ESOL Skills for Life (5692-012)
Entry 1 Sample Assignment

www.cityandguilds.com
September 2026
Version 1.0

Sample 3

Assessment Pack

Writing

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 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 writing 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).

Tutors must not teach to the actual assessment activities, but it is expected that candidates will have had a lot of practice in writing 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. (Writing will include grammatical accuracy, range, spelling, punctuation and appropriate formality as well as conveying information.)

The assignment activities can be done in any order but it is advised that activity 1 be completed first.

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

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 (W) 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	Ws/E1.1a Ws/E1.2a Ws/E1.3a	1. One mark for each correction a. **S**ara puts the rubbish in the bin**.** b. They empty the bins on **F**riday**.** 2. One mark for each sentence or question a. Jason saves glass bottles. b. Is walking good for you? / Walking is good for you. c. We go shopping on Tuesday.	2 (1) 2 (1) 1 1 1
		Total marks for Activity 1	
		5 out of 7 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 1.4	Wt/E1.1a Ww/E1.1a Ww/E1.1b Ww/E1.1c Ww/E1.2a Ww/E1.2b	Candidate writes correctly the information needed on the form (do not penalise if in wrong place): • first name • family name • address (including use of digits) (address with no postcode or flat/house number) • telephone number Candidate uses initial capital letters appropriately (block capitals may be used for name or for whole form) • all of the time • most of the time Candidate spells most personal details correctly (1 or 2 errors allowed) Candidate produces legible text	 1 1 2 (1) 1 2 (1) 1 1
		Total marks for Activity 2	
		6 out of 9 possible marks required for success. **Tick if Activity 2 successfully achieved.**	❑

Assessment Criteria	Curriculum Reference	Marking Guide	Marks
Activity 3			
1.1 1.3 1.4 2.1 2.2	Ws/E1.1a Ws/E1.2a Ws/E1.3a Wt/E1.1a Ww/E1.1a Ww/E1.1b	Candidate produces a piece of writing that includes • at least **two** relevant pieces of information about things they like to do • one relevant piece of information about things they like to do Candidate produces a piece of writing that includes • at least **two** relevant pieces of information about things they can make • one relevant piece of information about things they can make	2 (1) 2 (1)
Language features – if candidate has not met the minimum criteria for the statements below, a zero (0) mark **must** be awarded against the specific criteria			
Grammatical accuracy	Ws/E1.1a	No significant grammatical errors in aspects of simple sentences expected at Entry 1.	2
		A few errors in respect of grammatical structures at Entry 1 may be accepted; any errors do not impede communication.	(1)
Range	Ws/E1.1a Ww/E1.1a	Candidate uses a range of appropriate vocabulary and expressions at Entry 1 and at least one simple sentence.	2
		Candidate uses mostly appropriate vocabulary and expressions at Entry 1 and at least one simple sentence.	(1)
Spelling	Ww/E1.1a	Common and familiar words at Entry 1 are spelt correctly.	2
		Most common and familiar words are spelt correctly for this level. Spelling errors do not impede communication.	(1)
Punctuation & capitalisation	Ws/E1.2a Ws/E1.3a	Capitalisation (start of sentence and names) and punctuation (full stops) are correct throughout.	2
		Capitalisation and punctuation are correct in most instances.	(1)
		Total marks for Activity 3	
		8 out of 12 possible marks required for success. **Tick if Activity 3 successfully achieved**	❑

Tick if all Entry 1 Writing 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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