

# Assessment Command Word Definitions

## Introduction

The purpose of this document is to help learners and Centres understand the meaning of the command words that may be found in our assessments. It explains the meaning of each command word and the types of thinking or actions it involves. This document contains two sections: 'Core' command words and 'Technical' command words. Core command words can appear in assessments across a range of subjects. Technical command words describe subject-specific or specialist actions, which are usually found in assessments related to a particular technical qualification (for example, Bricklaying).

## Core Command Words

### Communication & Expression

These command words describe actions where learners need to interact with others to share ideas or information.

Command word	Related Command Words	Meaning
<b>Agree</b>		Reach a shared decision together after discussion
<b>Annotate</b>		Add notes to something to show or explain features or ideas
<b>Comment</b>	Express, Discuss	Give your thoughts about something
<b>Communicate</b>	Interact, Convey, Greet	Talk, or share information with another person
<b>Contribute</b>	Participate, Take part, Engage, Share	Be involved in the activity, and add your ideas (or support)
<b>Reference</b>		State where you obtained information from
<b>Request</b>		Ask for something
<b>Respond</b>	Answer	Reply to a question, request or situation
<b>Write</b>	Record, Report	Put information down so it can be shared with others

## Thinking, Understanding & Reasoning

These command words describe actions where learners process information or ideas in order to show understanding.

Command word	Related Command Words	Meaning
<b>Analyse</b>	Explore, Investigate, Research	Look at something in detail to understand its aspects, patterns or meaning
<b>Apply</b>		Use something you know (information, a method, a rule, an idea) in order to complete a task or solve a problem
<b>Check</b>	Ensure, Confirm, Acknowledge	Look at something to make sure it is correct or understood
<b>Choose</b>	Select	Pick something from a list or group
<b>Compare</b>		Say what is the same and (or) what is different between things
<b>Connect</b>	Link, Relate	Show how things go together
<b>Describe</b>	Illustrate	Say what something is like, using words or examples to make it clear
<b>Differentiate</b>	Distinguish	Say how things are different from each other
<b>Evaluate</b>	Assess, Judge, Consider, Reflect	Look at something carefully, think about the different points (or sides), and make an informed conclusion
<b>Explain</b>	Clarify	Provide further information (for example, details) to make something clear and understood by others
<b>Extrapolate</b>		Use the information you have to predict (or estimate) what might happen next
<b>Identify</b>	Recognise, Point	Pick out the information (or detail, object) that is needed
<b>Interpret</b>	Draw conclusions, Diagnose	Look at information and work out what it means
<b>Justify</b>		Give reasons or evidence to support a decision (or action)
<b>Name</b>	State, Label, Define, List, Recall	Give the correct word(s) or information for the item (or person, feature, idea)

Command word	Related Command Words	Meaning
<b>Observe</b>		Look closely at something to notice details
<b>Order</b>	Sort	Arrange things by following a rule (for example, smallest to largest)
<b>Organise</b>	Classify, Categorise	Arrange things into groups based on their features
<b>Outline</b>	Summarise	Give the main points about something
<b>Predict</b>		Say what you think will happen in the future based on information or patterns
<b>Review</b>	Establish	Examine information to understand it better, confirm or clarify its meaning
<b>Suggest</b>	Propose, Recommend	Put forward an idea, option or solution

## Creation & Production

These command words describe actions where learners make something, put parts or ideas together, or change something to improve it.

Command word	Related Command Words	Meaning
<b>Amend</b>	Edit, Adjust, Refine, Improve	Make a change to something to improve or correct it
<b>Combine</b>	Collate, Compile, Incorporate	Bring different things together
<b>Customise</b>		Change something to suit a given need, want or requirement
<b>Make</b>	Build, Assemble, Construct, Create, Produce, Form, Generate, Develop	Put things (parts or ideas) together to generate what the task asks for
<b>Plan</b>	Design, Devise, Coordinate, Draft	Create (or set out) how something will work or what it will look like

## Operational & Practical

These command words describe actions where learners carry out tasks, follow instructions, or take practical steps to achieve an outcome.

Command word	Related Command Words	Meaning
<b>Carry out</b>	Conduct, Undertake, Implement, Complete, Process	Do the task, following any steps or instructions
<b>Collect</b>	Gather, Obtain, Source	Get information (or items) from different places
<b>Deal</b>	Address, Handle	Take action to manage (or solve) a problem or a task
<b>Demonstrate</b>	Show, Indicate	Do (or point out) something so that others can see your thinking or how it works
<b>Distribute</b>	Dispatch, Allocate, Send	Give out (or send) items, tasks or resources to the right people or places
<b>Enable</b>		Provide what is needed to complete a task or action
<b>Find</b>	Locate, Extract	Look for and get the information, detail or object required.
<b>Follow</b>		Do what the instructions tell you to do (in the way or order they say)
<b>Help</b>	Assist, Support, Encourage, Facilitate	Enable someone to do something by giving them what they need
<b>Listen</b>		Pay attention to what someone is saying so you can understand it
<b>Mark</b>		Make clear lines, points or signs to show where something will go
<b>Prepare</b>	Set up, Configure	Get equipment or software ready so it works the way you need it to.
<b>Read</b>		Look at texts or symbols and understand their meaning
<b>Remove</b>	Delete, Dispose	Take something away so it is not there anymore
<b>Restore</b>	Reinstate	Put something back the way it was before

Command word	Related Command Words	Meaning
<b>Store</b>	Put, Place, Position	Move (or place) something in a particular position or location
<b>Use</b>	Access	Do something with information, a tool or a resource

## Numeracy & Data Processing

These command words describe actions where learners work with numbers, measurements or numerical information to find answers or solve problems.

Command word	Related Command Words	Meaning
<b>Add</b>	Total	Put numbers or values together to find the full amount
<b>Calculate</b>		Use a formula, rule or operation to work out a numerical answer
<b>Convert</b>		Change a value into a different unit or form
<b>Count</b>		Find how many items are in a group
<b>Divide</b>		Separate something into equal parts
<b>Estimate</b>	Approximate	Give a close (but not exact) number or amount
<b>Measure</b>		Find the size, length, height, weight or amount of something
<b>Multiply</b>		Find a total by adding the same number again and again
<b>Round</b>		Change a number to the nearest whole number or value
<b>Solve</b>	Work out	Find the answer
<b>Subtract</b>		Take one number away from another
<b>Translate</b>		Move a shape (or point) to a new place

## Technical Command Words

The example contexts shown below are for illustrative purposes only and do not represent a complete list of qualifications or subject areas in which the associated command words may appear in assessments.

Command word	Example Contexts	Meaning
<b>Apply</b>	Painting & Decorating, Construction, Bricklaying	Put a material or substance onto a surface (for example, paint or mortar)
<b>Backup</b>	Digital Accounting, IT & Computing	Create a copy of data, files or information so it can be restored if needed
<b>Balance</b>	Book-keeping, Accounting	Ensure the totals of debits and credits in an account are equal
<b>Change Control</b>	Digital Accounting, IT & Computing	Manage and record changes so they are reviewed, approved or applied correctly
<b>Charge</b>	Carpentry, Construction	Ensure a tool has power by connecting it to a mains supply or battery
<b>Clean</b>	Painting & Decorating, Construction, Carpentry	Remove dirt or unwanted material from something
<b>Cut</b>	Carpentry	Trim an item to the size or shape needed
<b>Deploy</b>	Leadership & Management	Put something (tool, method, system, resource) into operation in order to complete a task
<b>Disassemble</b>	Construction	Take something (such as a system or component) apart
<b>Draw</b>	Art & Design, Digital Graphics	Show something using a picture, diagram or other visuals
<b>Drill</b>	Carpentry, Construction	Use a tool to make a hole in material
<b>Export</b>	IT & Computing, Digital Graphics	Save (or output) your work in the file format needed for the task
<b>Fit</b>	Construction	Position (or fix) a part according to given instructions, measurements or requirements
<b>Input</b>	Digital Accounting, IT & Computing	Enter data into the correct place using software
<b>Install</b>	Construction	Put materials (or equipment) into place

Command word	Example Contexts	Meaning
<b>Line in</b>	Bricklaying	Position bricks or blocks so they are in an accurate line, straight and level.
<b>Maintain</b>	Construction, Painting & Decorating	Keep something in good working order
<b>Manage</b>	Leadership & Management	Be responsible for carrying out a task (or process) properly
<b>Monitor</b>	Leadership & Management	Watch something over time (progress, performance, behaviour)
<b>Output</b>	Digital Accounting, IT & Computing, Digital Graphics	Generate (or display) information from a system in a certain format
<b>Plane</b>	Carpentry, Construction	Smooth or remove thin layers from the surface of wood
<b>Protect</b>	Painting & Decorating, Construction, Carpentry	Take action to prevent damage or harm to something
<b>Reclaim</b>	Painting & Decorating, Construction, Carpentry	Collect (or recover) unused materials so they can be reused or disposed of
<b>Render</b>	IT & Computing, Digital Graphics	Use a computer program to make a picture or scene using digital shapes, colours or models
<b>Reshape</b>	Digital Graphics	Change the shape, outline or design of something using a tool
<b>Return</b>	Bricklaying	Build a section of a wall that changes direction (such as a corner)
<b>Roll</b>	Bricklaying	Smooth (or shape) a mortar joint using a tool
<b>Sand</b>	Carpentry	Smooth a surface to remove roughness, marks or uneven areas
<b>Saw</b>	Carpentry	Make a cut to wood or another material using a tool
<b>Screw</b>	Construction	Join (or secure) materials by driving screws into them using tools
<b>Secure</b>	Painting & Decorating, Carpentry,	Fasten (or fix) something firmly into place so it does not move
<b>Set out</b>	Bricklaying, Construction	Mark the positions, lines and levels needed to build something using measurements and guides

Command word	Example Contexts	Meaning
<b>Shape</b>	Carpentry	Form a material (such as wood) into the required outline or design using tools
<b>Spread</b>	Bricklaying	Apply and distribute mortar evenly over a surface using a tool
<b>Square</b>	Construction	Set or adjust materials to ensure they are at a right angle (90 degrees).
<b>Style</b>	Hairdressing	Arrange hair into a finished look
<b>Supervise</b>	Leadership & Management	Watch over the work of others to check it is carried out correctly
<b>Test</b>	IT & Computing	Run a program (or code) to see if it works as you expect it to
<b>Transfer</b>	Book-keeping, Accounting	Move money (or information) from one account to another
<b>Write off</b>	Book-keeping, Accounting	Cancel something because it cannot be used, fixed or paid anymore