

Getting Started with ESOL: Tools, Tips and Success

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[Gateway Qualifications](#)



<https://www.gatewayqualifications.org.uk/>



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Purpose of the session

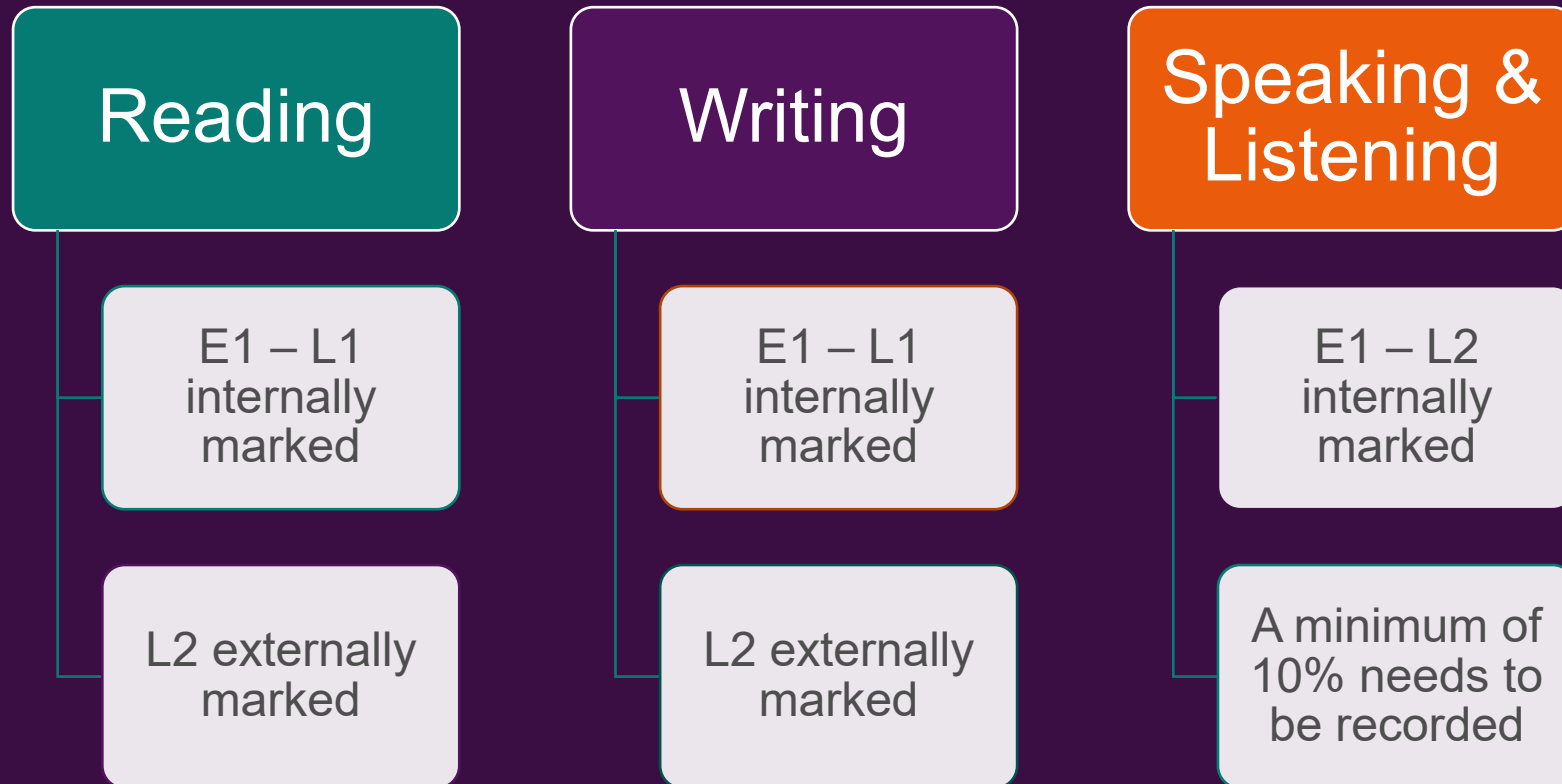
- ✓ Provide a brief introduction of Gateway Qualifications' systems
- ✓ Signpost resources and support available to centres delivering ESOL
- ✓ Provide an overview of the assessment process
- ✓ Highlight key areas to focus

Our ESOL Qualifications

Qualification Title	E1	E2	E3	L1	L2	Credit	GLH
Award in ESOL Skills for Life (Reading)	✓	✓	✓	✓	✓	6	60
Award in ESOL Skills for Life (Writing)	✓	✓	✓	✓	✓	9	90
Award in ESOL Skills for Life (Speaking and Listening)	✓	✓	✓	✓	✓	12	120
Certificate in ESOL Skills for Life	✓	✓	✓	✓	✓	27	270

Qualification Structure

Three standalone awards:



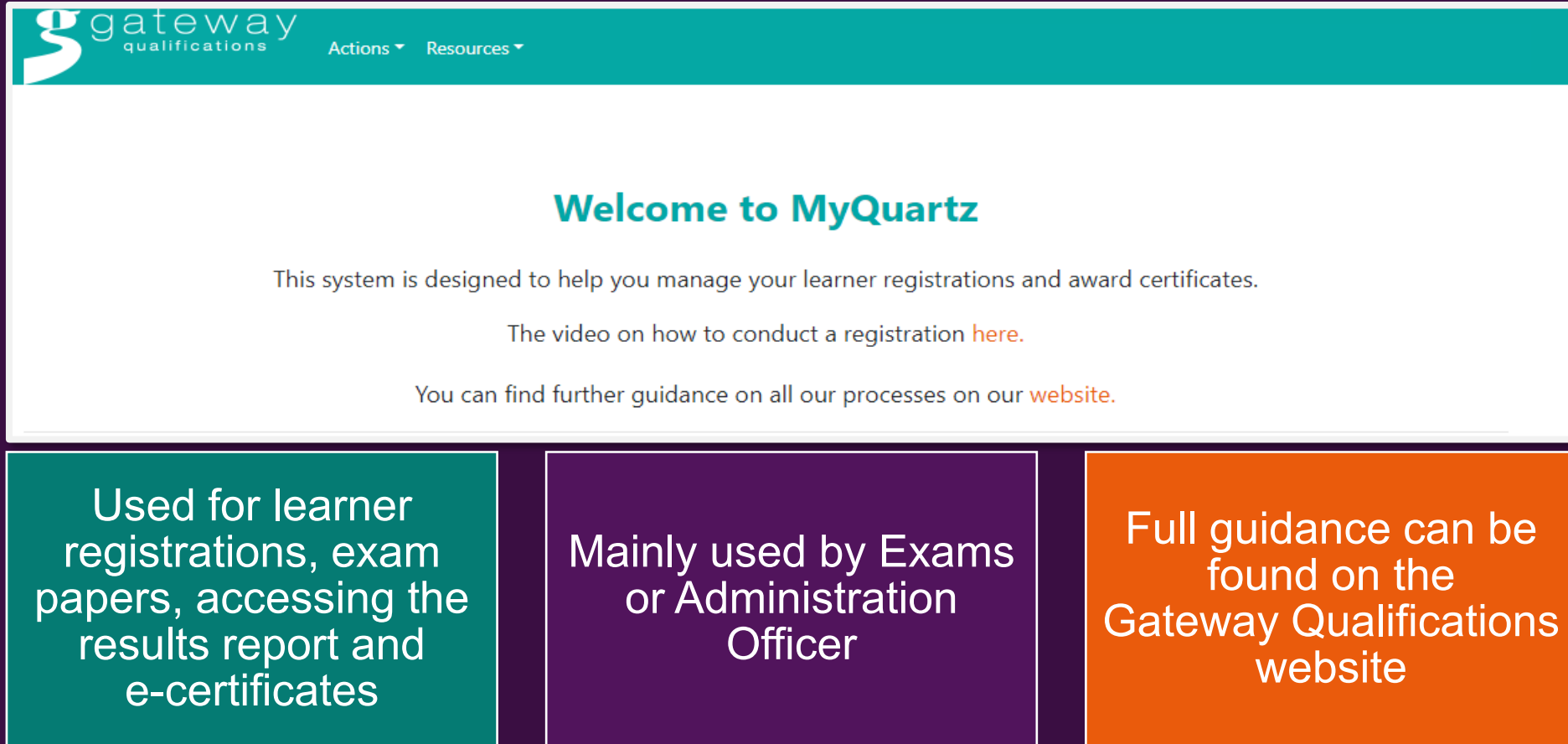
Our Systems

Gateway Qualifications
Website

Prism

MyQuartz

Our Systems: MyQuartz



The screenshot shows the MyQuartz system interface. At the top is a teal header with the Gateway Qualifications logo on the left and 'Actions' and 'Resources' dropdown menus on the right. The main content area is white and contains the heading 'Welcome to MyQuartz' in teal. Below this, there is a paragraph stating the system's purpose, followed by two lines of text with links to a video and the Gateway website. At the bottom, there are three colored boxes: teal, purple, and orange, each containing text describing the system's use.

gateway qualifications Actions Resources

Welcome to MyQuartz

This system is designed to help you manage your learner registrations and award certificates.

The video on how to conduct a registration [here](#).

You can find further guidance on all our processes on our [website](#).

Used for learner registrations, exam papers, accessing the results report and e-certificates

Mainly used by Exams or Administration Officer

Full guidance can be found on the Gateway Qualifications website

Support Materials and Resources

General (website)

Qualification specification
and ESOL Adult
Curriculum

Centre Handbook

Instructions for the
Conduct of Assessments

Teaching & learning

Resources on Prism

Sample Papers on Prism

Guidance on
Contextualisation

Webinars

Delivering & Assessing
webinar, live

Termly standardisation,
live

On demand webinars
Reading and Writing
Speaking and Listening

Resources

Contextualising ESOL

Activities to do on your own

Caring for the Environment

Community

Education, Training and Goals

Employment Opportunities

Food and Healthy Eating

Friends and Family

Sport and Leisure



These are available on Prism. [Sample](#)

On Prism

- Sample papers are available on Prism for all approved centres to access and use with their learners to fully prepare them for assessment.
 - 4 x for all skills at E1 to E3
 - 4 x for all skills at L1 and L2
- More sample papers will be added soon.
- Marking guidance for E1 to Level 1 is also available



Chief Examiner's reports

- Published on Prism every year in December
- Reviews the previous academic year
- Includes advice to centres about what learners find difficult and areas to develop



Website

- Admin Hub - includes information on our [systems](#)
- How to guides - instructions on how to access our teaching and learning resources in [Prism](#)
- Information on ESOL admin tasks:
 - [Printing an attendance register](#)
 - [How to access external assessment papers](#)
 - [Statement of Results report](#)
 - [How to download a Level 2 ESOL Reading and Writing results report](#)

Assessments:

Reasonable Adjustments

Centre permitted

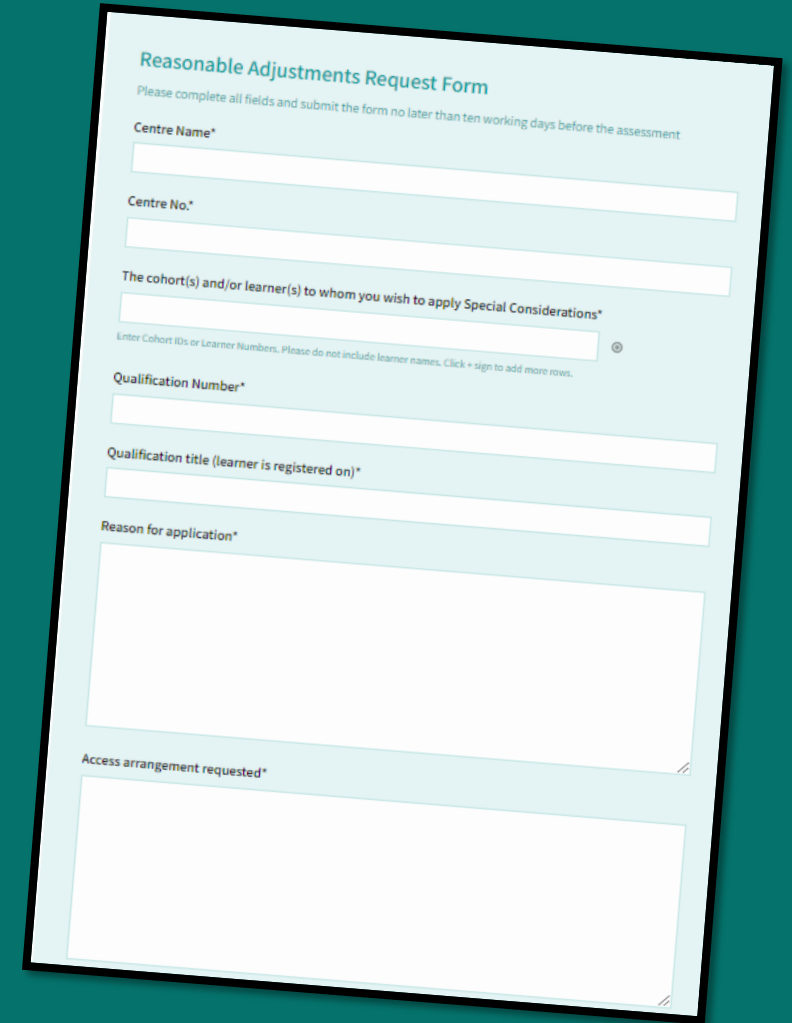
- Keep a record of those applied, along with evidence for the requirement, add the adjustment to myQuartz

Permitted reasonable adjustments

- Please check the ESOL specification for permitted adjustments.

For any other reasonable adjustments

- Apply to Gateway Qualifications using this form on our website



Reasonable Adjustments Request Form

Please complete all fields and submit the form no later than ten working days before the assessment

Centre Name*

Centre No.*

The cohort(s) and/or learner(s) to whom you wish to apply Special Considerations* ⓘ

Enter Cohort IDs or Learner Numbers. Please do not include learner names. Click + sign to add more rows.

Qualification Number*

Qualification title (learner is registered on)*

Reason for application*

Access arrangement requested*

Assessment Conditions

- E1-L1 Reading and Writing
- E1-L2 Speaking and Listening
- Completed in controlled conditions – can be done in the classroom, tutor can be the assessor
- Attendance registers to be completed for every assessment at every level.
 - Printing an Attendance Register



Timing of exams

- Assessor Packs contain guide times for completing tasks.
- Entry Level and Speaking and Listening (all levels)
 - These times are approximate and are provided for the guidance of tutors / assessors in order to help them plan assessment sessions.
- Level 1 and 2 Reading and Writing
 - Time limits must be adhered to.



Reading

- Four different texts of varying types with different contexts and purposes.
- A range of test types including multiple choice, matching, gap filling, short answer, word meaning.
- Learners may use a monolingual dictionary or a simplified glossary.
- Learners must pass the full paper.



Speaking and Listening

- Three tasks at all levels:
 - Task 1 = Listening to recorded extracts and responding to questions
 - Task 2 = Individual speaking activity
 - Task 3 = Discussion (includes responding to question(s) from other members of a group)
- The transcript for task 1 is provided as a sound file.
- Learners are given preparation time on the day for tasks 2 and 3 – they can make notes only.
- Detailed levels of response mark schemes are provided with suggested indicative content.

Speaking and Listening

Tips for success

- ☐ Test all audio equipment before formal assessments and ensure its is of good quality.
- ☐ On the recording, record the key details as detailed in the qual spec
- ☐ Ensure each recording is saved and stored securely
- ☐ Recordings must be retained for EQA sampling
- ☐ Assessments must be internally marked
- ☐ Record each learner's complete assessment
- ☐ Dictionaries are not permitted
- ☐ Record a minimum of 10 learners, or 10% where more than 10 learners are assessed
- ☐ Record marks against each assessment criterion

Writing

- Three Tasks:
 - Task 1 - completion of a form
 - Tasks 2 and 3 - different contexts which cover different assessment criteria
- Learners must pass each task.
- Additional required SPaG element for tasks 2 and 3 at levels 1 and 2.
- Suggested number of words provided for guidance only.
- Learners must plan their work. From Entry 3, space is provided for planning on the answer sheet and marks are allocated to planning.
- Detailed levels of response mark schemes are provided with suggested indicative content.

Contextualisation

Centres are permitted to contextualise tasks to better reflect the age, experience and culture of their learners.

The following assessments allow for contextualisation:

- Entry 1 to Entry 3 Reading and Writing
- Entry 1 to Level 2 Speaking and Listening

Alterations to tasks must reflect the mark scheme for that task, assess all the criteria for the task and must not change the difficulty or complexity of the task.

If an alternative task is to be used, centres must keep the details and submit these to the IQA / EQA when the work is subject to verification.

Marking

Reading and Listening

- Totals to be given at the end of each task to avoid errors when totalling the final marks.

Writing

- Scripts should not be annotated
- SPaG errors should not be highlighted or corrected.
 - Initials are acceptable such as SP,G, WO etc.
 - Give a clear indication how marks have been awarded in the marker column on the candidate pack, as per the mark scheme.
 - Learners must achieve a minimum of 4 marks for SPaG for tasks 2 and 3 at Level 1.

Marking

Speaking

- Marks should be clearly recorded on the observation record, together with evidence of language used by the learners to show how the marks were awarded. If you choose to record 100% of speaking assessment the observation records do not need to be as detailed.

Positive marking

- We encourage tutors to mark positively – we want to advocate what the learner can do. The focus is on awarding marks as per the mark scheme and not identifying where to deduct them.
- To this end, our assessments contain no granular questions, such as those specifically targeting SPaG, with all assessment criteria and learning outcomes met on a more holistic basis.
- Apply professional judgement when making assessment decisions– you know your learners best!



Taking Exams and Resits

Reading / Writing E1 to E3

- Assessment tasks can be completed in any order
- Assessment tasks can be taken in multiple sittings

Writing E1 – E3

- Assessment tasks can be completed in any order
- If a learner fails a task, they do not need to re-sit the full paper and a different task can be substituted for the failed one.

Speaking and Listening E1 – L2

- Assessment tasks can be completed in any order
- If a learner fails a task, they do not need to re-sit the full paper and a different task can be substituted for the failed one.

Level 2 Reading and Writing Assessments

- Must be booked on MyQuartz.
- A paper will be randomly allocated and available for download 5 days prior to the booked assessment date.
- Externally marked and results are issued within 10 days unless escalated.
- Assessments must be invigilated under exam conditions. Class tutor not permitted to be the assessor/invigilator.



Common Issues

Ensure the learner is enrolled on the right qualification for them

Use of correction fluid

Mobile phones

Issues with recordings

Writing / Speaking and Listening – dictionaries not permitted

Reading – monolingual dictionaries permitted

Marking – focusing on a single comment on the mark scheme

Common Issues

Ensure the correct paper is given to the correct learner (Level 2)

Check that all registrations and achievement claims are accurate

Check expiry dates of papers

Supporting learners with resits

Security Breaches



Any potential security breaches, either of assessment paper materials or during the conduct of the assessments, must be reported to Gateway Qualifications as soon as possible.



Guidance on securely transporting assessment materials can be found in the Centre Handbook: [Internal & External Assessment Practice - Gateway Qualifications](#)

ESOL Exam Security



Observe the same security processes as with other live exam material

Do not screen shot exams

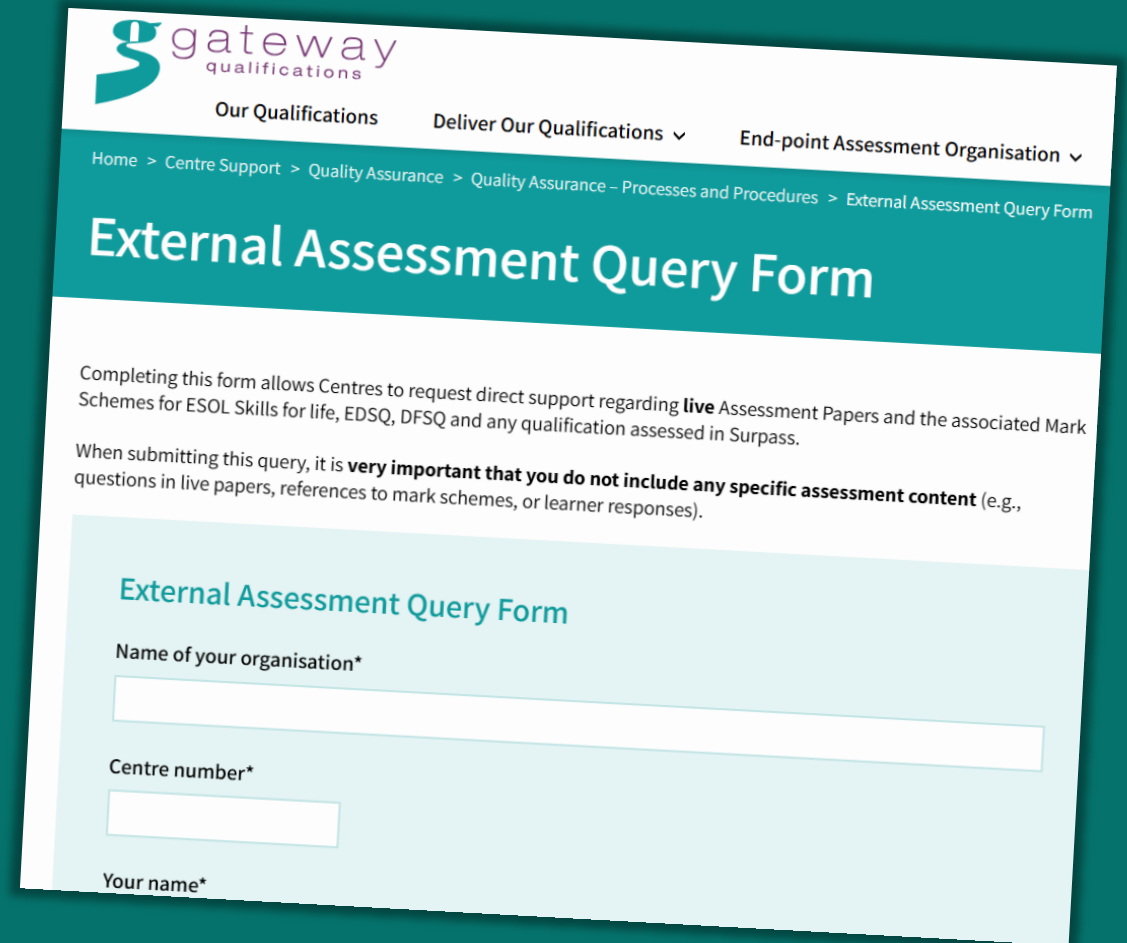
Do not send any exam content to us or anyone else in an email or any other insecure format

Dispose of unused exams securely

External Assessment Query Form

If you have a question about an exam paper, please do not email or send screenshots of the paper or the mark scheme, as this could result in a paper breach.

Please use the [External Assessment Query Form](#) on our website.



The screenshot shows the Gateway Qualifications website with the following elements:

- Header:** Gateway Qualifications logo, navigation links: "Our Qualifications", "Deliver Our Qualifications", and "End-point Assessment Organisation".
- Breadcrumbs:** Home > Centre Support > Quality Assurance > Quality Assurance – Processes and Procedures > External Assessment Query Form
- Title:** External Assessment Query Form
- Text:** "Completing this form allows Centres to request direct support regarding **live** Assessment Papers and the associated Mark Schemes for ESOL Skills for life, EDSQ, DFSQ and any qualification assessed in Surpass."
- Text:** "When submitting this query, it is **very important that you do not include any specific assessment content** (e.g., questions in live papers, references to mark schemes, or learner responses)."
- Form Fields:**
 - External Assessment Query Form** (Section Header)
 - Name of your organisation*** (Text input field)
 - Centre number*** (Text input field)
 - Your name*** (Text input field)

Paperwork

Learners must be registered in myQuartz before they take an examination

Attendance registers should be printed

Seating plans are required for Level 1 and 2, and are best practice for entry levels

Invigilation/supervision records should be kept.

Running Level 2 Examinations (Reading and Writing)

- Check registrations are accurate before assessment.
- Confirm assessment bookings in myQuartz.
- Verify learner identity where required.
- Ensure suitable rooms and resources are available.
- Follow assessment conditions at all times.
- Upload or submit materials within the required deadlines.
- Retain records securely.
- Have an 'exam' box
- Ensure the learners have the correct papers
- Ensure that the learners do not have access to correction fluid or digital devices

Internal Quality Assurance

Your centre needs an IQA to sample the assessments

The IQA should sample all assessors/sites/levels/skills and learners with reasonable adjustments

The IQA should sample borderline passes and fails

The IQA should provide feedback to assessors and run standardisation sessions

Check that any claims are accurate

External Quality Assurance

An EQA is allocated to your centre

Find EQA name on Prism

Remote or in-person visits arranged by your EQA

Documentation upload link provided for remote visits

Examinations may be observed

IQA sampling form required

Ongoing advice and support available

Report and feedback provided following visits



Q&A

Future events

Title		Day/Date	Time
Delivering and Assessing ESOL with Confidence: A Practical Guide for Tutors		Monday 19 October	12:00 pm to 2:00 pm
		Wednesday 9 December	1:00 pm to 3:00 pm
		Wednesday 27 January	1:00 pm to 3:00 pm
		Wednesday 10 March	1:00 pm to 3:00 pm
		Wednesday 19 May	1:00 pm to 3:00 pm
Standardisation	- Reading Entry 1 to Entry 3	Wednesday 18 November	1:30 pm to 3:30 pm
	- Reading Level 1 and support guidance for Level 2	Wednesday 25 November	1:30 pm to 3:30 pm
	- Speaking and Listening Entry Levels	Wednesday 10 February	1:30 pm to 3:30 pm
	- Speaking and Listening Level 1 and 2	Wednesday 22 February	1:00 pm to 3:00 pm
	- Writing Entry Levels	Wednesday 14 April	1:30 pm to 3:30 pm
	- Writing Level 1 and support guidance for Level 2	Wednesday 21 April	1:30 pm to 3:30 pm

Select multiple session dates and times

**Delivering and Assessing ESOL with Confidence:
A Practical Guide for Tutors**



Register for the
19th October



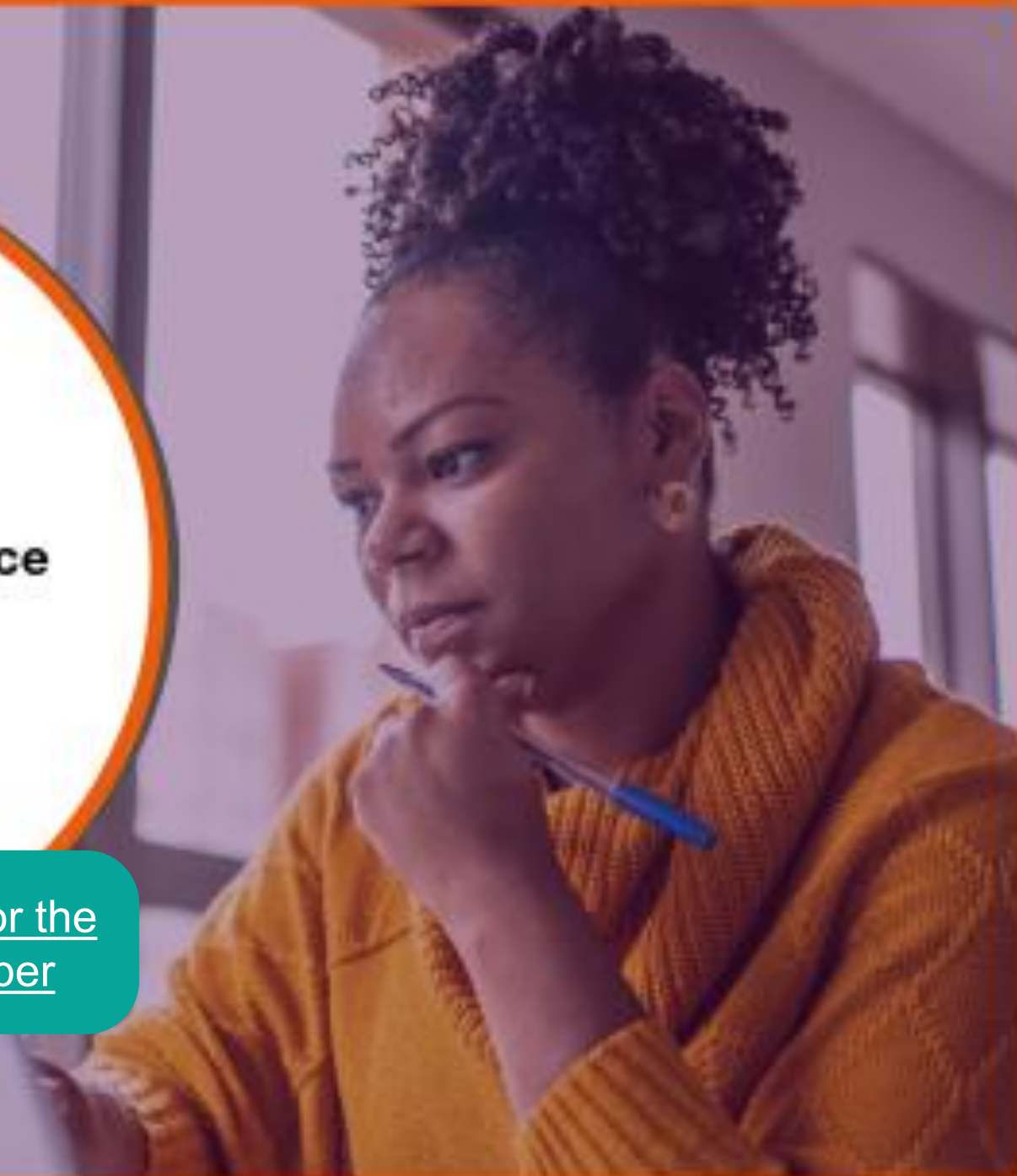
Date: 7th October 2026

Time: 11:30am to 12:30pm

**Starting the year well:
Laying the Foundations for Admin Excellence**



[Register for the
7th October](#)



ESOL Contacts



For quality assurance enquiries: assessment@gatewayqualifications.org.uk



For feedback on exam papers:
qualdev@gatewayqualifications.org.uk



Q&A

Contact us



<https://www.gatewayqualifications.org.uk/>



enquiries@gatewayqualifications.org.uk



01206 911 211



[Gateway Qualifications](#)

