rs/E1.1b Rt/E1.1a Rt/E1.1b Rt/E1.2a Rw/E1.1a Rw/E1.2a Rw/E1.3b	1. (Welcome) party 2. new students 3. 7pm 4. cafe/ground floor (of the College) 5. an invitation letter	1 1 1 1 1
		Total marks for Activity 4	
		3 out of 5 possible marks required for success. **Tick if Activity 4 successfully achieved**	❑

Tick if all Entry 1 Reading activities successfully achieved	❑

Assessor's name	**Signature**	**Date**
Internal Quality Assurer (if sampled)	**Signature**	**Date**
External Quality Assurer (if sampled)	**Signature**	**Date**

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