

ESOL Skills for Life

Reading - Entry Level 3

Assessor Pack

The following documents are included in this assessment pack:

- Guidance on the conduct of the assessment
- General marking guidance and assessment principles
- Mark schemes and guidance

Sample Assessment Code: ESOLRE3AB/P

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Guidance on conduct of the assessment

- The tasks are designed to be completed during normal class time but must be taken under supervised conditions. This means that all tasks must be completed with the tutor/assessor, or other designated supervisor, present.
- This assessment is composed of four tasks.
- The time allocated to the assessment is 1 hour.
- Centres wishing to contextualise the tasks should refer to the guidance in the qualification specification and to the separate guidance on contextualisation that is available to download from the Prism online system (secure login required).
- Each task has a guide time of 10-15 minutes. 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 all the tasks in a single session, but must not take them away with them to work on.
- Candidates may use a monolingual dictionary (a simplified dictionary or glossary) for the reading tasks.
- Candidates must complete all four tasks; they may be done in any order.
- If candidates are to complete all tasks at one time, tutors/assessors should give out the complete assessment pack.
- If candidates are to complete each task separately, tutors/assessors should only give out the task to be completed.
- Candidates should be briefed on the task/tasks to be completed. The tasks each focus 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 he/she cannot read the written instructions adequately) but must not read out any of the texts or related questions. Candidates may give their responses verbally and the tutor/assessor may scribe the answer as these tasks assess reading and not writing. Tutors/assessors should refer to the guidance on special arrangements and reasonable adjustments in the qualification specification.
- Candidates must be allowed to complete the tasks independently without any further support according to the guide time allowed.
- At the end of the assessment candidates' work should be collected and stored securely.
- **NB** - The paper has been designed to be printed in a double-sided format.

General marking guidance and assessment principles

- Assessors should apply the mark schemes positively. Candidates must be rewarded for what they have shown they can do.
- Assessors should mark according to the mark scheme.
- Assessors should always award full marks if these are deserved, i.e. if the answer matches the mark scheme. Half marks may not be awarded.
- If a response is not worthy of credit it should be awarded 0.
- Where assessors are required to make a judgement for example in short answer questions, examples will be provided of possible answers that may be credited.
- Responses that are correct but written outside the box must be credited.
- Candidates will not be penalised for incorrect spelling as long as meaning is clear.

Mark scheme and guidance

Task 1

Assessment Criteria	2.1, 2.3, 3.1
Mark Scheme	1 mark per response.
Guidance	Bracketed information is not needed for the full mark.

Question	Answer	Marks Available
1.	a) make a request for something	1 mark
2.	a) a microwave b) a coat with a broken zip	2 marks
3.	1 mark for each of the following: - (bring to) charity shop - telephone (0800 567 234) to arrange a home collection or home collection	2 marks
4.	Accept either answer: - donate money (directly) online - donate money by phone	1 mark

Total Marks Available	6 marks
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Task 2

Assessment Criteria	2.1, 2.2, 2.3, 3.1
Mark Scheme	1 mark per response

Question	Answer	Marks Available
1.	Monday to Friday	1 mark
2.	b) You can apply for all courses by phone or in person, and only some courses online.	1 mark
3.	Accept either of these: - enrol online - apply online	1 mark
4.	1. Look at the online prospectus and choose a course	Example
	2. Click the Apply Now button	1 mark
	3. Fill out all the forms with your information	1 mark
	4. Book an interview	1 mark
	5. Wait for the college to contact you about your application	1 mark

Total Marks Available	7 marks
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Task 3

Assessment Criteria	1.1, 1.2, 1.3, 3.1
Mark Scheme	1 mark per response.
Guidance	Bracketed information is not needed for the full mark.

Question	Answer	Marks Available
1.	a) (Thursday) 12 th April	1 mark
	b) 09.25 or 9.25am	1 mark
	c) Eye Clinic	1 mark
	d) Dr Potiphar	1 mark
2.	b) You have to bring the letter and you can bring a friend to the appointment if you wish	1 mark
3.	1 mark for any one of the following: - call or phone (the Outpatients Booking Office on 0445 730 298) - email (Outpatient.booking@nhs.net)	1 mark
4.	(You will) receive a reminder of (your) appointment (on either your home or mobile phone)	1 mark

Total Marks Available	7 marks
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Task 4

Assessment Criteria	1.2, 1.3, 3.1
Mark Scheme	1 mark per response

Question	Answer	Marks Available
1.	b) give you news	1 mark
2.	c) we need more nurses in the U.K.	1 mark
3.	62 (nurses)	1 mark
4.	a) a Vacancy = 2. a position that is empty and available	Example
	b) benefit = 4. an advantage	1 mark
	c) shortage = 3. when you do not have enough of something that you need	1 mark
	d) abroad = 1. a foreign country	1 mark

Total Marks Available	6 marks
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Total Marks Available for Tasks 1, 2, 3 and 4	26 marks
Pass Mark	17 marks